



# CITY of ESCONDIDO

## COUNCIL MEETING AGENDA

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**WEDNESDAY, NOVEMBER 01, 2023**

**4:00 PM - Closed Session (Parkview Conference Room)**

**5:00 PM - Regular Session**

**Escondido City Council Chambers, 201 North Broadway, Escondido, CA 92025**

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### **WELCOME TO YOUR CITY COUNCIL MEETING**

We welcome your interest and involvement in the legislative process of Escondido. This agenda includes information about topics coming before the City Council and the action recommended by City staff.

#### **MAYOR**

Dane White

#### **DEPUTY MAYOR**

Joe Garcia (District 2)

#### **COUNCILMEMBERS**

Consuelo Martinez (District 1)

Christian Garcia (District 3)

Michael Morasco (District 4)

#### **CITY MANAGER**

Sean McGlynn

#### **CITY ATTORNEY**

Michael McGuinness

#### **CITY CLERK**

Zack Beck

#### **HOW TO WATCH**

The City of Escondido provides three ways to watch a City Council meeting:

##### **In Person**



201 N. Broadway

##### **On TV**



Cox Cable Channel 19 and U-verse Channel 99

##### **Online**



[www.escondido.org](http://www.escondido.org)



# CITY *of* ESCONDIDO

## COUNCIL MEETING AGENDA

WEDNESDAY, NOVEMBER 01, 2023

### HOW TO PARTICIPATE

The City of Escondido provides two ways to communicate with the City Council during a meeting:

#### In Person



Fill out Speaker Slip and Submit to City Clerk

#### In Writing



<https://escondido-ca.municodemeetings.com>

### ASSISTANCE PROVIDED

If you need special assistance to participate in this meeting, please contact our ADA Coordinator at 760-839-4869. Notification 48 hours prior to the meeting will enable the city to make reasonable arrangements to ensure accessibility. Listening devices are available for the hearing impaired – please see the City Clerk.







# CITY of ESCONDIDO

## COUNCIL MEETING AGENDA

WEDNESDAY, NOVEMBER 01, 2023

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### CLOSED SESSION

4:00 PM

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#### CALL TO ORDER

1. Roll Call: C. Garcia, J. Garcia, Martinez, Morasco, White

#### ORAL COMMUNICATIONS

In addition to speaking during particular agenda items, the public may address the Council on any item which is not on the agenda provided the item is within the subject matter jurisdiction of the City Council. State law prohibits the Council from discussing or taking action on such items, but the matter may be referred to the City Manager/staff or scheduled on a subsequent agenda. Speakers are limited to only one opportunity to address the Council under Oral Communications.

#### CLOSED SESSION

##### I. CONFERENCE WITH LABOR NEGOTIATORS (Government Code § 54957.6)

- a. Agency Representative: Sean McGlynn, City Manager, or designee  
Employee Organization: Escondido Police Officers' Association Sworn Personnel Bargaining Unit
- b. Agency Representative: Sean McGlynn, City Manager, or designee  
Employee Organization: Escondido Police Officers' Association Non-Sworn Personnel Bargaining Unit
- c. Agency Representative: Sean McGlynn, City Manager, or designee  
Employee Organization: Escondido Firefighters' Association Safety Personnel and Non-safety Personnel Bargaining Unit
- d. Agency Representative: Sean McGlynn, City Manager, or designee  
Employee Organization: Escondido City Employees' Association Supervisory Bargaining Unit
- e. Agency Representative: Sean McGlynn, City Manager, or designee  
Employee Organization: Maintenance and Operations Bargaining Unit and Administrative / Clerical / Engineering Bargaining Unit, Teamsters Local 911
- f. Agency Representative: Sean McGlynn, City Manager, or designee  
Employee Organization: Police Management Association (Unrecognized) Bargaining Unit



# CITY of ESCONDIDO

## COUNCIL MEETING AGENDA

WEDNESDAY, NOVEMBER 01, 2023

**II. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION (Government Code §54956.9(d)(1))**

- a. *Justin Miller v. City of Escondido; AdminSure, Inc.*  
WCAB No: ADJ15664263; ADJ15664181

**III. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.8)**

- a. Property: 272 Via Rancho Pkwy, Escondido (North County Mall)
- b. Agency Negotiator: Sean McGlynn, City Manager, or designee
- c. Negotiating Parties: Steerpoint Capital and affiliates
- d. Under Negotiation: Price and Terms of Ground Lease

**IV. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Government Code § 54956.9(d)(2) and (e)(3))**

- a. Claim of Escondido North, LLC re: Ash Street Subdivision Fee Protest

**ADJOURNMENT**



# CITY of ESCONDIDO

## COUNCIL MEETING AGENDA

WEDNESDAY, NOVEMBER 01, 2023

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### REGULAR SESSION

5:00 PM Regular Session

Mobilehome Rent Review Board

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### MOMENT OF REFLECTION

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### FLAG SALUTE

The City Council conducts the Pledge of Allegiance at the beginning of every City Council meeting.

### CALL TO ORDER

Roll Call: C. Garcia, J. Garcia, Martinez, Morasco, White

### PRESENTATION

First Aqueduct Structures Rehabilitation Project - *San Diego County Water Authority*

### CLOSED SESSION REPORT

### ORAL COMMUNICATIONS

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### CONSENT CALENDAR

Items on the Consent Calendar are not discussed individually and are approved in a single motion. However, Council members always have the option to have an item considered separately, either on their own request or at the request of staff or a member of the public.

### 1. AFFIDAVITS OF PUBLICATION, MAILING, AND POSTING (COUNCIL/RRB) -



# CITY of ESCONDIDO

## COUNCIL MEETING AGENDA

WEDNESDAY, NOVEMBER 01, 2023

**2. APPROVAL OF WARRANT REGISTER (COUNCIL) -**

Request the City Council approve the City Council and Housing Successor Agency warrant numbers:

- 377995 – 378217 dated October 18, 2023

Staff Recommendation: Approval (Finance Department: Christina Holmes)

**3. APPROVAL OF MINUTES: Regular meeting of October 18, 2023**

**4. WAIVER OF READING OF ORDINANCES AND RESOLUTIONS –**

**5. STATE OF CALIFORNIA OPIOID SETTLEMENT FUNDS**

Request the City Council adopt Resolution No. 2023-142 authorizing the Mayor to execute, on behalf of the City, the Public Services Agreement with Escondido COMPACT to provide opioid abuse education, prevention, and intervention services; authorizing the Chief of Police to accept annual Opioid Settlement Funds from the State of California; and approving budget adjustments needed to spend settlement funds.

Staff Recommendation: Approval (Police Department: Edward Varso, Chief of Police)

Presenter: Edward Varso

- a) Resolution No. 2023-142

## PUBLIC HEARINGS

**6. LONG-FORM MOBILE HOME RENT REVIEW BOARD HEARING FOR EASTWOOD MEADOWS  
MOBILEHOME PARK (CASE/FILE NO. 0697-20-10336)**

Request the City Council, serving as the Mobilehome Rent Review Board, consider the Long-form rent increase application submitted by Eastwood Meadows Mobilehome Park (“Applicant”) as well as the Eastwood Meadows Long-Form Rent Increase Analysis and recommendation provided by RSG; approve an increase based on the expert analysis provided by RSG, and if approved, adopt Rent Review Board Resolution No. RRB 2023-145.

Staff Recommendation: Approval (Development Services Department: Chris McKinney, Deputy City Manager/Interim Director of Development Services)

Presenter: Danielle Lopez, Interim Housing and Neighborhood Services Manager

- a) Resolution RRB No. 2023-145



# CITY of ESCONDIDO

## COUNCIL MEETING AGENDA

WEDNESDAY, NOVEMBER 01, 2023

### **7. TOW COMPANY APPEALS HEARING**

Request the City Council approve Resolution Nos. 2023-138 and 2023-139 denying the appeals of Quality East County Inc./Quality Towing East Quality Towing ("Quality Towing") and Tow and Transport Inc./Roadway Towing & Recovery ("Roadway Towing") challenging their non-selection for a City towing contract.

Staff Recommendation: Approval (Police Department: Edward Varso, Chief of Police)

Presenter: Edward Varso, Chief of Police

a) Resolution No. 2023-138

b) Resolution No. 2023-139

### **CURRENT BUSINESS**

### **8. APPOINTMENT OF AD HOC SUBCOMMITTEE TO ADDRESS THE CITY'S ON-GOING STRUCTURAL DEFICIT**

Request the City Council appoint an ad-hoc subcommittee to address City's on-going structural deficit.

Staff Recommendation: Approval (City Clerk's Office: Zack Beck, City Clerk)

Presenter: Zack Beck

### **WORKSHOP**

### **9. TRANSPORTATION PRIMER**

Request the City Council hold a workshop to discuss transportation in preparation for upcoming local and regional planning efforts.

Staff Recommendation: Receive and File (Development Services Department: Chris McKinney, Interim Development Services Director/ Deputy City Manager and Julie Procopio, City Engineer)

Presenters: Chris McKinney and Julie Procopio

### **FUTURE AGENDA**

### **10. FUTURE AGENDA**

The purpose of this item is to identify issues presently known to staff or which members of the City Council wish to place on an upcoming City Council agenda. Council comment on these future agenda items is limited by California Government Code Section 54954.2 to clarifying questions, brief announcements, or requests for factual information in connection with an item when it is discussed.

Staff Recommendation: None (City Clerk's Office: Zack Beck)



# CITY of ESCONDIDO

## COUNCIL MEETING AGENDA

WEDNESDAY, NOVEMBER 01, 2023

### COUNCILMEMBERS SUBCOMMITTEE REPORTS AND OTHER REPORTS

#### CITY MANAGER'S WEEKLY ACTIVITY REPORT

The most current information from the City Manager regarding Economic Development, Capital Improvement Projects, Public Safety, and Community Development. This report is also available on the City's website, [www.escondido.org](http://www.escondido.org).

#### ORAL COMMUNICATIONS

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#### ADJOURNMENT

#### UPCOMING MEETING SCHEDULE

Wednesday, November 15, 2023	4:00 & 5:00 PM	Regular Meeting, <i>Council Chambers</i>
Wednesday, December 06, 2023	4:00 & 5:00 PM	Regular Meeting, <i>Council Chambers</i>

#### SUCCESSOR AGENCY

Members of the Escondido City Council also sit as the Successor Agency to the Community Development Commission, Escondido Joint Powers Financing Authority, and the Mobilehome Rent Review Board.



Consent Item No. 1

November 01, 2023

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**A F F I D A V I T S**

**O F**

**I T E M**

**P O S T I N G – N O N E**



# STAFF REPORT

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November 01, 2023  
File Number 0400-40

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## **SUBJECT**

APPROVAL OF WARRANT REGISTER (COUNCIL)

## **DEPARTMENT**

Finance

## **RECOMMENDATION**

Request approval for City Council and Housing Successor Agency warrant numbers:

377995 – 378217 dated October 18, 2023

Staff Recommendation: Approval (Finance Department: Christina Holmes)

## **FISCAL ANALYSIS**

The total amount of the warrants for the following periods are as follows:

October 12, 2023 – October 18, 2023 is \$4,395,067.16

## **BACKGROUND**

The Escondido Municipal Code Section 10-49 states that warrants or checks may be issued and paid prior to audit by the City Council, provided the warrants or checks are certified and approved by the Director of Finance as conforming to the current budget. These warrants or checks must then be ratified and approved by the City Council at the next regular Council meeting.





# CITY of ESCONDIDO

## COUNCIL MEETING MINUTES

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### CLOSED SESSION

4:00 PM

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### CALL TO ORDER

1. Roll Call: C. Garcia, J. Garcia, Martinez, Morasco, White

### ORAL COMMUNICATIONS

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### CLOSED SESSION

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Employee Organization: Escondido Police Officers' Association Sworn Personnel Bargaining Unit
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- c. Agency Representative: Sean McGlynn, City Manager, or designee  
Employee Organization: Escondido Firefighters' Association Safety and Non-safety Bargaining Unit
- d. Agency Representative: Sean McGlynn, City Manager, or designee  
Employee Organization: Escondido City Employees' Association Supervisory Bargaining Unit
- e. Agency Representative: Sean McGlynn, City Manager, or designee  
Employee Organization: Maintenance and Operations Bargaining Unit and Administrative/Clerical/Engineering Bargaining Unit, Teamsters Local 911



# CITY *of* ESCONDIDO

## COUNCIL MEETING MINUTES

### ADJOURNMENT

Mayor White adjourned the meeting at 4:10 p.m.

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MAYOR

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CITY CLERK



# CITY of ESCONDIDO

## COUNCIL MEETING MINUTES

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### REGULAR SESSION

5:00 PM Regular Session

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### MOMENT OF REFLECTION

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### FLAG SALUTE

The City Council conducts the Pledge of Allegiance at the beginning of every City Council meeting.

### CALL TO ORDER

Roll Call: C. Garcia, J. Garcia, Martinez, Morasco, White

### CLOSED SESSION REPORT

### ORAL COMMUNICATIONS

Jonathan Espino – Informed the City Council about the Original Boxing Foundation.

### CONSENT CALENDAR

Motion: Morasco; Second: Martinez; Approved: 5-0

**1. AFFIDAVITS OF PUBLICATION, MAILING, AND POSTING (COUNCIL/RRB)**

**2. APPROVAL OF WARRANT REGISTER (COUNCIL)**

Request the City Council approve the City Council and Housing Successor Agency warrant numbers:

- 377002 – 377217 dated September 13, 2023
- 377218 – 377413 dated September 20, 2023
- 377414 – 377629 dated September 27, 2023

Staff Recommendation: Approval (Finance Department: Christina Holmes)

**3. APPROVAL OF MINUTES: None**



# CITY of ESCONDIDO

## COUNCIL MEETING MINUTES

### 4. WAIVER OF READING OF ORDINANCES AND RESOLUTIONS

#### PUBLIC HEARING

### 5. PROPOSED WATER, WASTEWATER, AND RECYCLED WATER RATE ADJUSTMENTS

Request the City Council adopt Resolution No. 2023-131, approving a five-year adjusted water, wastewater, and recycled water rates and fees structure to fund future Utilities maintenance and operations, and capital improvements. (File Number 1320-65)

Staff Recommendation: Approval (Utilities Department: Angela Morrow, Interim Director of Utilities)

Presenter: Angela Morrow, Interim Director of Utilities

a) Resolution No. 2023-131

Nicolas Lucia – Expressed opposition to the proposed water rate increases.

Sandra Otteson – Expressed opposition to the proposed water rate increases.

Matthew Roxo – Expressed opposition to the proposed water rate increases.

Edward Grangetto – Expressed opposition to the proposed water rate increases.

Robin Rush – Expressed opposition to the proposed water rate increases.

David Drake – Expressed opposition to the proposed water rate increases and expressed frustration at the San Diego County Water Authority's approach towards water reclamation.

Rick Carey – Expressed opposition to the proposed water rate increases and concern over the San Diego County Water Authority's management of water.

Kimberly Bilman – Expressed opposition to the proposed water rate increases.

Julie Bern – Expressed opposition to the proposed water rate increases.

Barbara Cope – Expressed opposition to the proposed water rate increases.

Yolanda York – Expressed opposition to the proposed water rate increases.

Lily Yates – Expressed opposition to the proposed water rate increases.

Ana Marie Velasco – Expressed opposition to the proposed water rate increases.



# CITY of ESCONDIDO

## COUNCIL MEETING MINUTES

George Clark – Expressed opposition to the proposed water rate increases.

Kerrie Benecke – Expressed opposition to the proposed water rate increases.

Maria Elena Malfavion – Expressed opposition to the proposed water rate increases.

Motion to increase water rates by 8% (January 1, 2024), 7.5% (January 1, 2025), 7.5% (January 1, 2026), 6.5% (January 1, 2027), 6.5% (January 1 2028) and increase wastewater rates by 3.5% (January 1, 2024), 5% (July 1, 2024), 5% (July 1, 2025), 4% (July 1, 2026), 4% (July 1, 2026): C. Garcia; Second: Martinez; Approved: 4-1 (White – No)

### CURRENT BUSINESS

#### 6. AQUATICS FACILITY PROJECT

Request the City Council to review options for an Aquatic Facility and provide direction to staff on design, construction and financing of the project. (File Number 0600-10; A-3424)

Staff Recommendation: Provide Direction (City Manager's Office: Joanna Axelrod, Deputy City Manager)

Presenters: Joanna Axelrod, Deputy City Manager and Christina Holmes, Director of Finance

Motion to not move forward with the project at this time: J. Garcia; Second: White;  
Approved: 5-0

### FUTURE AGENDA

#### 7. FUTURE AGENDA

The purpose of this item is to identify issues presently known to staff or which members of the City Council wish to place on an upcoming City Council agenda. Council comment on these future agenda items is limited by California Government Code Section 54954.2 to clarifying questions, brief announcements, or requests for factual information in connection with an item when it is discussed.

Staff Recommendation: None (City Clerk's Office: Zack Beck)

### COUNCILMEMBERS SUBCOMMITTEE REPORTS AND OTHER REPORTS

#### CITY MANAGER'S WEEKLY ACTIVITY REPORT

The most current information from the City Manager regarding Economic Development, Capital Improvement Projects, Public Safety, and Community Development. This report is also available on the City's website, [www.escondido.org](http://www.escondido.org).



# CITY of ESCONDIDO

## COUNCIL MEETING MINUTES

### ORAL COMMUNICATIONS

Nancy Burian – Expressed concern over homelessness in Escondido.

### ADJOURNMENT

Mayor White adjourned the meeting at 7:05 p.m.

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MAYOR

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CITY CLERK



# STAFF REPORT

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## ITEM NO. 4

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### SUBJECT

### WAIVER OF READING OF ORDINANCES AND RESOLUTIONS –

### ANALYSIS

The City Council/RRB has adopted a policy that is sufficient to read the title of ordinances at the time of introduction and adoption, and that reading of the full text of ordinances and the full text and title of resolutions may be waived.

Approval of this consent calendar item allows the City Council/RRB to waive the reading of the full text and title of all resolutions agendaized in the Consent Calendar, as well as the full text of all ordinances agendaized in either the Introduction and Adoption of Ordinances or General Items sections. **This particular consent calendar item requires unanimous approval of the City Council/RRB.**

Upon approval of this item as part of the Consent Calendar, all resolutions included in the motion and second to approve the Consent Calendar shall be approved. Those resolutions removed from the Consent Calendar and considered under separate action may also be approved without the reading of the full text and title of the resolutions.

Also, upon the approval of this item, the Mayor will read the titles of all ordinances included in the Introduction and Adoption of Ordinances section. After reading of the ordinance titles, the City Council/RRB may introduce and/or adopt all the ordinances in one motion and second.

### RECOMMENDATION

Staff recommends that the City Council/RRB approve the waiving of reading of the text of all ordinances and the text and title of all resolutions included in this agenda. Unanimous approval of the City Council/RRB is required.

Respectfully Submitted,

Zack Beck  
City Clerk



# STAFF REPORT

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November 1, 2023  
File Number 0600-10; A-3480

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## SUBJECT

### STATE OF CALIFORNIA OPIOID SETTLEMENT FUNDS

## DEPARTMENT

POLICE DEPARTMENT

## RECOMMENDATION

Request the City Council adopt Resolution No. 2023-142 authorizing the Mayor to execute, on behalf of the City, the Public Services Agreement with Escondido COMPACT to provide opioid abuse education, prevention, and intervention services; authorizing the Chief of Police to accept annual Opioid Settlement Funds from the State of California; and approving budget adjustments needed to spend settlement funds. Settlement funds will be used to purchase Naloxone and to fund opioid education, prevention, and intervention services.

Staff Recommendation: Approval (Police Department: Edward Varso, Chief of Police)

Presenters: Edward Varso, Chief of Police

## FISCAL ANALYSIS

This project will have no impact on the General Fund Budget. At this time, the State of California has provided \$307,795 for the City of Escondido. According to the State, participating cities and counties receive funding annually, as determined by the relative National Opioid Settlement Agreements. Payment periods vary by settlement and can last up to 18 years. Pending settlements could affect future funding patterns and future drug intervention program recommendations. In the event that that unanticipated funding becomes available to expand the currently proposed opioid education, prevention, and intervention services, staff will provide an update to the City Council.

Naloxone purchases will account for up to 20% of the annual settlement funds. These funds will cover all of the City's Naloxone (Narcan) purchases during the funding period. Opioid abuse education, prevention, and intervention programs will account for approximately 80% of the annual settlement funds, through a Public Service Agreement with Escondido COMPACT, not to exceed \$150,000 per year

## PREVIOUS ACTION

No previous action.





# CITY of ESCONDIDO

## STAFF REPORT

### BACKGROUND

The State of California has joined national lawsuits against manufacturers, distributors, and other entities responsible for aiding the opioid epidemic. The National Opioids Settlements with pharmaceutical distributors and pharmacies are expected to provide substantial funds for the abatement of the opioid epidemic in California and throughout the United States.

The State has appointed the Department of Health Care Services (DHCS) as the oversight and monitoring entity for funds received through opioid settlements, pursuant to the California State-Subdivision Agreements. The settlement funds allocated to California will be distributed to cities and counties throughout the state. The funds must be utilized towards the opioid related issues, including intervention, prevention and education.

The City of Escondido proposes to use the funding to provide Naloxone (Narcan) to first responders. Public safety personnel will be able to maintain a supply of Narcan in an effort to provide lifesaving medicine for patients suffering from a potential opioid overdose. This product has the ability to prevent death in case of opioid overdose.

The City of Escondido will also use the funding to enhance opioid drug intervention, prevention and educational programs through substance abuse service provider, Escondido COMPACT. The funds will be passed through the City to Escondido COMPACT to educate the City's most vulnerable population. Escondido COMPACT has many years of experience with drug related education, intervention and prevention programs that serve the community. The programs will be expanded to respond to the opioid crisis.

### RESOLUTIONS

- A. Resolution No. 2023-142
- B. Resolution No. 2023-142 Exhibit "A"

### ATTACHMENTS

- A. Attachment "1" – Budget Adjustment

## RESOLUTION NO. 2023-142

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ESCONDIDO, CALIFORNIA, AUTHORIZING THE MAYOR TO EXECUTE, ON BEHALF OF THE CITY, A PUBLIC SERVICES AGREEMENT WITH ESCONDIDO COMPACT TO PROVIDE OPIOID ABUSE EDUCATION, PREVENTION AND INTERVENTION SERVICES; AUTHORIZING THE CHIEF OF POLICE TO ACCEPT ANNUAL OPIOID SETTLEMENT FUNDS FROM THE STATE OF CALIFORNIA; AND APPROVING BUDGET ADJUSTMENTS TO SPEND SETTLEMENT FUNDS

WHEREAS, the City Council authorized the City of Escondido ("City") to enter into various settlement agreements with drug manufacturers and distributors ("National Opioid Settlement") to receive funds for the purpose of abating the effects of opioid drugs in the City's jurisdiction; and

WHEREAS, a condition of receiving the National Opioid Settlement funds is the expenditure on specific drug abatement and remediation activities and programs; and

WHEREAS, the City desires to reduce opioid drug abuse in the community; and

WHEREAS, the Escondido Police Department has designated the National Opioid Settlement funds to address this goal; and

WHEREAS, the National Opioid Settlement funds are made available through the State of California Department of Health Care Services (DHCS); and

WHEREAS, an allowable use of the National Opioid Settlement funds includes contracting with entities such as Escondido COMPACT to provide drug remediation and abatement programs and services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Escondido, California, as follows:

1. That the above recitations are true.
2. That the City Council authorizes the Mayor to execute, on behalf of the City, the Public Services Agreement with Escondido COMPACT to provide opioid abuse education, prevention, and intervention services, which is attached hereto as Exhibit "A" and incorporated by this reference, subject to final approval as to form by the City Attorney.
3. That the City council authorizes the Chief of Police to accept annual National Opioid Settlement Funds from the State of California and approves budget adjustments needed to spend settlement funds.



CITY OF ESCONDIDO  
PUBLIC SERVICES AGREEMENT

This Public Services Agreement ("Agreement") is made and entered into as of the last signature date set forth below ("Effective Date"),

Between: CITY OF ESCONDIDO  
a California municipal corporation  
201 N. Broadway  
Escondido, CA 92025  
Attn: Edward Varso, Chief of Police  
760-839-4706  
("CITY")

And: THE ESCONDIDO EDUCATION COMPACT  
a California nonprofit public benefit corporation  
dba ESCONDIDO COMPACT  
220 S. Broadway  
Escondido, CA 92025  
Attn: Patricia Huerta, Executive Director  
760-839-4274  
("CONTRACTOR").

(The CITY and CONTRACTOR each may be referred to herein as a "Party" and collectively as the "Parties.")

WHEREAS, the Parties desire to enter into this Agreement for the performance of the Services described herein.

NOW, THEREFORE, in consideration of the mutual covenants, promises, terms, and conditions set forth herein, and the mutual benefits derived therefrom, the Parties hereby agree as follows:

1. Description of Services. CONTRACTOR shall furnish all of the Services described in the Scope of Work, which is attached to this Agreement as Attachment "A" and incorporated herein by this reference ("Services").
2. Compensation. In exchange for CONTRACTOR's completion of the Services, the CITY shall pay, and CONTRACTOR shall accept in full, an amount not to exceed the sum of **\$150,000** per fiscal year throughout the term of this Agreement, conditional upon available funding. The total contract price of this Agreement shall not exceed **\$750,000**. CONTRACTOR shall be compensated only for performance of the Services described in this Agreement. No compensation shall be provided for any other work or services without the CITY's prior written consent. This funding is predicated on funding from the State of California Opioid Settlement Funds.
3. Performance. CONTRACTOR shall faithfully perform the Services in a proficient manner, to the

satisfaction of the CITY, and in accord with the terms of this Agreement. CONTRACTOR shall be responsible for the professional quality, technical accuracy, timely completion, and coordination of all reports and other information furnished by CONTRACTOR pursuant to this Agreement, except that CONTRACTOR shall not be responsible for the accuracy of information supplied by the CITY.

4. Termination. The Parties may mutually terminate this Agreement through a writing signed by both Parties. The CITY may terminate this Agreement for any reason upon providing CONTRACTOR with 10 days' advance written notice. CONTRACTOR agrees to cease all work under this Agreement on or before the effective date of any notice of termination. If the CITY terminates this Agreement due to no fault or failure of performance by CONTRACTOR, then CONTRACTOR shall be compensated based on the work satisfactorily performed at the time of such termination. In no event shall CONTRACTOR be entitled to receive more than the amount that would be paid to CONTRACTOR for the full performance of the Services.
5. City Property. All original documents, drawings, electronic media, and other materials prepared by CONTRACTOR pursuant to this Agreement immediately become the exclusive property of the CITY, and shall not be used by CONTRACTOR for any other purpose without the CITY's prior written consent.
6. Insurance Requirements.
  - a. CONTRACTOR shall procure and maintain, at its own cost, during the entire term of this Agreement, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the Services, and the results of such work, by CONTRACTOR, its agents, representatives, employees, or subcontractors. Insurance coverage shall be at least as broad as the following:
    - (1) *Commercial General Liability.* Insurance Services Office ("ISO") Form CG 00 01 covering Commercial General Liability on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury, with limits no less than \$2,000,000 per occurrence and \$4,000,000 general aggregate.
    - (2) *Automobile Liability.* ISO Form CA 00 01 covering any auto (Code 1), or if CONTRACTOR has no owned autos, hired (Code 8) and non-owned autos (Code 9), with limits no less than \$1,000,000 per accident for bodily injury and property damage, unless waived by the CITY and approved in writing by the CITY's Risk and Safety Division.
    - (3) *Workers' Compensation.* Worker's Compensation as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease.
    - (4) If CONTRACTOR maintains broader coverage and/or higher limits than the minimums otherwise required by this Agreement, the CITY requires and shall be entitled to the broader coverage and/or the higher limits maintained by CONTRACTOR.
  - b. Each insurance policy required by this Agreement must be acceptable to the City Attorney and shall meet the following requirements:
    - (1) *Acceptability of Insurers.* Insurance coverage must be provided by an insurer authorized to conduct business in the state of California with a current A.M. Best's rating of no less than A-: FSC VII, or as approved by the CITY.
    - (2) *Additional Insured Status.* Both the Commercial General Liability and the Automobile Liability policies must name the CITY (including its officials, officers, agents, employees, and volunteers) specifically as an additional insured under the policy on a separate endorsement page. The Commercial General Liability additional insured endorsement shall be at least as broad as ISO Form CG 20 10 11 85, or if not available, through the addition of *both* CG 20 10, CG 20 26, CG 20 33, or CG 20 38, *and* CG 20 37 if a later

edition is used. The Automobile Liability endorsement shall be at least as broad as ISO Form CA 20 01.

- (3) *Primary Coverage.* CONTRACTOR's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 with respect to the CITY, its officials, officers, agents, employees, and volunteers. Any insurance or self-insurance maintained by the CITY, its officials, officers, agents, employees, or volunteers shall be in excess of CONTRACTOR's insurance and shall not contribute with it.
  - (4) *Notice of Cancellation.* Each insurance policy shall provide that coverage shall not be canceled, except with prior written notice to the CITY.
  - (5) *Subcontractors.* If applicable, CONTRACTOR shall require and verify that all subcontractors maintain insurance meeting all the requirements stated in this Agreement, and CONTRACTOR shall ensure that the CITY (including its officials, officers, agents, employees, and volunteers) is an additional insured on any insurance required from a subcontractor.
  - (6) *Waiver of Subrogation.* CONTRACTOR hereby grants to the CITY a waiver of any right to subrogation that any insurer of CONTRACTOR may acquire against the CITY by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this subsection shall apply regardless of whether or not the CITY has received a waiver of subrogation endorsement from the insurer. Any Workers' Compensation policy required by this Agreement shall be endorsed with a waiver of subrogation in favor of the CITY for all work performed by the CONTRACTOR, its agents, representatives, employees and subcontractors.
  - (7) *Self-Insurance.* CONTRACTOR may, with the CITY's prior written consent, fulfill some or all of the insurance requirements contained in this Agreement under a plan of self-insurance. CONTRACTOR shall only be permitted to utilize such self-insurance if, in the opinion of the CITY, CONTRACTOR's (i) net worth and (ii) reserves for payment of claims of liability against CONTRACTOR are sufficient to adequately compensate for the lack of other insurance coverage required by this Agreement. CONTRACTOR's utilization of self-insurance shall not in any way limit the liabilities assumed by CONTRACTOR pursuant to this Agreement.
  - (8) *Self-Insured Retentions.* Self-insured retentions must be declared to and approved by the CITY.
- c. *Verification of Coverage.* At the time CONTRACTOR executes this Agreement, CONTRACTOR shall provide the CITY with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting the insurance coverage required by this Agreement), which shall meet all requirements under this Agreement. The CITY reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this Agreement, at any time.
  - d. *Special Risks or Circumstances.* The CITY reserves the right, at any point during the term of this Agreement, to modify the insurance requirements in this Agreement, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
  - e. *No Limitation of Obligations.* The insurance requirements in this Agreement, including the types and limits of insurance coverage CONTRACTOR must maintain, and any approval of such insurance by the CITY, are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONTRACTOR pursuant to this Agreement, including but not limited to any provisions in this Agreement concerning indemnification.
  - f. Failure to comply with any of the insurance requirements in this Agreement, including but not limited to a lapse in any required insurance coverage during the term of this Agreement, shall be a material breach of this Agreement. In the event that CONTRACTOR fails to comply with any such insurance requirements in this Agreement, in addition to any other remedies the CITY

may have, the CITY may, at its sole option, (i) immediately terminate this Agreement; or (ii) order CONTRACTOR to stop work under this Agreement and/or withhold any payment that becomes due to CONTRACTOR until CONTRACTOR demonstrates compliance with the insurance requirements in this Agreement.

7. Indemnification, Duty to Defend, and Hold Harmless.

- a. CONTRACTOR (including CONTRACTOR's agents, employees, and subcontractors, if any) shall indemnify, defend, and hold harmless the CITY, its officials, officers, agents, employees, and volunteers from and against any and all claims, demands, actions, causes of action, proceedings (including but not limited to legal and administrative proceedings of any kind), suits, fines, penalties, judgments, orders, levies, costs, expenses, liabilities, losses, damages, or injuries, in law or equity, including without limitation the payment of all consequential damages and attorney's fees and other related litigation costs and expenses (collectively, "Claims"), of every nature caused by, arising out of, or in connection with CONTRACTOR's performance of the Services or its failure to comply with any of its obligations contained in this Agreement, except where caused by the sole negligence or willful misconduct of the CITY.
- b. CONTRACTOR (including CONTRACTOR's agents, employees, and subcontractors, if any) shall defend, indemnify, and hold harmless the CITY, its officials, officers, agents, employees, and volunteers from and against any and all Claims caused by, arising under, or resulting from any violation, or claim of violation, of the San Diego Municipal Storm Water Permit (Order No. R9-2013-0001, as amended) of the California Regional Water Quality Control Board, Region 9, San Diego, that the CITY might suffer, incur, or become subject to by reason of, or occurring as a result of, or allegedly caused by, any work performed pursuant to this Agreement.
- c. All terms and provisions within this Section 7 shall survive the termination of this Agreement.

8. Anti-Assignment Clause. Because the CITY has relied on the particular skills of CONTRACTOR in entering into this Agreement, CONTRACTOR shall not assign, delegate, subcontract, or otherwise transfer any duty or right under this Agreement, including as to any portion of the Services, without the CITY's prior written consent. Any purported assignment, delegation, subcontract, or other transfer made without the CITY's consent shall be void and ineffective. Unless CONTRACTOR assigns this entire Agreement, including all rights and duties herein, to a third party with the CITY's prior written consent, CONTRACTOR shall be the sole payee under this Agreement. Any and all payments made pursuant to the terms of this Agreement are otherwise not assignable.
9. Attorney's Fees and Costs. In any action to enforce the terms and conditions of this Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs.
10. Independent Contractor. CONTRACTOR is an independent contractor, and no agency or employment relationship is created by the execution of this Agreement.
11. Amendment. This Agreement shall not be amended except in a writing signed by the CITY and CONTRACTOR.
12. Merger Clause. This Agreement, together with its attachments or other documents described or incorporated herein, if any, constitutes the entire agreement and understanding of the CITY and CONTRACTOR concerning the subject of this Agreement and supersedes and replaces all prior negotiations, understandings, or proposed agreements, written or oral, except as otherwise provided herein. In the event of any conflict between the provisions of this Agreement and any of its attachments or related documents, if any, the provisions of this Agreement shall prevail.
13. Anti-Waiver Clause. None of the provisions of this Agreement shall be waived by the CITY because of previous failure to insist upon strict performance, nor shall any provision be waived because any other provision has been waived by the CITY, in whole or in part.

14. Severability. This Agreement shall be performed and shall be enforceable to the full extent allowed by applicable law, and the illegality, invalidity, waiver, or unenforceability of any provision of this Agreement shall not affect the legality, validity, applicability, or enforceability of the remaining provisions of this Agreement.
15. Governing Law. This Agreement and all rights and obligations arising out of it shall be construed in accordance with the laws of the State of California. Venue for any action arising from this Agreement shall be conducted only in the state or federal courts of San Diego County, California.
16. Counterparts. This Agreement may be executed on separate counterparts, each of which shall be an original and all of which taken together shall constitute one and the same instrument. Delivery of an executed signature page of this Agreement by electronic means, including an attachment to an email, shall be effective as delivery of an executed original. The Agreement on file with the City is the copy of the Agreement that shall take precedence if any differences exist between or among copies or counterparts of the Agreement.
17. Provisions Cumulative. The foregoing provisions are cumulative to, in addition to, and not in limitation of any other rights or remedies available to the CITY.
18. Notice. Any statements, communications, or notices to be provided pursuant to this Agreement shall be sent to the attention of the persons indicated herein, and the CITY and CONTRACTOR shall promptly provide the other Party with notice of any changes to such contact information.
19. Business License. CONTRACTOR shall obtain a City of Escondido Business License prior to execution of this Agreement and shall maintain such Business License throughout the term of this Agreement.
20. Compliance with Laws, Permits, and Licenses. CONTRACTOR shall keep itself informed of and comply with all applicable federal, state, and local laws, statutes, codes, ordinances, regulations, rules, and other legal requirements in effect during the term of this Agreement. CONTRACTOR shall obtain any and all permits, licenses, and other authorizations necessary to perform the Services. Neither the CITY, nor any elected or appointed boards, officers, officials, employees, or agents of the CITY, shall be liable, at law or in equity, as a result of any failure of CONTRACTOR to comply with this section.
21. Prevailing Wages. If applicable, pursuant to California Labor Code section 1770 et seq., CONTRACTOR agrees that a prevailing rate and scale of wages, in accordance with applicable laws, shall be paid in performing this Agreement. CONTRACTOR shall keep itself informed of and comply with all applicable federal, state, and local laws, statutes, codes, ordinances, regulations, rules, and other legal requirements pertaining to the payment of prevailing wages. The prevailing rate and scale to be paid shall be the same as the applicable "General Prevailing Wage Determination" approved by the Department of Industrial Relations as of the Effective Date of this Agreement, which are available online at <http://www.dir.ca.gov/oprl/dprevwagedetermination.htm> and incorporated into this Agreement by this reference. Neither the CITY, nor any elected or appointed boards, officers, officials, employees, or agents of the CITY, shall be liable, at law or in equity, as a result of any failure of CONTRACTOR to comply with this section.
22. Immigration Reform and Control Act of 1986. CONTRACTOR shall keep itself informed of and shall comply with the Immigration Reform and Control Act of 1986 ("IRCA"). CONTRACTOR represents and warrants that all of its employees and the employees of any subcontractor retained by CONTRACTOR who perform any of the Services under this Agreement, are and will be authorized to perform the Services in full compliance with the IRCA. CONTRACTOR affirms that as a licensed contractor and employer in the State of California, all new employees must produce proof of eligibility to work in the United States within the first three days of employment and that only employees legally eligible to work in the United States will perform the Services. CONTRACTOR



agrees to comply with the IRCA before commencing any Services, and continuously throughout the performance of the Services and the term of this Agreement.

23. Effective Date. Unless a different date is provided in this Agreement, the effective date of this Agreement shall be the latest date of execution set forth by the names of the signatories below.

IN WITNESS WHEREOF, this Agreement is executed by the Parties or their duly authorized representatives as of the Effective Date:

CITY OF ESCONDIDO

Date: \_\_\_\_\_

\_\_\_\_\_  
Dane White, Mayor

THE ESCONDIDO EDUCATION COMPACT

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name & Title (please print)

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY  
MICHAEL R. MCGUINNESS, CITY ATTORNEY

BY: \_\_\_\_\_

THE CITY OF ESCONDIDO DOES NOT DISCRIMINATE AGAINST QUALIFIED PERSONS WITH DISABILITIES.

## **ATTACHMENT "A"**

### **Scope of Work**

#### **A. General**

THE ESCONDIDO EDUCATION COMPACT, a California nonprofit public benefit corporation, dba Escondido COMPACT ("Contractor") will provide the City of Escondido, a California municipal corporation ("City") with opioid drug prevention services.

Contractor is a unique nonprofit public benefit corporation designed to help at risk youth and community members. Contractor has been promoting youth/student success and career education since 1989. Over the years, Contractor has grown and with the support of the Board of Directors and community partners has expanded its programming with the ongoing focus of servicing at-risk youth and families. Contractor partners with the City, the Chamber of Commerce, various Escondido School Districts (K-12), local businesses, County of San Diego, and the juvenile justice system to provide enriching experiences and intervention and prevention services for all youth and families who access these programs. Contractor fulfills a valuable role in offering services that their partnering organizations do not have the ability to facilitate. Contractor's decades long partnerships and proven results afford it a unique ability to provide vital services to the City.

While the Contractor's mission is to develop and implement community-wide programs to support education for at risk youth, providing drug prevention, and intervention has been an ongoing provided service to the community.

#### **B. Location**

Contractor will provide services at various locations within the City of Escondido including but not limited to 220 S. Broadway, Escondido, CA 92025 and 1163 N. Centre City Parkway, Escondido, CA 92026.

#### **C. Services**

##### **1. Prevent Misuse of Opioids Program**

Coalition for Drug-Free Escondido – is a community coalition facilitated by Contractor that implements evidence-informed prevention, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration ("SAMHSA"). The Coalition for a Drug-Free Escondido ("Coalition") will:

- a. Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies.
- b. Facilitate corrective advertising or affirmative public education campaigns based on evidence.
- c. Create a public education relating to drug disposal.
- d. Engage non-profits and faith-based communities as systems to support prevention.
- e. Provide evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees that have demonstrated effectiveness in preventing drug misuse and in preventing the uptake and use of opioids.

- i. Programs will include evidence-based curriculum created by the Coalition, influenced by curriculum from Florida State Universities, Center for the Study, and Promotion of Communities, Families, and Children, as well as Health and Opioid Prevention Education ("HOPE") from Wright State University's Kinesiology and Health Department. The curriculum will be implemented and presented by a Licensed Substance Use Prevention Counselor (Community Educator). The programs will be presented to middle and high school students and parents in the Escondido Union School District, Escondido Union High School District, and other Escondido schools as requested by the City.
  - ii. By the end of each program lesson, participants will be able to understand what opioids are, identify what opioid misuse is, and how it affects an individual's emotions, thoughts, actions, and brain. Participants will also explore the connections between stress and its impact on thoughts, emotions, and behaviors and learn how to identify stressors in their lives, along with recognizing how their well-being is impacted.
  - iii. The programs aim to train the educators to continue to answer questions and guide students on the topic of Opioid Use Disorder. The Program Manager and Community Educator will continue to leverage their vast network of school staff (parent liaisons, health technicians, health class teachers, social workers, AVID teachers, and principals/other administrative staff) to reach the county's goal of providing opioid education to all students each year.
- f. Facilitate corrective advertising or affirmative public education campaigns based on evidence.
  - i. Work on posters, flyers and other advertising materials to distribute at presentations, schools, and community events.
  - ii. Staff will also provide media training to youth leaders in the coalition to help them create a campaign directed at youth.
- g. Create a public education campaign related to drug disposal.
  - i. Promote and participate in the biannual prescription drug disposal events in Escondido by partnering with Escondido Police Department and the DEA.
  - ii. Create public education campaign to inform the community about safe storage and disposal of unwanted and unused prescription drugs.
- h. Engage non-profits and faith-based communities as systems to support prevention.
  - i. Engage Drug Free Escondido Coalition members by providing training, updates in trends on OUD.
  - ii. Engage Faith Based Leaders Group hosted by EPD.
  - iii. As a member of the Community Alliance For Escondido (CAFÉ) COMPACT will keep the membership informed on the latest trends in opioid misuse and abuse and safe storage and disposal efforts.
- i. Provide community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.
  - i. Host community meetings and forums on OUD and safe storage and disposal of prescription drugs.
  - ii. Host tables or booths at health fairs and other community events to supply resources and education to the community regarding OUD and safe storage and disposal of prescription drugs.
- j. Provide or partner with evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.
- k. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

Staff

1. Program Manager – As of the Effective Date of this Agreement, Contractor has a Program Manager on staff.
2. Community Educator – Pursuant to this Agreement, Contractor shall hire a Community Educator to carry out services as described herein. A job description for the Community Educator position is attached to this Scope of Work as **Exhibit 1** and incorporated herein by this reference.

**D. Scheduling**

Inquiries relating to this Agreement, including coordination with City staff as may be needed, may be directed to Captain Kevin Toth at 760-839-4487 or ktoth@escondido.org. Work shall be performed between the hours of 8 a.m. and 5:30 p.m., Monday through Friday, unless otherwise directed. Further instructions will be provided upon scheduling.

**E. Contract Price and Payment Terms**

The total contract price of this Agreement shall not exceed **\$750,000**. Contractor shall not be paid more than **\$150,000** per fiscal year throughout the term of this Agreement, and is dependent upon the availability of funding through the Opioid Settlement Program. The contract price includes all labor related to Contractor staff time spent on opioid prevention and intervention program operations approved by the City's Chief of Police. Services will be billed as services are performed. Payment will be made after services have been performed and within 30 days of receipt of an invoice for those services.

**F. Term**

The term of this Agreement shall be from the Effective Date of the Agreement through **June 30, 2028**.

**G. Other**

Contractor acknowledges that the term of this Agreement may extend over multiple City fiscal years, and that work and compensation under this Agreement is contingent on the funding made available through the State of California's Opioid Settlement funding to the City of Escondido. This Contract may be terminated at the end of the fiscal year for which sufficient funding is not appropriated and authorized. The City is not obligated to pay Contractor for any amounts not duly appropriated and authorized by City Council.

Opioid Settlement Funding – City of Escondido – EPD  
Offeror: Education COMPACT

**POSITION:** Community Educator (Bi-lingual)  
**STATUS:** Non Exempt  
**FTE:** .75

**DESCRIPTION:**

Community Organizer demonstrates competency, knowledge and skill related to alcohol, tobacco, opioid and other drug (ATOD) issues, and outreaches to communities to promote healthy environments, lifestyles and behaviors. Provides expertise in opioid abuse prevention strategies and offers guidance to mobilize and educate people to plan and carry out effective public health-based prevention practices.

**JOB KNOWLEDGE/EXPERIENCE:**

Substance Use Prevention Counselor License required. Two-years' experience in community organizing among predominately Spanish-speaking low socioeconomic populations, developing, implementing, and evaluating substance abuse prevention programs. Functional knowledge of environmental public health strategies and public policy processes. Ability to identify, establish and manage relationships with community leaders and cultural groups. Familiarity with recruitment and mobilization of young adults. Conduct and prepare analysis of needs assessments and surveys. Experience in small group and large group facilitation. Knowledge of media advocacy desired. Excellent speaking and writing skills, and must have reliable/insured transportation and CA Drivers License. Pre-employment drug test required.

**RESPONSIBILITIES:**

- Initiates and supports coordination of community-based efforts in developing the process, knowledge, and skills needed to create and implement alcohol, tobacco, opioid and other drug (ATOD) prevention programs and projects.
- Train Drug Free Community Coalition and key individuals to deliver prevention information and facilitate the transfer of prevention technology and knowledge to groups in which they are involved.
- Provide accurate technical support to community-wide prevention initiatives.
- Develop, facilitate, and train youth leaders in community-based opioid, other drugs and alcohol prevention efforts.
- Facilitate a community team approach to reducing individual and environmental risks that influence attitudes and behaviors that lead to ATOD problems.
- Ensure active community member participation and decision-making in the prevention planning process.
- Support coordinated efforts to assess needs and analyze resources.
- Develop research-based strategies to meet the specialized needs and norms of a group or population.
- Demonstrate cultural competency.
- Organize and model positive working relationships between all facets of the community to build the partnerships necessary to achieve the goals and objectives of the organization and prevention projects.
- Provide effective support and documentation for several community-specific and/or issue-specific prevention projects.
- Perform all other duties, as assigned.



# BUDGET ADJUSTMENT REQUEST

Department:	Police Department	<b>For Finance Use Only</b>  BA # _____  Fiscal Year _____
Department Contact:	Barbara Marlett	
City Council Meeting Date: (attach staff report)	November 1, 2023	

## EXPLANATION OF REQUEST

Approve Resolution No. 2023-142 and Budget Adjustment to recognize \$378,368 in California Opioid Settlement Funds received to date. Projects funds will be utilized per the restrictions defined in the Settlement Agreement - for opioid related issues, including intervention, prevention and education.

## BUDGET ADJUSTMENT INFORMATION

Project/Account Description	Account Number	Amount of Increase	Amount of Decrease
CA Opioid Settlement Funds	CAOPSE-450	\$378,368	

## APPROVALS

DocuSigned by:  DC4B0C7FA65B4BD...	10/25/2023	DocuSigned by:  C0C8E98A934247C...	10/25/2023
<b>DEPARTMENT HEAD</b>	<b>DATE</b>	<b>FINANCE</b>	<b>DATE</b>



# STAFF REPORT

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November 1, 2023  
File Number 0697-20

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## SUBJECT

**LONG-FORM MOBILEHOME RENT REVIEW BOARD HEARING FOR EASTWOOD MEADOWS MOBILEHOME PARK (CASE/FILE # 0697-20-10336)**

## DEPARTMENT

Community Development Department, Housing and Neighborhood Services Division

## RECOMMENDATION

Request the City Council, serving as the Mobilehome Rent Review Board, consider the Long-form rent increase application submitted by Eastwood Meadows Mobilehome Park ("Applicant") as well as the Eastwood Meadows Long-Form Rent Increase Analysis and recommendation provided by RSG; approve an increase based on the expert analysis provided by RSG, and if approved, adopt Rent Review Board Resolution No. RRB 2023-145.

Staff Recommendation: Approval (Community Development: Chris McKinney)

Presenter: Danielle Lopez, Interim Housing and Neighborhood Services Manager

## FISCAL ANALYSIS

Staff time and resources were expended to process the long-form application. Staff reviewed the application, evaluated the mobilehome park for code violations and conducted public outreach with the affected park residents, park manager and owners. Consultant fees were paid for by the mobilehome park. No additional fiscal impact was incurred by the City.

## PREVIOUS ACTION

On June 6, 2018 a short-form application was received and approved, based on 75% of inflation between 2015 and 2017 (\$17.58 on avg)

## BACKGROUND



# CITY of ESCONDIDO

## STAFF REPORT

On June 8, 1988, the Escondido residents voted to approve Proposition K to enact Mobilehome Rent Control in the City of Escondido ("City"). Under Proposition K, if a park owner wants to increase the rent on a mobilehome rent control space, they must file an application with the City and obtain approval from the Mobilehome Park Rent Review Board ("Board"). This Board is an independent body comprised of the City of Escondido Councilmembers.

At a public hearing, eleven nonexclusive factors are considered: (1) changes in the Consumer Price Index ("CPI"); (2) the rent charged for comparable mobilehome spaces in Escondido; (3) the length of time since the last rent increase; (4) the cost of any capital improvements related to the spaces at issue; (5) changes in property taxes; (6) changes in any rent paid by the park owner for the land; (7) changes in utility charges; (8) changes in operating and maintenance expenses; (9) the need for repairs other than for ordinary wear and tear; (10) the amount and quality of services provided to the affected tenant; and (11) any lawful existing lease. (Escondido Municipal Code section 29-104(g)). Over time, this application became known as the "Long-form" application.

This is a hearing of an application for a rent increase from Eastwood Meadows Mobilehome Park ("Eastwood Meadows" or "Park"). The Board is asked to accept this report and attachments, hear public testimony, and make a determination concerning the rent increase request in accordance with the factors set forth in the Escondido Mobilehome Rent Control Ordinance, Article V of Chapter 29 of the Escondido Municipal Code (the "Ordinance") and the Mobilehome Rent Review Board Guidelines.

### THE RENT INCREASE APPLICATION:

Eastwood Meadows Mobilehome Park ("Park"), is an all-age Park, located at 2550 East Valley Parkway. The Park has a total of 129 spaces with 115 spaces subject to rent control. The Park is requesting an increase for 105 rent-controlled spaces. The Applicant is not requesting a rent increase for the remaining 10 rent-controlled spaces – 9 of which are currently charged rents of \$890.00 or more and 1 of which is occupied by a park-owned mobilehome. The Park's amenities include a recreation building with an office, exercise room, and kitchen; a laundry building with coin-operated washing machines and dryers; a car wash area; a swimming pool; and a playground.

Eastwood Meadows Mobilehome Park Submitted a long-form application on September 17, 2021. On August 28, 2023, City staff received the final revised version of the original application. (Attachment "1") The Park is requesting a rent increase ranging from \$12.23 to \$200.00 per month. In the Application, the Applicant proposes to increase rents for 105 of the 129 spaces in the Park. The Applicant's proposed monthly rent increase varies by space and is equal to the lesser of (a) \$200.00 or (b) the amount needed to increase the rent to \$890.00.

After analysis of the 11 factors to be considered by the Board in determining just, fair, and reasonable rent increases, pursuant to Section 29-104(g) of the Ordinance, and based on the Maintenance of Net





# CITY of ESCONDIDO

## STAFF REPORT

Operating Income (“MNOI”) methodology, RSG calculates a just, fair, and reasonable permanent rent increase of \$34.48 per month.

In addition to a \$34.48 permanent rent increase, RSG determined that a temporary rent increase is warranted to reimburse the Applicant for \$199,430.00 of 2021 capital improvement expenditures related to asphalt resurfacing, sealing, and re-striping. Pursuant to Section 29-104(h) of the Ordinance and Section 8(b) of the Guidelines, any capital improvement expenditure must be amortized based on the expected life of the improvement based on standard depreciation tables used to determine tax deductions. Based on the U.S. Internal Revenue Service (“IRS”) Publication 946, which details how to depreciate property for income tax purposes, RSG determined that an appropriate amortization period for road improvements is 15 years. Additionally, Section 29-104(h) of the Ordinance states that amortization of the cost of the improvement should include interest. RSG assumed that a reasonable interest rate to apply to the capital improvement expenditures in the Application would be the 30-year fixed interest rate on home mortgages as of the date of the submission of the Original Application on September 17, 2021, which was 2.86%. The total amount of principal and interest owed on \$199,430.00 at 2.86% over 15 years is a total of \$245,490.96, or \$16,366.06 per year, which is equal to \$10.57 per space per month for 15 years. Note that the calculation accounts for all 129 spaces in the Park even though the Board has the authority to approve rent increases for only the 115 rent-controlled spaces. The Applicant has the right to recover the remaining reimbursable amount from the 14 spaces that are not subject to rent control via the lease agreements that the Applicant has with each of those households. Assuming the Applicant provides the required 90-day notice of this capital improvement rent increase on December 1, 2023, the capital improvement rent increase would be collected over the period of March 2024 to February 2039.

### TIMELINE:

Initially, the Applicant submitted a short-form application to the City in 2021. However, City staff ultimately determined that the Applicant was not eligible for the short-form application process, because rents for several spaces in the Park had been increased beyond the allowable 8% following in-place transfers.

The Applicant first filed the long-form application on September 17, 2021. The length of time from the submission of the Original Application on September 17, 2021 to the Board hearing on the Application on November 1, 2023 is 2 years and 45 days, or 775 days. A detailed breakdown of the 775 days, based on RSG’s and City records is provided. (Attachment 2).

City staff mailed a letter on September 19, 2023, notifying the affected park residents of the application, proposed rent increase, upcoming residential meeting, and public hearing date (Attachment 3).

The Eastwood Meadows Park long-form application was available for review at the park’s office, Housing & Neighborhood Services Division’s counter at City Hall and the City’s website. City staff elected



# CITY of ESCONDIDO

## STAFF REPORT

to post the application online on the Housing & Neighborhood's website to promote transparency and remove potential barriers to access.

City staff delivered a notice to residents on October 20, 2023, again informing them of the November 1, 2023 City Council Meeting (Attachment "4").

### EXPERT ANALYSIS:

There have been few long-form hearings in Escondido, as most park owners have taken advantage of the voluntary "short form" process provided in the City's mobilehome park regulations. For several previous long-form rent increase applications, the City retained Dr. Kenneth Baar to provide an expert analysis of each application pursuant to the criteria set forth in the Ordinance. To calculate the just, fair, and reasonable rent increases for each of those applications, Dr. Baar used the Maintenance of Net Operating Income ("MNOI") methodology. In his report for the last long-form application processed by the City for the Sundance Mobilehome Park in 2016, Dr. Baar stated the following about the MNOI methodology: "Since the mid-1990's, the Escondido Rent Board has usually used an MNOI standard in order to determine allowable rents and the courts have upheld the use of this type of standard. Under the MNOI standard, park owners have a right to rent increases that cover operating cost increases and provide growth in net operating income indexed by an inflation factor." Additionally, Dr. Baar states, "While the Escondido ordinance does not set forth a specific fair return standard, the criteria set forth in the Escondido ordinance support the use of an MNOI standard. A prominent commonality among the criteria is that they relate to increases in park operating expenses and inflation (the Consumer Price Index), factors which are central under the MNOI standard."

For this long-form application, City staff have contracted with RSG, a local redevelopment and community development consulting firm, to provide an expert analysis of the park owner's application pursuant to the criteria for evaluation of a fair return which are set forth in the Ordinance. For over 40 years, RSG has been a leading redevelopment and community development consulting firm, working with well over 100 cities and counties each year, to build and implement strategies around housing, economic development, real estate, and fiscal health. City staff requested that RSG continue the use of the MNOI methodology to calculate the just, fair, and reasonable rent increase for this Application. A detailed explanation of this methodology and the resulting recommended increase can be found in RSG's Eastwood Meadows Long-Form Rent Increase Analysis attached (Attachment "5").

### RESIDENT MEETING AND COMMENTS:

Individual notices were sent to each affected resident on September 19, 2023 notifying them of the rent increase application, the resident meeting, scheduled at the Park's clubhouse on October 9, 2023, and the hearing date. Code Compliance staff was present to answer any questions at the meeting and conducted the lighting inspection after. Sixty-Nine residents, Park management, and City staff attended the resident



# CITY of ESCONDIDO

## STAFF REPORT

meeting. The application, recommendation, and long-form hearing procedures were discussed with the residents in attendance. No resident representative was identified. No code issues were reported during the resident meeting. However, several residents expressed concerns over security, road conditions from the current SDG&E meter installation project, overall maintenance, and increased utility costs. Management and the residents were encouraged to meet to discuss conditions at the park and resolve any management issues regarding individual spaces.

### CODE ENFORCEMENT INSPECTION:

On October 10, 2023, an inspection of the common areas of the Park was performed by the Code Compliance Division, Housing and Neighborhood Services Manager, and Park management. There were seven general park violations and no lighting violations found. A copy of the Code Report ("Report") is attached (Attachment "6"). The owner and resident manager received a copy of the Report. No rent increase may take effect until all code violations are corrected. As of October 20, 2023, all violations were corrected.

### ADDITIONAL FACTORS AFFECTING THE APPLICATION:

In conformance with the Rent Review Board Guidelines, the decision of the Board will be finalized by adoption of the Resolution confirming the findings of the Public Hearing. The Notice of Determination will be mailed to the applicant and effected residents immediately upon adoption of the Resolution. Park owners and management must give a 90-day notice of any rent increase to affected residents upon the adoption of the Resolution.

### **RESOLUTIONS**

- a. RRB Resolution No. 2023-145

### **ATTACHMENTS**

- a. Attachment "1" – Eastwood Meadows Application
- b. Attachment "2" – Application Timeline
- c. Attachment "3" – Resident Long-Form Letter Notification
- d. Attachment "4" – 10-Day Public Hearing Notice



# CITY *of* ESCONDIDO

## STAFF REPORT

- e. Attachment "5" – RSG's Eastwood Meadows Long-Form Rent Increase Analysis
- f. Attachment "6" – Code Compliance Inspection and letter clearing violations

## RESOLUTION NO. RRB 2023-145

A RESOLUTION OF THE CITY COUNCIL/ MOBILEHOME  
RENT REVIEW BOARD OF THE CITY OF ESCONDIDO,  
CALIFORNIA AUTHORIZING A RENT INCREASE FOR  
EASTWOOD MEADOWS MOBILEHOME PARK  
(File Number: 0697-20-10336)

WHEREAS Article V of Chapter 29 of the Escondido Municipal Code is a codification of the Escondido Mobilehome Rent Protection Ordinance ("Ordinance") and provides for mobilehome space rent regulation; and

WHEREAS, the City of Escondido Mobilehome Park Rental Review Board ("Board") is charged with the responsibility of considering applications for rent increases; and

WHEREAS, a long-form rent increase application was filed on September 17, 2021 ("Application") by Bessire & Casenhsier, Inc., the owner of the rental spaces in Eastwood Meadows Mobilehome Park ("Park"). Eastwood Meadows is an all-age park located at 2550 E. Valley Pkwy, Escondido; and

WHEREAS, the application was deemed complete by City staff on August 28, 2023; and

WHEREAS, this is the fourteenth rent increase application filed by the Park since the Ordinance became effective in 1988. The last rent increase was granted by Board Resolution No. RRB 2018-06 on June 6, 2018, for an increase of 3.57% which amounted to an average increase of \$17.58 per space, per month; and

WHEREAS, the application stated the average monthly rent per affected space was \$671.10 for the 105 spaces requested for a rent increase. The Park requested varied monthly rent increases by space equal to the lesser of (a) \$200.00 or (b) the amount needed to increase the rent to \$890.00; and

WHEREAS, the City staff have contracted with RSG, a local redevelopment and community development consulting firm, to provide an expert analysis of the park owner's application pursuant to the criteria for evaluation of a fair return which are set forth in the Ordinance; and

WHEREAS, after analysis of the 11 factors to be considered by the Board in determining just, fair, and reasonable rent increases, pursuant to Section 29-104(g) of the Ordinance, and based on the MNOI methodology, RSG calculates a just, fair, and reasonable permanent rent increase of \$34.48 per month for the 105 spaces included in the application and a temporary rent increase for capital improvements of \$10.47 for a period of 15 years for the 115 rent-controlled spaces in the park; and

WHEREAS, a notice of the Park's application was mailed to all affected homeowners on September 19, 2023. Notice of the time, date, and place of the rent hearing before the Board was mailed to the Park and to all affected tenants on October 23, 2023; and

WHEREAS, on October 10, a Mobilehome Park Rent Review Code Compliance Inspection Report ("Inspection Report") was completed. The Inspection Report noted seven general park violations and no park lighting violation; and

WHEREAS, on October 20, 2023 Code Compliance completed a reinspection and all violations were cleared; and

WHEREAS, on November 1, 2023, the Board held its public hearing. After an initial staff presentation, the Board invited testimony from Park ownership, the Residents Representative, and other residents of the community at large; and

WHEREAS, after all present had been given an opportunity to speak, the hearing was closed. Following an opportunity for discussion among the Board members, and clarifying questions to the parties

and staff, the Board voted to grant a permanent rent increase of \$34.48 per space, per month, for the 105 spaces included in the application and a temporary rent increase for capital improvements of \$10.47 for a period of 15 years for the 115 rent-controlled spaces in the park.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Escondido, California as follows:

1. That the above recitations are true.
2. That the City Council finds that the Eastwood Meadows Mobilehome Park long-form application is consistent with the Guidelines, and approves the rent increase recommended by RSG.

# CITY OF ESCONDIDO

## LONG-FORM

### MOBILEHOME PARK APPLICATION FOR SPACE RENT INCREASE



201 NORTH BROADWAY  
ESCONDIDO, CALIFORNIA 92025-2798

Phone: (760) 839-6265  
Fax: (760) 839-4313



# City of Escondido

## LONG FORM

### MOBILEHOME RENT REVIEW APPLICATION

#### SUMMARY OF DOCUMENTS INCLUDED

1. THE RENT REVIEW PROCESS (2 pages)
2. INSTRUCTIONS FOR LONG-FORM RENT INCREASE APPLICATION (4 pages)
3. RENT INCREASE APPLICATION CHECKLIST (1 page)
4. LONG-FORM APPLICATION FOR MOBILE HOME SPACE RENT INCREASE (13 pages)

#### DOCUMENTS AVAILABLE ON CITY OF ESCONDIDO WEBSITE

(<http://www.escondido.org/mobilehome-rent-control-administration.aspx>)

1. AN ORDINANCE OF THE CITY OF ESCONDIDO ESTABLISHING MOBILEHOME RENT CONTROL "*a.k.a. Proposition K*" (4 pages)
2. MOBILEHOME RENT REVIEW BOARD GUIDELINES (12 pages)

#### ***SUBMITTAL REQUIREMENTS***

The long-form application for space rent increase must be submitted to The Mobilehome Rent Review Board, c/o Housing Division, Attn: Belinda Rojas, (760-839-6265) and shall include **an original and five (5) copies** of the complete application (including all items listed on the enclosed RENT INCREASE APPLICATION CHECKLIST - #3 above.)

## **CITY OF ESCONDIDO**

### **THE RENT REVIEW PROCESS**

#### **STAFF REVIEW**

- Staff receives the application from a mobile home park owner and checks it for completeness. Staff may request further information from the park owner if the application is lacking necessary information.

#### **DETERMINING THE APPLICATION COMPLETE**

An application is complete when City staff determines that the owner has provided adequate information/documentation to support claims made in the application so as to permit the Rent Review Board to judge the merits of the requested increase. Determination that an application is complete shall not constitute agreement by staff that the increase is justified.

- Staff has 30 days from the time the application is submitted to determine whether it is complete. Where additional information is requested, the 30-day time period to evaluate the completeness of the application begins the date such new information is received.

#### **RESIDENT RESPONSE**

- After the application is determined complete, all residents affected by the rent increase application are sent a letter from the City stating that the application is complete and that residents have 30 days to submit responses.
- Responses should address the application specifically and should not address individual complaints or problems that a resident has with his/her space or coach\*. Responses can be written by individuals or groups. They should be printed neatly or typed and mailed to: **Belinda Rojas, City of Escondido, Housing and Neighborhood Services Division, 201 North Broadway, Escondido, CA 92025.**

*\*Individual complaints concerning landlord/tenant issues may be directed to Legal Aide Society of San Diego, INC, 1-844-449-3500. Code Enforcement complaints may be filed in writing or online (<http://www.escondido.org/code-enforcement.aspx>), 760-838-4650. Inquiries concerning the rent review process should be made in writing to Belinda Rojas at the above address, by email at [brojas@escondido.org](mailto:brojas@escondido.org), or by telephone 760-839-6265.*

**RENT REVIEW BOARD HEARING**

- Within 60 days of the date the application is determined complete (but not before the resident response period is over,) a hearing will be held. All affected parties are notified at least 10 days before the hearing of its date and time.
- Before the hearing, the Rent Review Board is provided with a copy of the rent increase application, all the resident responses and the staff report which summarizes both parties' positions and analyzes the application according to the guidelines set forth in the ordinance.
- At the hearing, the Board will first hear staff's report, then testimony from the owner and any representatives, then finally testimony from the resident representative(s). Testimony from the owner and residents will be under the following time limits: 15 minutes for the first representative and then 3 minutes for every representative after for each side. Once all testimony has been heard, the Board will commence its deliberations. The Board may, at its own initiative, request additional input from the applicant or residents to assist it in reaching its decision.
- Within one week of the close of the hearing, all affected parties will be notified of the Board's action by mail. If the Board's decision is to grant an increase in rent, the earliest possible date that an increase could take effect is 90 days from the date the owner gives written 90-day notice to affected residents (California Civil Code 798.30.) The owner may send this notice out as early as the same day the increase resolution is adopted by the Board.

**CITY OF ESCONDIDO****INSTRUCTIONS FOR RENT REVIEW APPLICATION**

*These instructions are to assist you in successfully completing your rent review application.*

**GENERAL INSTRUCTIONS:**

1. **Type or print** clearly in black ink on all application forms. Please complete all sections.
2. Attach additional pages as needed using only 8.5" x 11" letter size paper. Be sure to identify the name of the mobile home park on all attachments. Once your application is complete, **please number the pages.**
3. Except for financial statements, application pages may not be substituted with other forms of documentation (although they may be supplemented if the applicant feels it is necessary.) **You may submit any type of park balance sheet and revenue and expense statements as long as they provide details comparable to the City's forms and request for background information.**
4. Provide one (1) original and five (5) copies of the entire application. Please remember to number the pages of your completed application before copying.

**Criteria from Rent Protection Ordinance**

The Rent Protection Ordinance contains 11 criteria on which the Rent Review Board may base their decision. Please address each of the 11 criteria from the Ordinance, Section 4(g) that applies to your request. There is space at the end of this section to list additional reasons you may wish the Board to consider. A copy of the Ordinance can be found on the City website (<http://www.escondido.org/mobilehome-rent-control-administration.aspx>).

**Mobilehome Park Space Rent Sheets**

This section shows rental amounts for each space affected by the application, since the date of the last increase (or the rollback date if no rent review hearing has been held.) Please read the instructions on this page carefully and be sure to include the totals in the appropriate boxes. If the last increase was granted more than three years ago, use additional page(s) to list rents for all years since the last increase.

**Long-term Lease Space Rent Sheets**

This section only documents current rents for spaces on long-term leases only. Please be sure to read the instructions carefully and include totals and averages in the appropriate boxes.

**Park-Rental Rent Sheets**

This section only documents current rents for spaces where both the coach and space are leased to the tenant by the Park. Please be sure to read the instructions carefully and include totals and averages in the appropriate boxes.

**Revenue and Expense Statements**

Please show balance sheet information and revenue and operating expense data taken from actual park records for each year since the last rent increase application was deemed complete. If the application is submitted during your fiscal year, please include partial year to date

Property tax bills must be submitted for each year since the last increase.

Copies of income tax statements to document expenses are requested, but not required.

Where sums differ substantially from one year to another for items such as unusual repairs, one-time only expenses, large item expenses (i.e., insurance, rent on land, etc.) or operating expenses, verifiable records may be required. Documentation may include cancelled checks and their associated billing statements. If cancelled checks are submitted, a cancellation mark from the bank must be shown. Check faces or associated billing statements should identify the expense.

**Owner's Affidavit**

This form must be signed by the park owner and notarized, attesting to the accuracy of the submitted information.

5. All applications must include four (5) sets of self-adhesive address labels\* addressed to park residents affected by the proposed increase, including park name, address, and space number.

**Example:**

John Doe  
Escondido Mobile Estates  
200000 Washington, Space 1  
Escondido, CA 92025

*\*Be sure to include labels with the park owner's name and address and/or his/her representative on the sets of self-adhesive labels.*

**APPLICATION FEE:**

The application fee to submit an application for a rent increase is \$2,000.00. (Resolution No. 2015-26)

The applicant shall be required to deposit the sum of \$5,800 at the time of filing the application with the City. This amount will be used to reimburse the City for costs associated with evaluation of the application and preparation of information regarding the rate of return for the park under criteria established by the Board and to defray the costs of any supplementary work which may be required to insure that the application is complete. This deposit will also be available to pay for analysis of any claims set forth in the application or materials supplied to substantiate claims made in the application to determine their validity and veracity.

Where the deposit is exhausted prior to completion of the review of the rent increase application, no further work on the application shall be conducted until additional amounts are deposited, as the Rent Review Board may deem appropriate.

Please make check payable to the City of Escondido.

**REVIEW:**

Upon receipt of the application, the City has 30 days to determine if the application is complete. If it is not complete, further information will be requested from the applicant. When the application is complete, the applicant will be notified. For further details of the application process, please see the attached sheet which outlines the rent review process. We have also included a copy of the Rent Review Board Guidelines for you to reference.

**The application and all supporting documents should be delivered to:**

City of Escondido  
Mobile Home Rent Control Administration  
c/o Housing and Neighborhood Services Division  
201 North Broadway  
Escondido, CA 92025

Attention: Belinda Rojas

*If you have any questions, please call Belinda Rojas, Housing and Neighborhood Services Division, (760) 839-6265*

**CITY OF ESCONDIDO****Rent Increase Application Checklist**

This list will assist you in making sure you have completed the minimum requirements for submitting a rent increase application.

- \_\_\_\_\_ Ownership/Representative information completed on first page of application
- \_\_\_\_\_ Utility Structure grid and amenities and hours of operation worksheet completed
- \_\_\_\_\_ The appropriate criteria have been addressed on the Rent Review Criteria forms
- \_\_\_\_\_ Affected space rent worksheets
- \_\_\_\_\_ Long-term lease space rent worksheets
- \_\_\_\_\_ Park-rental rent worksheets
- \_\_\_\_\_ Financial Statements (balance sheet and revenue and expense information for each year since last rent increase)
- \_\_\_\_\_ Property Tax statements for each year since the last rent increase
- \_\_\_\_\_ All applicable back-up information/documentation
- \_\_\_\_\_ Owner's Affidavit signed and notarized
- \_\_\_\_\_ Five sets of address labels
- \_\_\_\_\_ Five copies of your completed package plus the original
- \_\_\_\_\_ Application fee and deposit enclosed



**CITY OF ESCONDIDO**  
**201 North Broadway**  
**Escondido, CA 92025-2798**  
**(760) 839-6265**

**APPLICATION FOR MOBILE HOME SPACE RENT INCREASE**

Park Name Eastwood Meadows Telephone (760) 747 - 5437  
 Address 2550 E. Valley Parkway, Escondido, CA 92027  
 Owner Bessire & Casenhiser, Inc. Telephone (909) 594-0501  
 Address 430 S. San Dimas Ave., San Dimas, CA 91773  
 Representative Keith Casenhiser Telephone (909) 594-0501  
 Email keith@bessire-casenhiser.com  
 Address 430 S. San Dimas Ave., San Dimas, CA 91773  
*(If other than owner; all City correspondence will be addressed to this person)*

Number of spaces in park 129 Number of spaces affected by the proposed increase 105

Year park opened 1971 Date of ownership January 11, 1971

Indicate number of spaces occupied by:

Triple-wide 0 Double-wide 119 Single-wide 10

How many are affected by the proposed increase?

Triple-wide 0 Double-wide 101 Single-wide 4

Briefly describe the park (include amenities and services provided without additional charge). Attach additional pages if more space is needed.

129 homesites, all age community, recreation building with office, exercise room, kitchen,  
one laundry building, one car wash area, swimming pool, and playground. Water meters are being installed.  
All other utilities are billed separately.

\*Space on 5-year lease, 1 employee home, and 2 spaces receive City or HUD subsidies.

\*\*Space on 5-year lease, non-exempt from local rent control.



**UTILITY STRUCTURE***Please check the appropriate space for each utility.*

	<u><b>ELECTRICITY</b></u>	<u><b>GAS</b></u>	<u><b>WATER</b></u>	<u><b>SEWER</b></u>	<u><b>TRASH</b></u>	<u><b>TV</b></u>
Tenants pay directly to the utility company	_____	_____	_____	_____	_____	_____
Tenants are billed by the park based on their individual meter readings	<u>  X  </u>	<u>  X  </u>	<u>  X  </u>	<u>  X  </u>	<u>  X  </u>	_____
The cost of the utility is included in the base rent	_____	_____	<u>  X  </u>	_____	_____	_____

**AMENITIES AND HOURS OF OPERATION***Please indicate applicable amenities and note days and hours of operation if appropriate:*

<i><b>Amenities</b></i>	<i><b>Yes</b></i>	<i><b>No</b></i>	<i><b>*Days/Hours of Operation</b></i>
1. *Business Office	( X )	( )	<u>7:30 a.m. - 12:00 p.m.</u>
2. *Clubhouse	( X )	( )	<u>7 days a week - 9:00 a.m. - 9:00 p.m.</u>
Clubhouse furnished	( X )	( )	_____
3. *Pool	( X )	( )	<u>7 days a week - 9:00 a.m. - 9:00 p.m.</u>
Heated	( X )	( )	<u>1 pool and 1 child waiting pool</u>
Pool Furniture	( X )	( )	<u>Pool(s) Size 40x16 &amp; 8x20 3.5ft to 6ft.</u>
			<u>Months: April - November</u>
4. *Recreation Equipment	( X )	( )	<u>Exercise room</u>
Identify _____			_____
5. *Shuffleboard Courts	( )	( X )	_____
6. *Playground Equipment	( X )	( )	_____
Identify <u>Slide, ladder to climb, and Treehouse.</u>			_____
7. *Tennis Court(s)	( )	( X )	_____

**AMENITIES AND HOURS OF OPERATION (CONTINUED)**

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
8. *Laundry Room	(X)	( )	
Number of washers	3		
Cost per load	\$1.75		
Number of Dryers	3		
Cost per load	\$1.00		
9. Guest Parking	(X)	( )	
Number of Spaces	9		
10. RV Storage	(X)	( )	
Number of spaces	8		
Fee to use	(X)	( )	
Amount per month	\$55		
Security?	Yes		
Area Lighted:	(X)	( )	
11. Access to public transportation:	(X)	( )	Escondido Transit Bus
Blocks/Miles	Less than a block		
12. Convenience to major shopping			Grocery store, CVS, Restaurants
Blocks/Miles	2 Blocks		
13. Senior Park	( )	(X)	
Services Offered by Park Owner			
14. Resident Organization	( )	(X)	
If yes, name & unit number of representative			

**EXAMPLE****CALCULATIONS FOR FIGURING AFFECTS OF CPI ON RENTS**

**Last Increase was granted June 2010 based on December 2010 CPI data.**

Current average base rent \$ 400.00

CPI for June 2015 = 267.346

CPI for December 2010= 246.686

**Calculating the Change in CPI Since January 1, 2005 for Various Percentages:**

100%:	$(267.346 - 246.686) / 246.686 = 0.08375$	or	8.375%
75%:	$(267.346 - 246.686) / 246.686 \times 0.75$	0.06281	or 6.281%
60%:	$(267.346 - 246.686) / 246.686 \times 0.60$	0.05025	or 5.025%
50%:	$(267.346 - 246.686) / 246.686 \times 0.50$	0.04188	or 4.188 %

**Calculating New Base Rent Amount Based on Various Percentages of CPI:**

100%:	\$400.00 x	8.375% =	\$33.50 +	\$400.00 =	\$433.50
75%:	\$400.00 x	6.281% =	\$25.13 +	\$400.00 =	\$425.13
60%:	\$400.00 x	5.025% =	\$20.10 +	\$400.00 =	\$420.10
50%:	\$400.00 x	4.188% =	\$16.75 +	\$400.00 =	\$416.75

**RENT REVIEW CRITERIA**

***Explain reasons for requesting a rent increase using the criteria set forth in the Rent Protection Ordinance as a guideline. Provide any other information you wish the Board to consider. Attach additional pages if more space is needed. Put N/A if not applicable for a given criteria.***

1. Changes in the Consumer Price index (CPI) for all urban consumers in San Diego Metropolitan Area published by the Bureau of Labor Statistics. CPI-U index figures from 1999 to the present are:

<u>Year</u>	<u>1st Half</u>	<u>2nd Half</u>
1999	171.7	173.9
2000	179.8	185.8
2001	190.1	192.4
2002	195.7	200.0
2003	203.8	206.7
2004	211.4	214.3
2005	218.3	222.9
2006	226.7	229.6
2007	231.870	234.772
2008	242.440	242.185
2009	240.885	243.655
2010	244.242	246.686
2011	252.451	253.368
2012	256.637	257.285
2013	258.955	261.679
2014	265.251	265.039
2015	267.346	271.526

Last increase approved in October 2018 was based on the last half of 2017 CPI. CPI increase since then is 13.865%. See attachment 1

2. The rent lawfully charged for comparable mobilehome spaces in the City of Escondido.

Rents averages range from \$481 per month to \$1,012 per month. See attachment 2

3. The length of time since either the last long-form hearing and final determination by the Board on a rent increase application or the last increase if no previous rent increase application has been made. (Information should be included for the period since last application was determined complete as per guidelines adopted by RRB Resolution 94-12.)

Last short form increase granted in October 2018.

4. The completion of any capital improvements or rehabilitation work related to the mobilehome space or spaces specified in the rent increase application and the cost thereof, including materials, labor, construction, interest, permit fees, and other items as the Board deems appropriate. Please provide a schedule of capital improvements since acquisition, including date of improvements, amounts and descriptions. In addition, please provide a schedule of capital assets retired, including dates, sale prices (if applicable) and descriptions. See definition and examples of capital improvements in the Rent Review Board Guidelines, page 3, Section B (copy attached.) Please submit copies of receipts, cancelled checks, with supporting documents to verify work performed. For proposed work, please include bids.

2021 Street Work - \$199,430

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5. Changes in property taxes or other taxes related to the subject mobilehome park. Please include property tax bills for all years since the last increase.

2017 Property Taxes - \$18,339.93

2021 Property Taxes - \$111,522.69

The land was sold in late 2018. Prop 10 tax increase was applied -- Supplemental bills paid in 2019.

See attachment 3

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6. Changes in the rent paid by the applicant for the lease of the land on which the subject mobilehome park is located.

N/A — Minimal increase.

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7. Changes in the utility charges for the subject mobilehome park paid by the applicant and the extent, if any, of reimbursement from the tenants.

Water — 2017 \$16,921.16

Water — 2021 \$78,224.02

Dramatically - See operating statements attached.

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8. Changes in reasonable operating and maintenance expenses. Please document.

Other than paving, operating, and maintenance cost have been fairly stable. \$199,430 for street work in 2021.

9. The need for repairs caused by circumstances other than ordinary wear and tear. Please document.

N/A

10. The amount and quality of amenities provided by the applicant to the affected resident(s.)

Recreation building, office, exercise room, kitchen, laundry building, car wash area, swimming pool, playground is in good condition.

11. Any existing written lease lawfully entered into between the applicant and the affected resident(s.)

Existing leases are listed on a separate sheet attached. Long-term leases are no longer being offered.

#### ADDITIONAL INFORMATION TO INCLUDE

12. Acquisition date of the park and purchase price (if traded, please give assigned value, amount, rate and term.)

N/A

13. Purchase terms for the park - cash down, debt assumed (amount, interest rate and term.)

N/A

14. Amount of purchase money borrowed, interest rate and term.

N/A

15. Current depreciation schedule, including item description, date of acquisition, cost, depreciation method, estimated useful life, depreciation taken and depreciation for the current year.

N/A

16. Current outstanding long-term debt, including balance, interest.

None

17. Annual income statements from 1986 (or date of last complete long-form application) to the present.

Attached #4

18. The Board considers all these factors in addition to any other factors it considers relevant. You may address other factors you wish the Board to consider below or add additional sheets as necessary.

Attachment 5 is a Real Estate Appraisal Report done in 2020. It concludes a market rent value of \$1,270 per month for Eastwood Meadows. Our current average rent is \$671.10 and our top rent is \$961.20. Our application requests up to a \$200.00 per month increase with no affected space going above \$890.00.



**SPACE RENTALS*****Complete for all spaces affected by Proposed Increase:*****Date of last increase:** October 2018

**DIRECTIONS:** 1. List the monthly space rent collected for all affected spaces at the date the last increase was granted. 2. **If spaces have been added due to termination of long-term leases or space rents have been raised during a calendar year since the last increase was granted, list the highest rent paid for each space during that calendar year.** If the last increase was granted more than three years ago, use additional pages as needed. *This sheet may be duplicated as necessary.*

	Rent in 4/2018	Rent in Oct 2018 3.57%	Current Rent	Requested Increase(\$)	Requested New Rent
Total for All Spaces:					
Space No.					
#1 PEREZ	643.86	666.84	666.84	200.00	866.84
#2 AGILAR	663.69	687.38	890.00	0.00	890.00
#3 RISTIC	387.56	401.39	401.39	200.00	601.39
#4 RIOS	735.87	735.87	787.18	102.82	890.00
#5 SILVIA*	712.30	712.30	852.14	5 YR LEASE	N/A
#6 WRIGHT	381.73	395.35	395.35	200.00	595.35
#7 SANCHEZ	711.55	711.55	758.89	131.11	890.00
#8 COATES	535.53	554.64	554.64	200.00	754.64
#9 MCCLINTOCK	367.20	380.30	380.30	200.00	580.30
#10 STEPHENS	579.85	600.55	600.55	200.00	800.55
#11 SOTO	686.60	686.60	705.48	184.52	890.00
#12 VELAZQUEZ	508.43	526.58	526.58	200.00	726.58
#13 GUERRERO	686.60	686.60	733.97	156.03	890.00
#14 RULIEN	560.15	580.14	580.14	200.00	780.14
#15 SANCHEZ	530.60	549.54	890.00	0.00	890.00
#16 TORRES	367.20	380.30	380.30	200.00	580.30
#17 SORIA	653.70	677.03	677.03	200.00	877.03
#18 SYMONS*	323.60	335.15	958.18	5 YR LEASE	N/A
#19 YOUNG	686.63	686.63	734.50	155.50	890.00
#20 SANCHEZ	694.33	694.33	801.91	88.09	890.00
#21 KENNETH	368.70	381.86	381.86	200.00	581.86
#22 ABBEY	383.23	396.91	396.91	200.00	596.91
#23 RUDAT	508.43	526.58	526.58	200.00	726.58
#24 CASTANEDA	689.98	689.98	727.38	162.62	890.00
#25 DEMARA	620.80	620.80	868.61	21.39	890.00
#26 TAYLOR	594.61	615.83	615.83	200.00	815.83
#27 VERDUZCA	700.60	700.60	742.08	147.92	890.00
#28 MERENO	679.27	703.51	703.51	186.49	890.00



	Rent in 4/2018	Rent in Oct 2018 3.57%	CurrentRent	Requested Increase(\$)	RequestedNew Rent
Total for All Spaces:					
#29 HOPKINS	365.74	378.79	890.00	0.00	890.00
#30 ROMERO	686.94	686.94	705.83	184.14	890.00
#31 WARTS	508.43	526.58	526.58	200.00	726.58
#32 LLAMAS	681.27	681.27	728.27	161.73	890.00
#33 BAUTISTA	701.01	701.01	840.00	50.00	890.00
#34 JONES	730.00	730.00	812.28	77.72	890.00
#35 MARTINEZ	629.10	651.55	651.55	200.00	851.55
#36 SANCHEZ	528.13	546.98	546.98	200.00	746.98
#37 RAVALCABA	681.27	681.27	718.20	171.80	890.00
#38 MENDIOLA	678.62	678.62	740.95	149.05	890.00
#39 DELGADO	760.00	760.00	950.00	0.00	950.00
#40 PARRA	653.71	677.04	677.04	200.00	877.04
#41 KOONCE	676.46	676.46	761.98	128.02	890.00
#42 ENRIQUEZ	518.29	536.79	536.79	200.00	736.79
#43 GARCIA/ BERNARDINO	604.46	626.03	626.03	200.00	826.03
#44 ZAVALA	684.02	684.02	727.92	162.08	890.00
#45 SERRORO	676.46	676.46	741.93	148.07	890.00
#46 URBINA	560.15	580.14	840.00	50.00	890.00
#47 LEAMON	679.49	703.74	703.74	186.26	890.00
#48 LOGAN	634.00	656.63	656.63	200.00	856.63
#49 ROCHA	730.00	730.00	812.28	77.72	890.00
#50 GRAY	352.65	365.23	365.23	200.00	565.23
#51 BIELEFELDT	364.26	377.26	377.26	200.00	577.26
#52 SANCHEZ	396.28	410.42	410.42	200.00	610.42
#53 BERANARDINO	681.27	681.27	700.00	190.00	890.00
#54 PEREZ*	520.76	539.35	955.29	5 YR LEASE	N/A
#55 LANDFIELD	619.24	641.34	641.34	200.00	841.34
#56 SANCHEZ	740.00	740.00	823.11	66.89	890.00
#57 AGUSTIN	684.33	684.33	706.91	183.09	890.00
#58 AMBRIZ	660.72	660.72	706.78	183.22	890.00
#59 MARTINEZ*	681.27	681.27	800.41	5 YR LEASE	N/A
#60 SIDON	537.99	557.19	557.19	200.00	757.19
#61 CAMACHO	706.39	706.39	772.18	117.82	890.00
#62 ECHEVSTE	357.03	369.77	369.77	200.00	569.77
#63 MALDONADO	678.62	678.62	740.95	149.05	890.00
#64 ZUNIGA*	670.63	670.63	787.91	5 YR LEASE	N/A
#65 CUMMINS	515.35	533.74	533.74	200.00	733.74
#66 AGUAYO	629.10	651.55	651.55	200.00	851.55
#67 PORFIRIO	399.45	413.71	950.00	0.00	950.00
#68 EASTER- Park owned	685.78	710.26	840.00	0.00	840.00
#69 KUBYAN	375.92	389.34	389.34	200.00	589.34
#70 HATCH	370.74	383.97	383.97	200.00	583.97
#71 URQUIDEZ	609.39	631.14	840.00	50.00	890.00

	Rent in 4/2018	Rent in Oct 2018 3.57%	CurrentRent	Requested Increase(\$)	RequestedNew Rent
Total for All Spaces:					
#72 MAGANA	720.65	720.65	831.99	58.01	890.00
#73 AMBRIZ	566.40	586.62	586.62	200.00	786.62
#74 VARGAS*	670.63	670.63	787.91	5 YR LEASE	N/A
#75 CAMPILLO	579.85	600.55	600.55	200.00	800.55
#76 HENRY	734.40	734.40	840.00	50.00	890.00
#77 K. HALL	668.65	692.52	692.52	197.48	890.00
#78 CHAVEZ	670.63	670.63	715.25	174.75	890.00
#79 MORTON	660.72	684.30	684.30	200.00	884.30
#80 HUMBLE	725.00	626.03	626.03	200.00	826.03
#81 JAMES*	718.61	718.61	865.73	5 YR LEASE	N/A
#82 GURERRO*	711.37	711.37	871.25	5 YR LEASE	N/A
#83 BERGHOFER	716.71	716.71	752.61	137.39	890.00
#84 PROVANCE	367.20	380.30	380.30	200.00	580.30
#85 NASH	676.46	676.46	752.77	137.23	890.00
#86 WINGER	373.02	386.33	386.33	200.00	586.33
#87 LOPEZ	721.75	721.75	764.49	125.51	890.00
#88 POWERS	371.52	384.78	890.00	0.00	890.00
#89 PICENCO	357.49	370.25	370.25	200.00	570.25
#90 LOPEZ*	740.95	740.95	955.29	5 YR LEASE	N/A
#91 JONES	530.60	549.54	549.54	200.00	749.54
#92 ANDREWS	660.72	660.72	724.66	165.34	890.00
#93 MADINA	681.27	681.27	715.40	174.60	890.00
#94 WATSON*	701.01	701.01	838.63	5 YR LEASE	N/A
#95 COUTTS	740.00	740.00	877.77	12.23	890.00
#96 REESE	750.00	750.00	821.92	68.08	890.00
#97 LEDESMA	689.39	689.39	733.63	156.37	890.00
#98 ZAMORA	684.77	709.21	765.94	124.06	890.00
#99 LANCASTER	319.84	331.25	331.25	200.00	531.25
#100 LOPEZ	706.39	706.39	753.39	136.61	890.00
#101 HANSON	609.39	631.14	631.14	200.00	831.14
#102 MORALES	364.29	377.29	377.29	200.00	577.29
#103 DIPIETRANTONIO	516.24	534.66	534.66	200.00	734.66
#104 RAMIREZ	667.86	667.86	858.56	31.44	890.00
#105 POPPETT	358.48	371.27	371.27	200.00	571.27
#106 MATHEWS	373.76	387.10	387.10	200.00	587.10
#107 PEREZ/CHAVEZ	685.86	685.86	773.70	116.30	890.00
#108 LIPSEY	372.98	386.29	961.20	0.00	961.20
#109 BALDERAS	570.00	590.34	590.34	200.00	790.34
#110 JAWORSKI	373.02	386.33	386.33	200.00	586.33
#111 AMBRIZ*	560.15	580.14	914.76	5 YR LEASE	N/A
#112 WELLS	371.57	384.83	384.83	200.00	584.83
#113 LEAL	373.76	387.10	935.75	0.00	935.75
#114 HERNANDEZ	686.94	686.94	686.94	200.00	886.94

	Rent in 4/2018	Rent in Oct 2018 3.57%	CurrentRent	Requested Increase(\$)	RequestedNew Rent
Total for All Spaces:					
#115 VILLALOBOS	349.72	362.20	362.20	200.00	562.20
#116 CAMACHO	570.00	590.34	590.34	200.00	790.34
#117 BRISENO	689.37	689.37	752.68	137.32	890.00
#118 LOMELINO	546.84	566.36	566.36	200.00	766.36
#119 SERRANO*	713.05	713.05	847.18	5 YR LEASE	N/A
#120 LOPEZ*	670.63	670.63	915.04	5 YR LEASE	N/A
#121 MALINAS	681.27	681.27	728.27	161.73	890.00
#122 MARTIN	393.34	407.38	407.38	200.00	607.38
#123 RODRIQUEZ	730.00	730.00	890.00	0.00	890.00
#124 PALMERIN	701.00	701.00	701.01	188.99	890.00
#125 ARREOLA	471.97	488.81	488.81	200.00	688.81
#126 MELENDREZ	357.99	370.77	370.77	200.00	570.77
#127 RODRIGUEZ*	700.82	700.82	858.33	5 YR LEASE	N/A
#128 BULMAN	381.72	395.34	395.34	200.00	595.34
#129 ALVAREZ	681.27	681.27	818.01	71.99	890.00





# **REVENUE AND EXPENSES FOR 2021** **RELATED TO EASTWOOD MEADOWS PARK ONLY**

**REVENUE****EXPENSES**

List all park-related revenue.

List all regular operating expenses. Do not include capital improvements.

1. Rent \_\_\_\_\_
2. Electricity \_\_\_\_\_
3. Gas \_\_\_\_\_
4. Water \_\_\_\_\_
5. Sewer \_\_\_\_\_
6. Trash \_\_\_\_\_
7. Cable TV \_\_\_\_\_
8. Laundry Room \_\_\_\_\_
9. Monthly or Annual Fees \_\_\_\_\_
10. Recreation Room Rental \_\_\_\_\_
11. RV Storage \_\_\_\_\_
12. Other (list) \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

"Please see the attached 2021 Income  
and Expense Statement".

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\_\_\_\_\_

Total Revenue \_\_\_\_\_

1. Administration \_\_\_\_\_
- Accounting \_\_\_\_\_
- Advertising/PR \_\_\_\_\_
- Insurance (list) \_\_\_\_\_
- Liability \_\_\_\_\_
- Workers Comp \_\_\_\_\_
- Other: \_\_\_\_\_
- Legal \_\_\_\_\_
- Licenses \_\_\_\_\_
- Auto/Travel \_\_\_\_\_
- Office expenses \_\_\_\_\_
- Salaries (list) \_\_\_\_\_
- Resident manager \_\_\_\_\_
- Property manager \_\_\_\_\_
- Other \_\_\_\_\_
- Telephone \_\_\_\_\_
2. Debt Service \_\_\_\_\_
- Interest \_\_\_\_\_
- Principal \_\_\_\_\_
3. Maintenance \_\_\_\_\_
- Landscaping and gardening \_\_\_\_\_
- Pool maintenance/supplies \_\_\_\_\_
- Pest control \_\_\_\_\_
- Street maintenance \_\_\_\_\_
- Street sweeping \_\_\_\_\_
- Cleaning \_\_\_\_\_

**Year: 2021**

Repairs (list)

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- |    |                       |       |
|----|-----------------------|-------|
| 4. | Property Taxes        | <hr/> |
| 5. | Rent on land (if any) | <hr/> |
| 6. | Security              | <hr/> |
| 7. | Supplies, Misc.       | <hr/> |
| 8. | Utilities             |       |
|    | Water                 | <hr/> |
|    | Sewer                 | <hr/> |
|    | Trash                 | <hr/> |
|    | Gas                   | <hr/> |
|    | Electric              | <hr/> |
|    | Cable TV              | <hr/> |
| 9. | Other (list)          |       |

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"Please see the attached 2021 Income  
and Expense Statement".

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TOTAL EXPENSES 

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Attachment "1"  
**293 EASTWOOD MEADOWS MH COMMUNITY**

Item6.

**INCOME STATEMENT**

FOR THE TWELVE PERIOD(S) ENDED DECEMBER 31, 2021

	PERIOD TO DATE		YEAR TO DATE	
	ACTUAL	%	ACTUAL	%
<b>REVENUE</b>				
<b>INCOME</b>				
Base Rent Collected	83,296.47	72.8%	997,854.04	76.0%
<b>TOTAL INCOME</b>	<b>83,296.47</b>	<b>72.8%</b>	<b>997,854.04</b>	<b>76.0%</b>
<b>OTHER INCOME</b>				
Laundry	167.06	0.1%	167.06	0.0%
Recycle	0.00	0.0%	26.22	0.0%
R.V. Storage	400.00	0.3%	3,619.61	0.3%
Gas	3,853.61	3.4%	57,858.88	4.4%
Electric	11,118.16	9.7%	155,312.91	11.8%
Water	519.36	0.5%	5,755.99	0.4%
Sewer	5,098.21	4.5%	58,215.14	4.4%
Trash	3,351.53	2.9%	34,386.66	2.6%
Late Fees	6,575.11	5.7%	0.00	0.0%
<b>TOTAL OTHER INCOME</b>	<b>31,083.04</b>	<b>27.2%</b>	<b>315,342.47</b>	<b>24.0%</b>
<b>TOTAL REVENUE</b>	<b>114,379.51</b>	<b>100.0%</b>	<b>1,313,196.51</b>	<b>100.0%</b>
<b>EXPENSE</b>				
<b>PROPERTY MANAGEMENT</b>				
Property Management Fee	2,929.38	2.6%	35,082.03	2.7%
MF - CEJ Management	1,142.82	1.0%	16,882.09	1.3%
<b>TOTAL PROPERTY MANAGEMENT</b>	<b>4,072.20</b>	<b>3.6%</b>	<b>51,964.12</b>	<b>4.0%</b>
<b>ON-SITE MANAGEMENT</b>				
Project Telephone/Ans. Service	148.74	0.1%	3,445.79	0.3%
Project Telephone - Answering Service	252.52	0.2%	2,347.56	0.2%
Internet Service	138.39	0.1%	883.11	0.1%
Salaries	3,859.50	3.4%	46,088.40	3.5%
Payroll Taxes	305.58	0.3%	3,897.87	0.3%
Workers' Compensation	279.22	0.2%	2,967.28	0.2%
Office Supplies-Equipment	390.07	0.3%	3,677.02	0.3%
Computer System	72.50	0.1%	850.00	0.1%
Credit Checks	34.50	0.0%	304.25	0.0%
<b>TOTAL ON-SITE MANAGEMENT</b>	<b>5,481.02</b>	<b>4.8%</b>	<b>64,461.28</b>	<b>4.9%</b>
<b>UTILITIES</b>				
Gas	3,623.91	3.2%	31,987.84	2.4%
Electric	25,105.61	21.9%	177,027.99	13.5%
Cable T.V.	199.99	0.2%	1,958.59	0.1%
Water	6,060.62	5.3%	78,224.02	6.0%
Sewer	5,200.69	4.5%	64,578.62	4.9%
Trash	3,404.59	3.0%	37,837.04	2.9%
<b>TOTAL UTILITIES</b>	<b>43,595.41</b>	<b>38.1%</b>	<b>391,614.10</b>	<b>29.8%</b>
<b>GROUNDS &amp; LANDSCAPING</b>				
Fence and Wall Repairs	75.00	0.1%	1,525.00	0.1%
Contract Landscaping Service	2,916.00	2.5%	17,250.77	1.3%
Sod & Planting-Materials Only	120.00	0.1%	120.00	0.0%
Sprinkler System Repairs	180.00	0.2%	180.00	0.0%
Supplies and Materials	0.00	0.0%	3,260.34	0.2%



Tree Maintenance	Attachment "1"	12,000.00	10.5%	33,338.00	Item 6.	%
<b>TOTAL GROUNDS &amp; LANDSCAPING</b>		<b>15,291.00</b>	<b>13.4%</b>	<b>55,674.11</b>		%
<b>BUILDINGS - GENERAL</b>						
Pest Control		78.00	0.1%	936.00		0.1%
Appliance & Equipment Repairs		0.00	0.0%	365.00		0.0%
Supplies and Materials		520.23	0.5%	6,627.67		0.5%
<b>TOTAL BUILDINGS - GENERAL</b>		<b>598.23</b>	<b>0.5%</b>	<b>7,928.67</b>		<b>0.6%</b>
<b>RENTAL UNITS EXPENSE</b>						
<b>TOTAL RENTAL UNITS EXPENSE</b>		<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>		<b>0.0%</b>
<b>POOL / JACUZZI</b>						
Pool/Jacuzzi Service Contract		735.00	0.6%	10,635.00		0.8%
<b>TOTAL POOL / JACUZZI</b>		<b>735.00</b>	<b>0.6%</b>	<b>10,635.00</b>		<b>0.8%</b>
<b>UTILITIES</b>						
Electrical System Repairs		0.00	0.0%	2,032.24		0.2%
Plumbing Repairs		2,100.00	1.8%	3,035.44		0.2%
Air Conditioning/Heating		0.00	0.0%	800.00		0.1%
Gas System Repair		0.00	0.0%	1,481.07		0.1%
Other		220.00	0.2%	220.00		0.0%
<b>TOTAL UTILITIES</b>		<b>2,320.00</b>	<b>2.0%</b>	<b>7,568.75</b>		<b>0.6%</b>
<b>PKG, WALKS, STREETS, PATIOS</b>						
Street Patching and Repairs		0.00	0.0%	199,430.00		15.2%
Sweeping Service		599.46	0.5%	2,528.64		0.2%
Driveways		0.00	0.0%	13,450.00		1.0%
Other		0.00	0.0%	250.00		0.0%
<b>TOTAL PKG, WALKS, STREETS, PATIOS</b>		<b>599.46</b>	<b>0.5%</b>	<b>215,658.64</b>		<b>16.4%</b>
<b>VEHICLE REPAIR &amp; MAINT.</b>						
Vehicle Repairs & Maint.		0.00	0.0%	30.00		0.0%
Park Owned Coach		0.00	0.0%	2,048.98		0.2%
Golf Cart /Repairs		0.00	0.0%	2,308.48		0.2%
<b>TOTAL VEHICLE REPAIR &amp; MAINT.</b>		<b>0.00</b>	<b>0.0%</b>	<b>4,387.46</b>		<b>0.3%</b>
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>19,543.69</b>	<b>17.1%</b>	<b>301,852.63</b>		<b>23.0%</b>
<b>ADVERTISING</b>						
<b>TOTAL ADVERTISING</b>		<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>		<b>0.0%</b>
<b>OTHER EXPENSES</b>						
Business Licenses/Permits		2,344.00	2.0%	2,868.57		0.2%
Legal Expenses		0.00	0.0%	50.00		0.0%
Accounting & Data Processing		531.16	0.5%	6,806.49		0.5%
Rent Control Fees		0.00	0.0%	7,800.00		0.6%
Dues and Subscriptions		0.00	0.0%	1,335.15		0.1%
Patrol Service		705.00	0.6%	8,460.00		0.6%
CPA		0.00	0.0%	8,000.00		0.6%
Education & Seminars		0.00	0.0%	15.35		0.0%
Signs		0.00	0.0%	263.46		0.0%
Accounting - CEJ Mgmt		925.00	0.8%	11,100.00		0.8%
Land Lease - Eastwood Meadows MHP, LLC		80,972.15	70.8%	122,522.01		9.3%
Depreciation Expense		34,472.00	30.1%	34,472.00		2.6%
<b>TOTAL OTHER EXPENSES</b>		<b>119,949.31</b>	<b>104.9%</b>	<b>203,693.03</b>		<b>15.5%</b>
<b>TAXES</b>						
Real Property Taxes		55,924.31	48.9%	111,522.69	67	5%
Personal Property Taxes		0.00	0.0%	135.55		0.0%

Franchise Tax Board	Attachment "1"	0.00	0.0%	800.00	0.4%
TOTAL TAXES		<u>55,924.31</u>	<u>48.9%</u>	<u>112,458.24</u>	<u>Item6.</u>
<b>INSURANCE</b>					
Property & Gen. Liability Ins.		9,325.00	8.2%	9,325.00	0.7%
Tenant Discrimination		0.00	0.0%	811.74	0.1%
Employment Practices		0.00	0.0%	165.63	0.0%
TOTAL INSURANCE		<u>9,325.00</u>	<u>8.2%</u>	<u>10,302.37</u>	<u>0.8%</u>
TOTAL OPERATING EXPENSES		<u>257,890.94</u>	<u>-225.5%</u>	<u>1,136,345.77</u>	<u>-86.5%</u>
NET OPERATING INCOME		<u>-143,511.43</u>	<u>125.47%</u>	<u>176,850.74</u>	<u>-13.47%</u>
<b>DEBT SERVICE</b>					
TOTAL DEBT SERVICE		<u>0.00</u>	<u>0.0%</u>	<u>0.00</u>	<u>0.0%</u>
<b>MAJOR REPAIRS / REPLACEMENT</b>					
TOTAL MAJOR REPAIRS / REPLACEMENT		<u>0.00</u>	<u>0.0%</u>	<u>0.00</u>	<u>0.0%</u>
<b>CAPITAL EXPENDITURES</b>					
TOTAL CAPITAL EXPENDITURES		<u>0.00</u>	<u>0.0%</u>	<u>0.00</u>	<u>0.0%</u>
Net Income (Loss)		<u><u>-143,511.43</u></u>	<u><u>-125.5%</u></u>	<u><u>176,850.74</u></u>	<u><u>13.5%</u></u>

**OWNER'S AFFIDAVIT**I (We,) Keith Casenhiser

being duly sworn, depose and say that I (We) am (are) the owner(s)/authorized representative(s) of the owner(s) of said park involved in this request and that the foregoing statements or answers contained herein and the information submitted herewith are in all respects true and correct to the best of my (our) knowledge and belief. I (We) make the foregoing statement, the statements and answers contained herein and declare under penalty of perjury that the same are true and correct.

Signed: Keith I. Casenhiser  
 Signature  
Keith I. Casenhiser  
 Owner/Type or print name

Signature

Representative/Type or print name

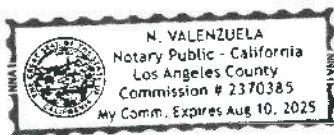
Mailing address: 430 S. San Dimas Ave  
San Dimas, CA 91723

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of the document.

State of California

County of Los AngelesOn August 24, 2023 before me N. Valenzuela, Notary Publicpersonally appeared Keith I. Casenhiser

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place Notary Seal Above

N. Valenzuela  
 Signature of Notary Public

# Attachment 1

Calculation of CPI increase since last increase granted in October 2018. The CPI used then was for the last half of 2017.

CPI July 2021	323.906
CPI last half of 2017	284.464
Difference	39.442

$$39.442 / 284.464 = 13.865\%$$

The San Diego – Carlsbad, CA CPI has increased 13.865% since the last rent increase at Eastwood Meadows.

# CONSUMER PRICE INDEXES PACIFIC CITIES AND U. S. CITY AVERAGE

## JULY 2021

(All items indexes, 1982=100 unless otherwise noted. Not seasonally adjusted.)

All Urban Consumers (CPI-U)													Urban Wage Earners and Clerical Workers (CPI-W)															
MONTHLY DATA	Indexes					Percent Change					Indexes					Percent Change												
						Year ending										Year ending												
	Jul 2020	Jun 2021	Jul 2021	Jun 2021	Jul 2021	1 Month ending	Jul 2020	Jun 2021	Jul 2021	Jun 2021	Jul 2021	1 Month ending																
	U. S. City Average.....	259,101	271,696	273,003	2021	2021	5.4	5.4	0.5	252,636	266,412	267,789	2021	2021	6.1	6.0	0.5											
West.....	275,597	288,263	289,863	5.1	5.2	0.6	268,881	281,156	282,738	6.0	5.9	0.6																
West - Size Class A <sup>1</sup> .....	284,994	296,099	297,861	4.4	4.5	0.6	274,770	287,244	289,069	5.2	5.2	0.6																
West - Size Class B/C <sup>2</sup> .....	159,752	168,425	169,267	6.0	6.0	0.5	159,255	169,071	169,901	6.9	6.7	0.5																
Mountain <sup>3</sup> .....	107,573	112,731	113,562	5.1	5.6	0.7	107,623	113,667	114,427	6.0	6.3	0.7																
Pacific <sup>3</sup> .....	106,914	111,751	112,297	5.2	5.0	0.5	106,969	112,598	113,192	6.0	5.8	0.5																
Los Angeles-Long Beach-Anaheim, CA.....	279,899	289,218	290,890	4.0	3.9	0.6	270,012	280,687	282,271	4.7	4.5	0.6																
BI-MONTHLY DATA (Published for odd months)													Percent Change															
Indexes													Year ending					2 Months ending										
													2 Months ending															
Riverside-San Bernardino-Ontario, CA <sup>3</sup>													Jul 2020	May 2021	Jul 2021	2021	2021	1.3	108,055	113,749	115,129	2021	2021	5.8	6.5	1.2		
San Diego-Carlsbad, CA.....													305,611	317,141	323,906	5.3	6.0	2.1	288,966	300,413	307,737	2021	2021	5.6	6.5	2.4		
Urban Hawaii.....													285,725	296,559	298,820	3.8	4.6	0.8	282,809	294,433	296,723	2021	2021	4.1	4.9	0.8		
BI-MONTHLY DATA (Published for even months)													Percent Change															
Indexes													Year ending					2 Months ending										
													2 Months ending															
Phoenix-Mesa-Scottsdale, AZ <sup>4</sup>													Jun 2020	Apr 2021	Jun 2021	2021	2021	4.9	5.4	1.9	144,415	149,961	152,744	2021	2021	5.1	5.8	1.9
San Francisco-Oakland-Hayward, CA.....													145,849	150,787	153,672	3.8	3.2	0.0	292,420	302,294	304,971	2021	2021	4.1	4.3	0.9		
Seattle-Tacoma-Bellevue, WA.....													281,055	290,068	296,573	3.4	5.5	2.2	276,244	286,700	293,607	2021	2021	3.7	6.3	2.4		
Urban Alaska.....													225,245	233,519	239,296	4.8	6.2	2.5	224,914	233,438	237,705	2021	2021	6.2	5.7	1.8		
1 Population over 2,500,000													2 Population 2,500,000 and under, Dec 1996 = 100															
3 Dec 2017=100													4 Dec 2001=100															

NOTE: In January 2018, BLS introduced a new geographic area sample for the Consumer Price Index (CPI): [www.bls.gov/regions/west/factsheet2018cpirevisionwest.pdf](http://www.bls.gov/regions/west/factsheet2018cpirevisionwest.pdf)  
 1967=100 base year indexes and tables with semiannual and annual average data are available at: [www.bls.gov/regions/west/factsheet/consumer-price-index-data-tables.htm](http://www.bls.gov/regions/west/factsheet/consumer-price-index-data-tables.htm)  
 Release date August 14, 2021. The next release date is scheduled for September 11, 2021. For questions, please contact us at [BlSinfoSF@bls.gov](mailto:BlSinfoSF@bls.gov) or (415) 625-2270.

# Attachment 2

JOHN P. NEET, MAI

## Comparable Rental Data

RENTAL DATA NO.	1 (Subject)	2	3	4	5	6	7	8
PARK NAME	Eastwood Meadows MHP	Ponderosa Mobilehome Park	Greencrest MHP	Greentree ME	Westwinds MHP	Moonglow MHP	Casa de Amigos	Sundance Estates
ADDRESS, CITY	2550 E Valley Pkwy, Escondido	1575 W. Valley Pkwy, Escondido	541 W. 15th Ave, Escondido	1301 S. Hall Ave, Escondido	1411-1415 S. Pine St, Escondido	900 Howard Ave, Escondido	1751 W. Cirricado Pkwy, Escondido	2250 N. Broadway, Escondido
NO. SPACES	129	104	130	104	66	97	138	88
APPROX. AGE	49	48	79	41	45	52	50	43
AGE RESTRICTION	Unrestricted Age	Unrestricted Age	Unrestricted Age	Unrestricted Age	Unrestricted Age	Unrestricted Age	Age Restricted	Age Restricted
SINGLEWIDE SPACES (%)	0%	0%	12%	0%	55%	0%	0%	0%
SINGLEWIDE UNITS (%)	8%	8%	58%	9%	59%	8%	5%	0%
OCCUPANCY	100%	100%	100%	100%	100%	100%	100%	100%
FEATURES & AMENITIES	Pool, Clubhouse, Playground, Billiards	Pool, Clubhouse	Pool, Clubhouse	Pool, Clubhouse, Shuffleboard	Clubhouse, Pool	Clubhouse, Pool	Pool, Spa, Clubhouse	Pool, Spa, Clubhouse
VEHICLE STORAGE FEE	\$0.00	\$35.00	N/A	\$50.00	N/A	\$30.00	NA	NA
RENTAL RATES:								
RENT RANGE-LOW	\$331.25	\$450.00	\$325.00	\$356.00	\$325.00	\$575.00	\$675.00	\$675.00
RENT RANGE-HIGH	\$840.00	\$1,180.00	\$650.00	\$825.00	\$695.00	\$875.00	\$875.00	\$875.00
APPROX. AVG. RENT	\$627.92	\$850.00	\$525.00	\$612.00	\$630.00	\$615.00	\$693.00	\$1,012.35
TRANSFER RATE-LOW	\$580.00	\$1,250.00	\$595.00	\$750.00	\$675.00	\$650.00	\$675.00	\$1,395.00
TRANSFER RATE-HIGH	\$840.00	\$1,250.00	\$625.00	\$800.00	\$725.00	\$650.00	\$675.00	\$1,395.00
NEW MOVE-IN RATE-LOW	\$580.00	\$1,250.00	\$595.00	\$750.00	\$675.00	\$650.00	\$675.00	\$1,395.00
NEW MOVE-IN RATE-HIGH	\$840.00	\$1,250.00	\$625.00	\$800.00	\$725.00	\$650.00	\$675.00	\$1,395.00
LESSOR PAID SERVICES	Water	None	None	None	None	None	None	None
ADJUSTMENT	\$0.00	\$20.00	\$20.00	\$20.00	\$2.00	\$20.00	None	WST
SERVICE ADJUSTED RATES:								
RENT RANGE-LOW	\$331.25	\$470.00	\$345.00	\$376.00	\$327.00	\$595.00	\$695.00	\$695.00
RENT RANGE-HIGH	\$840.00	\$1,200.00	\$670.00	\$845.00	\$697.00	\$670.00	\$895.00	\$895.00
APPROX. AVG. RENT	\$627.92	\$870.00	\$545.00	\$632.00	\$632.00	\$663.00	\$713.00	\$972.35
TRANSFER RATE-LOW	\$580.00	\$1,270.00	\$615.00	\$770.00	\$677.00	\$670.00	\$695.00	\$1,355.00
TRANSFER RATE-HIGH	\$840.00	\$1,270.00	\$645.00	\$820.00	\$727.00	\$670.00	\$695.00	\$1,355.00
NEW MOVE-IN RATE-LOW	\$580.00	\$1,270.00	\$615.00	\$770.00	\$677.00	\$670.00	\$695.00	\$1,355.00
NEW MOVE-IN RATE-HIGH	\$840.00	\$1,270.00	\$645.00	\$820.00	\$727.00	\$670.00	\$695.00	\$1,355.00
RENTAL AGREEMENT		MTM, 5yr, 10 yr. No recent increase	MTM, 5yr, 10 yr. Annually in July 2%-4%	MTM, 5 yr 3.2% in 1/20	MTM, 5yr, 10 yr. Annually in Jan 3%	MTM, 1 yr lease No recent increase	MTM, Lease 3.4% in 1/20	MTM, Lease NA
RENT CONTROL	City of Escondido	City of Escondido	City of Escondido	City of Escondido	City of Escondido	City of Escondido	City of Escondido	City of Escondido
QUALITY	Good	Good	Average	Good	Average	Good	Good	Good
CONDITION	Good	Good	Good	Good	Good	Good	Good	Good
2019 AVG. RENT PER ESCONDIDO	\$612.03	\$852.29	\$519.48	\$612.00	\$630.23	\$481.93	\$673.68	\$1,012.35

File No. 20-098/Eastwood Meadows/Escondido, CA/ Bessire and Casenhiser, Inc.



# Attachment 3

293 EASTWOOD MEADOWS MH COMMUNITY (293)					
Bank: A					
Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
040121	4/1/2021	SOCOUNT San Diego County			
Check Comment: Parcel # 2310400300/Parcel # 2310402800					55,598.38
040121	4/1/2021				
G/L Account: 5810-000		55,598.38	0.00		
		Real Property Taxes		37,848.02	
G/L Account: 5810-600		Comment: Parcel # 230 040 03 00			
		Real Property Taxes		17,750.36	
		Comment: Parcel # 231 040 28 00			
Check 040121 Total:		55,598.38	0.00	55,598.38	55,598.38
Bank A Total:		55,598.38	0.00	55,598.38	55,598.38
Report Total:		55,598.38	0.00	55,598.38	55,598.38

293 EASTWOOD MEADOWS MH COMMUNITY (293)

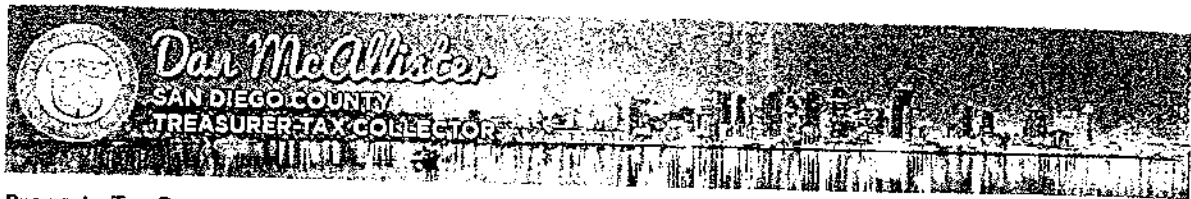
Division Number: 00 MAIN DIVISION

G/L Account	Description	Debit	Credit
1050-000	Cash - Checking Union Bank 146		55,598.38
5810-000	Real Property Taxes	55,598.38	
Division 00 Total:		55,598.38	55,598.38

Postings For: 4/1/2021

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
MC-000192	1050-000	Cash - Checking Union Bank 1469 San Diego County 040121		55,598.38
	5810-000	Real Property Taxes San Diego County 040121	37,848.02	
	5810-000	Real Property Taxes San Diego County 040121	17,750.36	
Journal 000192 Totals:			55,598.38	55,598.38
Source MC Totals:			55,598.38	55,598.38
4/1/2021 Totals:			55,598.38	55,598.38
Report Totals:			55,598.38	55,598.38

Run Date: 4/1/2021 9:55:27AM  
A/P Date: 4/1/2021Page: 1  
User Logon: ac3

**Property Tax Payment Receipt - Transaction Id 378520**

Submitting an electronic payment through the Treasurer-Tax Collector's website, may take up to five business days to be reflected on your account. Upon a successful transaction, the payment will be credited as of the date and time of the original submission. NOTE: During peak collection in December and April, processing times may be longer.

**Payment Summary**

Parcel/Bill Number	Type	Payment Type	Amount
231-040-03-00	Secured	2nd Installment	\$37,848.02
231-040-28-00	Secured	2nd Installment	\$17,750.36
<b>Cart Total</b>			<b>\$55,598.38</b>
<b>Fee Amount</b>			<b>\$0.00</b>
<b>Total Amount</b>			<b>\$55,598.38</b>

**Account Holder Information**

Name	Meadows, Eastwood
Business Name	Eastwood Meadows Mobilehome Community
Address	430 S. San Dimas Ave
eMail Address	margaret@bessire-casenhiser.com
Phone Number	6266177625, 6266177625 - US

**Account Information**

Account Number	1469
----------------	------

**Transaction Information**

Transaction Date	Thursday, April 1, 2021
Property Tax Transaction Id	378520
Property Tax Approval Code	Successful
Property Tax Amount	\$55,598.38
Total Amount Paid	\$55,598.38

**Payment Terms & Conditions**

Submitting an electronic payment through sdtc.com may take up to 5 business days to reflect on your account. Upon a successful transaction, the payment will be credited as of the date of the original submission. If paying by credit card, a Convenience Fee of 2.19% will be added to your payment based on the amount of the payment processed. This fee is charged by our third-party vendor, Heartland Payment Systems, NOT by the County of San Diego. The fee will appear as a separate transaction on your statement. If paying by E-Check, you've authorized your bank to debit your checking account using the specified bank routing and account number that you entered during the payment transaction. Any errors in the routing and/or account number that you entered may result in the check being returned unpaid. If the payment cannot be completed for any reason (including insufficient funds or error in the information submitted), you remain solely liable for the full amount due. You may also be liable for additional fees and penalties as applicable. NOTE: During December and April, processing times may be longer.

Customer Service: 877-829-4732  
Monday thru Friday, excluding County holidays, 8:00 am to 4:00 pm

**DAN McALLISTER | County of San Diego Treasurer-Tax Collector**

**Property Tax Payment Receipt - Transaction Id 378520**

Submitting an electronic payment through the Treasurer-Tax Collector's website, may take up to five business days to be reflected on your account. Upon a successful transaction, the payment will be credited as of the date and time of the original submission. NOTE: During peak collection in December and April, processing times may be longer.

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**Account Holder Information**

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Business Name	Eastwood Meadows Mobilehome Community
Address	430 S. San Dimas Ave
eMail Address	margaret@bessire-casenhiser.com
Phone Number	6266177625, 6266177625 - US

**Account Information**

Account Number	1469
----------------	------

**Transaction Information**

Transaction Date	Thursday, April 1, 2021
Property Tax Transaction Id	378520
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Customer Service: 877-829-4732

Monday thru Friday, excluding County holidays, 8:00 am to 4:00 pm

**DAN McALLISTER | County of San Diego Treasurer-Tax Collector**



Item6.

## SECURED TAX BILL

TAX BILL YEAR  
2020-2021

For Fiscal Year Beginning July 1, 2020 and Ending June 30, 2021

CURRENT  
OWNEREASTWOOD MEADOWS M H P LLC  
C/O THOMSEN PROPERTIES  
301 E 17TH ST #208  
COSTA MESA CA 92627SPECIAL  
MESSAGESIN DEFAULT ON JUN 30 2020  
PRIOR YRS TAXES DELINQUENTPROPERTY ADDRESS - DESCRIPTION - SUBDIVISION  
02550 VALLEY PKWY EAST

LOT 8 BLK 176

RANCHO RINCON DEL DIABLO RESURVEY SHEET A

MAP NO.  
000723DOCUMENT NO.  
295439DOCUMENT DATE  
07/19/18

DESCRIPTION	VALUES & EXEMPTIONS
LAND	\$ 6426000
IMPROVEMENTS	102000
TOTAL L&I	6528000
PERSONAL PROPERTY	
EXEMPTIONS	
HOMEDOWNERS	\$
OTHER	
NET TAXABLE VALUE	6528000

OWNER OF  
RECORD ON  
JANUARY 1

EASTWOOD MEADOWS M H P LLC

NOV 09 2020

PARCEL / BILL NO.	TAX RATE AREA	CORTAC NO.	1ST INSTALLMENT 1/1	2ND INSTALLMENT 2/1	TOTAL DUE
231-040-03-00	04071		37848.02	37848.02	75696.04

YOUR TAX DISTRIBUTION		
AGENCY	RATE / CONTACT #	TAX AMOUNT
1% TAX ON NET VALUE	1.00000	65280.00
VOTER APPROVED BONDS AND TAXES:		
ESCONDIDO CITY	NET 0.02304	1504.06
ELEMENTARY SCHOOL	NET 0.03882	2599.45
HIGH SCHOOL	NET 0.03219	2101.36
COMMUNITY COLLEGE	NET 0.02106	1374.79
HEALTH CARE DIST	NET 0.03600	2350.08
METRO WATER DISTRICT	NET 0.00350	228.48
TOTAL ON NET VALUE	1.15561	75438.22
FIXED CHARGE ASSMNTS:	PHONE #	
MOSQUITO SURVEILLANCE	800-273-5167	2.28
VECTOR DISEASE CTRL	800-273-5167	52.72
MWD WTR STANDBY CHR	866-807-6864	108.52

YOUR TAX DISTRIBUTION		
AGENCY	RATE / CONTACT #	TAX AMOUNT
CWA WTR AVAILABILITY	858-522-6691	94.30
TOTAL AMOUNT		75696.04

C037 6426000 102000 6528000

TO PAY 2ND INSTALLMENT SEND THIS STUB WITH YOUR PAYMENT  
WRITE YOUR PARCEL NO. ON YOUR CHECK  
PLEASE SEPARATE AND INCLUDE BOTH STUBS IF PAYING BOTH INSTALLMENTS

SECURED PROPERTY TAX  
For Fiscal Year 07/01/20 - 06/30/21

PARCEL / BILL NO.	TAX RATE AREA	CORTAC NO.	DUE DATE	DELINQUENT AFTER	TO PAY BOTH INSTALLMENTS BY DEC. 10
231 040 03 00	04071		02-01-21	04-10-21	75696.04



PRIOR YR TAXES UNPAID ST23

EASTWOOD MEADOWS M H P LLC  
C/O THOMSEN PROPERTIES  
301 E 17TH ST #208  
COSTA MESA CA 92627

**Dan McAllister**  
SAN DIEGO COUNTY  
TREASURER-TAX COLLECTOR  
e-Pay at [sdttc.com](http://sdttc.com)

PAYABLE TO:  
**SDTTC**  
P.O. Box 129009  
San Diego, California 92112

AMOUNT DUE FEB. 1

\$ 37848.02

LATE PAYMENT AFTER APRIL 10

\$ 41642.82

0200378480223104003002003784802231040030096 dh

TO PAY 1st INSTALLMENT SEND THIS STUB WITH YOUR PAYMENT  
WRITE YOUR PARCEL NO. ON YOUR CHECK  
PLEASE SEPARATE AND INCLUDE BOTH STUBS IF PAYING BOTH INSTALLMENTS

SECURED PROPERTY TAX  
For Fiscal Year 07/01/20 - 06/30/21

PARCEL / BILL NO.	TAX RATE AREA	CORTAC NO.	DUE DATE	DELINQUENT AFTER	TO PAY BOTH INSTALLMENTS BY DEC. 10
231 040 03 00	04071		11-01-20	12-10-20	75696.04



PRIOR YR TAXES UNPAID ST23

EASTWOOD MEADOWS M H P LLC  
C/O THOMSEN PROPERTIES  
301 E 17TH ST #208  
COSTA MESA CA 92627

**Dan McAllister**  
SAN DIEGO COUNTY  
TREASURER-TAX COLLECTOR  
e-Pay at [sdttc.com](http://sdttc.com)

PAYABLE TO:  
**SDTTC**  
P.O. Box 129009  
San Diego, California 92112

AMOUNT DUE NOV. 1

\$ 37848.02

LATE PAYMENT AFTER DEC. 10

\$ 41632.82

0100378480223104003001003784802231040030096 dh

Item 6.

# SECURED TAX BILL

**TAX BILL YEAR**  
2020-2021

For Fiscal Year Beginning July 1, 2020 and Ending June 30, 2021

**CURRENT OWNER**

EASTWOOD MEADOWS M H P LLC  
C/O THOMSEN PROPERTIES  
301 E 17TH ST #208  
COSTA MESA CA 92627

**SPECIAL MESSAGES**

IN DEFAULT ON JUN 30 2020  
PRIOR YRS TAXES DELINQUENT

**2 PROPERTY ADDRESS - DESCRIPTION - SUBDIVISION**

02550 VALLEY PKWY EAST  
  
(EX ST WID) E H OF LOT 2 BLK 176  
RANCHO RINCON DEL DIABLO RESURVEY SHEET A

**3 MAP NO.**  
000723

**5 DOCUMENT NO.**  
295439

**6 DOCUMENT DATE**  
07/19/18

**4 DESCRIPTION - VALUES & EXEMPTIONS**

LAND	\$ 3060000
IMPROVEMENTS	
TOTAL L&I	3060000
PERSONAL PROPERTY	
EXEMPTIONS	
HOMEOWNERS	\$
OTHER	
NET TAXABLE VALUE	3060000

**7 OWNER OF RECORD ON JANUARY 1**

EASTWOOD MEADOWS M H P LLC

8 PARCEL / BILL NO.	9 TAX RATE AREA	10 CORTAC NO.	11 1ST INSTALLMENT 1/1	12 2ND INSTALLMENT 2/1	13 TOTAL DUE
231-040-28-00	04071		17750.36	17750.36	35500.72

**14 YOUR TAX DISTRIBUTION**

AGENCY	RATE / CONTACT #	TAX AMOUNT
1% TAX ON NET VALUE	1.00000	30600.00
VOTER APPROVED BONDS AND TAXES:		
ESCONDIDO CITY	NET 0.02304	705.03
ELEMENTARY SCHOOL	NET 0.03982	1218.49
HIGH SCHOOL	NET 0.03219	985.01
COMMUNITY COLLEGE	NET 0.02106	644.43
HEALTH CARE DIST	NET 0.03600	1101.60
METRO WATER DISTRICT	NET 0.00350	107.10
TOTAL ON NET VALUE	1.15561	35361.66
FIXED CHARGE ASSMNTS:	PHONE #	
MOSQUITO SURVEILLANCE	800-273-5167	2.28
VECTOR DISEASE CTRL	800-273-5167	40.42
MWD WTR STANDBY CHRG	866-807-6864	51.56

**15 YOUR TAX DISTRIBUTION**

AGENCY	RATE / CONTACT #	TAX AMOUNT
CWA WTR AVAILABILITY	858-522-6691	44.80
TOTAL AMOUNT		35500.72

C037 3060000 3060000

TO PAY 2nd INSTALLMENT SEND THIS STUB WITH YOUR PAYMENT  
WRITE YOUR PARCEL NO. ON YOUR CHECK  
PLEASE SEPARATE AND INCLUDE BOTH STUBS IF PAYING BOTH INSTALLMENTS

16 PARCEL / BILL NO.	17 TAX RATE AREA	18 CORTAC NO.	19 DUE DATE	20 DELINQUENT AFTER	21 TO PAY BOTH INSTALLMENTS BY DEC. 10
231 040 28 00	04071		02-01-21	04-10-21	35500.72

**PRIOR YR TAXES UNPAID** ST23

EASTWOOD MEADOWS M H P LLC  
C/O THOMSEN PROPERTIES  
301 E 17TH ST #208  
COSTA MESA CA 92627

**Dan McAllister**  
SAN DIEGO COUNTY  
TREASURER-TAX COLLECTOR  
e-Pay at [sdttc.com](http://sdttc.com)

**PAYABLE TO:**

**SDTTC**  
P.O. Box 129009  
San Diego, California 92112

**AMOUNT DUE FEB. 1**

\$ 17750.36

**LATE PAYMENT AFTER APRIL 10**

\$ 19535.39

0200177503623104028002001775036231040280007 HH

TO PAY 1st INSTALLMENT SEND THIS STUB WITH YOUR PAYMENT  
WRITE YOUR PARCEL NO. ON YOUR CHECK  
PLEASE SEPARATE AND INCLUDE BOTH STUBS IF PAYING BOTH INSTALLMENTS

16 PARCEL / BILL NO.	17 TAX RATE AREA	18 CORTAC NO.	19 DUE DATE	20 DELINQUENT AFTER	21 TO PAY BOTH INSTALLMENTS BY DEC. 10
231 040 28 00	04071		11-01-20	12-10-20	35500.72

**PRIOR YR TAXES UNPAID** ST23

EASTWOOD MEADOWS M H P LLC  
C/O THOMSEN PROPERTIES  
301 E 17TH ST #208  
COSTA MESA CA 92627

**Dan McAllister**  
SAN DIEGO COUNTY  
TREASURER-TAX COLLECTOR  
e-Pay at [sdttc.com](http://sdttc.com)

**PAYABLE TO:**

**SDTTC**  
P.O. Box 129009  
San Diego, California 92112

**AMOUNT DUE NOV. 1**

\$ 17750.36

**LATE PAYMENT AFTER DEC. 10**

\$ 19525.39

0300177503623104028001001775036231040280009 HH

82





## Property Tax Payment Receipt - Transaction Id 696222

Submitting an electronic payment through the Treasurer-Tax Collector's website, may take up to five business days to be reflected on your account. Upon a successful transaction, the payment will be credited as of the date and time of the original submission. NOTE: During peak collection in December and April, processing times may be longer.

### Payment Summary

Parcel/Bill Number	Type	Payment Type	Amount
231-040-03-00	Secured	1st Installment	\$38,069.93
231-040-28-00	Secured	1st Installment	\$17,854.38
<b>Cart Total</b>			\$55,924.31
<b>Fee Amount</b>			\$0.00
<b>Total Amount</b>			\$55,924.31

### Account Holder Information

Name	Meadows , Margaret
Business Name	Eastwood Meadows MH Community
Address	430 S. San Dimas Ave
eMail Address	margaret@bessire-casenhiser.com
Phone Number	9095940501,9095940501 - US

### Account Information

Account Number	1469
----------------	------

### Transaction Information

Transaction Date	Wednesday, December 1, 2021
Property Tax Transaction Id	696222
Property Tax Approval Code	Successful
Property Tax Amount	\$55,924.31
Total Amount Paid	\$55,924.31

### Payment Terms & Conditions

Submitting an electronic payment through sdttc.com may take up to 5 business days to reflect on your account. Upon a successful transaction, the payment will be credited as of the date of the original submission. If paying by credit card, a Convenience Fee of 2.19% will be added to your payment based on the amount of the payment processed. This fee is charged by our third-party vendor, Heartland Payment Systems, NOT by the County of San Diego. The fee will appear as a separate transaction on your statement. If paying by E-Check, you've authorized your bank to debit your checking account using the specified bank routing and account number that you entered during the payment transaction. Any errors in the routing and/or account number that you entered may result in the check being returned unpaid. If the payment cannot be completed for any reason (including insufficient funds or error in the information submitted), you remain solely liable for the full amount due. You may also be liable for additional fees and penalties as applicable. NOTE: During December and April, processing



## Property Tax Payment Receipt - Transaction Id 696222

Submitting an electronic payment through the Treasurer-Tax Collector's website, may take up to five business days to be reflected on your account. Upon a successful transaction, the payment will be credited as of the date and time of the original submission. NOTE: During peak collection in December and April, processing times may be longer.

### Payment Summary

Parcel/Bill Number	Type	Payment Type	Amount
231-040-03-00	Secured	1st Installment	\$38,069.93
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Business Name	Eastwood Meadows MH Community
Address	430 S. San Dimas Ave
eMail Address	margaret@bessire-casenhiser.com
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### Account Information

Account Number	1469
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### Transaction Information

Transaction Date	Wednesday, December 1, 2021
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### Payment Terms & Conditions

Submitting an electronic payment through sdttc.com may take up to 5 business days to reflect on your account. Upon a successful transaction, the payment will be credited as of the date of the original submission. If paying by credit card, a Convenience Fee of 2.19% will be added to your payment based on the amount of the payment processed. This fee is charged by our third-party vendor, Heartland Payment Systems, NOT by the County of San Diego. The fee will appear as a separate transaction on your statement. If paying by E-Check, you've authorized your bank to debit your checking account using the specified bank routing and account number that you entered during the payment transaction. Any errors in the routing and/or account number that you entered may result in the check being returned unpaid. If the payment cannot be completed for any reason (including insufficient funds or error in the information submitted), you remain solely liable for the full amount due. You may also be liable for additional fees and penalties as applicable. NOTE: During December and April, processing

times may be longer.

Customer Service: 877-829-4732

Monday thru Friday, excluding County holidays, 8:00 am to 4:00 pm

**DAN McALLISTER | County of San Diego Treasurer-Tax Collector**



(default.aspx)

1. PAY ONLINE	WWW.SDTTC.COM
2. PAY BY PHONE	(855) 829-3773
3. QUESTIONS	(877) 829-4732

4. TAX BILL YEAR
2021-2022

FOR FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022

FAQ

5. PROPERTY ADDRESS - DESCRIPTION - SUBDIVISION
PROPERTY ADDRESS CANNOT BE SHOWN IN COMPLIANCE TO GOVERNMENT CODE SECTION 6254.21

CURRENT OWNER EASTWOOD MEADOWS MHP LLC

SPECIAL MESSAGES

OWNER MESSAGES

6. MAP NO.	7. DESCRIPTIONS	VALUES & EXEMPTIONS
000723	LAND	\$6,492,670
	IMPROVEMENTS	\$103,056
	TOTAL L&I	\$6,595,726
285439	PERSONAL PROPERTY	\$0
	EXEMPTIONS	
	HOMEOWNERS	\$0
	OTHER	\$0
7/19/2018	NET TAXABLE VALUE	\$6,595,726

8. OWNER OF RECORD ON JANUARY 1, 2021	EASTWOOD MEADOWS MHP LLC
---------------------------------------	--------------------------

9. PARCEL/BILL NO.	10. TAX RATE AREA	11. CORTAC NO.	12. 1ST INSTALLMENT	13. 2ND INSTALLMENT	14. TOTAL DUE
231-040-03-00	04071		\$38,069.93	\$38,069.93	\$76,139.86

## 15. YOUR TAX DISTRIBUTION

AGENCY	RATE	AMOUNT
1% TAX ON NET VALUE	1.00000	\$6956.38
VOTER APPROVED TAXES:		
GEN BOND ESCONCADO-PROP K 3/5/2002, 2002A REF	NET 0.00000	\$0.00
H BOND ESCONCADO-PROP T 11/04/2008, SERIES 2008M	NET 0.00000	\$0.00
GEN BOND ESCONCADO-PROP E 11/04/2014, SER 2014A	NET 0.00183	\$126.70
H BOND ESCONCADO-PROP T 11/04/2008, SER 2011C	NET 0.00108	\$71.89
ESCONCADO CITY PUBLIC SAFETY FAC IMP REFUNDING BND	NET 0.02095	\$1,343.09
GEN BOND ESCONCADO-PROP K 3/5/2002, 2017 REF	NET 0.01370	\$953.60
PALOMAR COMMUNITY COLL PROP M 11/07/06, SER 2006B	NET 0.00242	\$168.61
MWD D/A REMAINDER OF SDCA 15019999	NET 0.00390	\$270.85
GEN BOND ESCONCADO-PROP E 11/04/2014, SER 2014B	NET 0.00845	\$587.23
PALOMAR COMMUNITY COLL PROP M 11/07/06, 2015 REF	NET 0.00287	\$200.25
GEN BOND ESCONCADO-PROP E 11/04/2014, 2021 REF	NET 0.00748	\$519.01
PALOMAR COMMUNITY COLL PROP M 11/07/06, SER 2017D	NET 0.00409	\$286.76

## 16. YOUR TAX DISTRIBUTION

AGENCY	RATE	AMOUNT
H BOND ESCONCADO-PROP A 8/01/1986, 1986A REF	NET 0.00000	\$0.00
PALOMAR COMMUNITY COLL PROP M 11/07/06, 2017 REF	NET 0.00259	\$181.64
GEN BOND ESCONCADO-PROP E 11/04/2014, SER 2014C	NET 0.00410	\$284.42
PALOMAR COMMUNITY COLL PROP M 11/07/06, SER 2006C	NET 0.00118	\$82.83
PALOMAR HEALTH 2009A - DEBT SERVICE	NET 0.00800	\$556.34
H BOND ESCONCADO-PROP T 11/04/2008, SERIES 2008A	NET 0.00124	\$86.00
PALOMAR COMMUNITY COLL PROP M 11/07/06, 2020 REF	NET 0.00249	\$174.10
TOTAL ON NET VALUE	1.10049	\$76,139.86
FIXED CHARGED ADAMTS		
DWA WTR AVAILABILITY	PHONE #	
855-522-6981		\$84.30
800-273-5167		\$2.28
844-207-8864		\$108.52
800-273-5167		\$53.72
TOTAL AMOUNT		\$76,139.86

## Secured

Parcel Number	Installment	Installment Amount	Delinquent After	Status	Amount Due	Total Due	Action
231-040-03-00	1st	\$38,069.93	12/15/2021	DUE	\$38,069.93	\$76,139.86	In Cart
	2nd	\$38,069.93	4/11/2022	DUE	\$38,069.93		Add to Cart

View Back of Bill

Search Results

View Cart

Secured property tax payment stubs are not available online. You can submit a payment without a stub. Please include your 10 digit parcel or tax bill number in the memo portion of your check. You can mail a payment to:

San Diego County Treasurer-Tax Collector  
1600 Pacific Highway, Room 162  
San Diego, CA 92101

DAN McALLISTER | County of San Diego Treasurer-Tax Collector

San Diego County Administration Center | 1600 Pacific Highway - Room 162 | San Diego, CA 92101

Questions: 877.829.4732 | Pay by Phone: 855.829.3773



(default.aspx)

1 PAY ONLINE	WWW.SDTTC.COM
2 PAY BY PHONE	(855) 829-3773
3 QUESTIONS	(877) 829-4732

TAX BILL YEAR	2021-2022
---------------	-----------

FAQ

FOR FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022

5 PROPERTY ADDRESS - DESCRIPTION - SUBDIVISION

PROPERTY ADDRESS CANNOT BE SHOWN IN COMPLIANCE TO GOVERNMENT CODE SECTION 6254.21.

CURRENT OWNER EASTWOOD MEADOWS M H P LLC

SPECIAL MESSAGES

OWNER MESSAGES

MAP NO.	DESCRIPTIONS	VALUES & EXEMPTIONS
000723	LAND	\$3,081,701
	IMPROVEMENTS	\$0
	TOTAL L&I	\$3,081,701
205438	PERSONAL PROPERTY	\$0
	EXEMPTIONS	
	HOMEOWNERS	\$0
	OTHER	\$0
7/18/2018	NET TAXABLE VALUE	\$3,081,701

10 OWNER OF RECORD ON JANUARY 1, 2021	EASTWOOD MEADOWS M H P LLC
---------------------------------------	----------------------------

11 PARCEL/BILL NO.	12 TAX RATE AREA	13 CORTAC NO.	14 1ST INSTALLMENT	15 2ND INSTALLMENT	16 TOTAL DUE
231-040-28-00	04071		\$17,854.38	\$17,854.38	\$35,708.76

## 17 YOUR TAX DISTRIBUTION

AGENCY	RATE	AMOUNT
1% TAX ON NET VALUE	1.00000	\$308,170.00
VOTER APPROVED TAXES:		
GEN BOND ESCONDO-PROP F 3/5/2007 2017 REF	NET 0.01370	\$423.36
PALOMAR COMMUNITY COLL PROP M 11/07/06, SER 2006B	NET 0.00242	\$74.82
MWD CDS REMAINDER OF SDWA 15018009	NET 0.00050	\$15.26
GEN BOND ESCONDO-PROP E 11/04/2014, SER 2014A	NET 0.00045	\$13.92
PALOMAR COMMUNITY COLL PROP M 11/07/06, 2015 REF	NET 0.00287	\$88.55
GEN BOND ESCONDO-PROP B 11/04/2014, SER 2014C	NET 0.00410	\$126.78
PALOMAR COMMUNITY COLL PROP M 11/07/06, SER 2006C	NET 0.00116	\$35.88
H BOND ESCONDO-PROP A 6/04/1988, 1995A REF	NET 0.00000	\$0.00
PALOMAR COMMUNITY COLL PROP M 11/07/06, 2017 REF	NET 0.00218	\$67.38
GEN BOND ESCONDO-PROP K 3/05/2002, 2002A REF	NET 0.00000	\$0.00
H BOND ESCONDO-PROP T 11/04/2006, SERIES 2006B	NET 0.00000	\$0.00
PALOMAR HEALTH 2005A - DEBT SERVICE	NET 0.03800	\$1,174.85

## 18 YOUR TAX DISTRIBUTION

AGENCY	RATE	AMOUNT
H BOND ESCONDO-PROP T 11/04/2006, SERIES 2006A	NET 0.03124	\$995.89
PALOMAR COMMUNITY COLL PROP M 11/07/06, 2020 REF	NET 0.00540	\$166.73
GEN BOND ESCONDO-PROP E 11/04/2014, SER 2014A	NET 0.00183	\$56.58
H BOND ESCONDO-PROP T 11/04/2006, SER 2011C	NET 0.00109	\$33.70
ESCONDO CITY PUBLIC SAFETY FAC IMP REFUNDING BND	NET 0.00065	\$20.04
GEN BOND ESCONDO-PROP B 11/04/2014, 2021 REF	NET 0.00749	\$231.87
PALOMAR COMMUNITY COLL PROP M 11/07/06, SER 2017D	NET 0.00400	\$123.45
TOTAL ON NET VALUE	1.16048	\$356,848.71
FIXED CHARGED ASSESSMENTS:		
MWD WTR STANDSTY CHRG	PHONE #	
MOSQUITO SURVEILLANC	885-807-6864	\$51.58
VECTOR DISEASE CTAL	800-273-5167	\$1.26
CWA WTR AVAILABILITY	800-273-5167	\$40.42
	858-522-6881	\$46.80
TOTAL AMOUNT		\$36,798.76

## Secured

Parcel Number	Installment	Installment Amount	Delinquent After	Status	Amount Due	Total Due	Action
231-040-28-00	1st	\$17,854.38	12/10/2021	DUE	\$17,854.38	\$35,708.76	In Cart
	2nd	\$17,854.38	4/11/2022	DUE	\$17,854.38		Add to Cart

View Back of Bill

Search Results

View Cart

Secured property tax payment stubs are not available online. You can submit a payment without a stub. Please include your 10 digit parcel or tax bill number in the memo portion of your check. You can mail a payment to:

San Diego County Treasurer-Tax Collector  
1600 Pacific Highway, Room 162  
San Diego, CA 92101

DAN McALLISTER | County of San Diego Treasurer-Tax Collector

San Diego County Administration Center | 1600 Pacific Highway - Room 162 | San Diego, CA 92101

Questions: 877.829.4732 | Pay by Phone: 855.829.3773

## General Journal

Attachment "1"

Item6.

## 293 EASTWOOD MEADOWS MH COMMUNITY (293)

Source Journal	Posting Date	Journal Comment	Reversing Date	User Updated Logon
GJ-000262	12/1/2021	12-2021 - Transfer Tax Impound to Checking		
Account Number		Description/Comment	ac3 Debit	Credit
1670-000		Impounds-Taxes		
		12-2021 - Transfer Tax Impound to Checking		56,000.00
1050-000		Cash - Checking Union Bank 1469		
		12-2021 - Transfer Tax Impound to Checking	56,000.00	
Journal GJ-000262 Totals:			56,000.00	56,000.00
Source GJ Totals:			56,000.00	56,000.00
Report Totals:			56,000.00	56,000.00

PAY ONLINE  
sdttc.com

TAX BILL YEAR  
2018/2019

FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019

PROPERTY ADDRESS - DESCRIPTION - SUBDIVISION

02550 VALLEY PKWY EAST  
BLK 176 LOT 2 (EX ST WID) E H OF

CURRENT  
OWNER

EASTWOOD MEADOWS M H P LLC  
C/O THOMSEN PROPERTIES  
301 E 17TH ST #208  
COSTA MESA CA 92627

MAP NO.  
000723

PARCEL NO.  
231-040-28-00

DOCUMENT NO.  
195439

SUPPLEMENTAL VALUES & EXEMPTIONS

	LAND	IMPROVEMENTS	TOTAL
NEW ASSESSED VALUES	\$ 3000000	\$	\$ 3000000
PRIOR TAX ROLL VALUES	226178	330374	556552
CHANGE IN ASSESSMENT	2773822	-330374	2443448
LESS NEW EXEMPTIONS INCLUDING HOMEOWNER'S			
NET SUPPLEMENTAL VALUE ASSESSMENT			\$ 2443448
NET VALUE PRORATED 11 MONTHS (0.92) OF FISCAL YR			2018-2019

SPECIAL  
MESSAGES

THIS IS A SUPPLEMENTAL TAX BILL ON  
THE ABOVE DESCRIBED PROPERTY PER  
R&T CODE SECTION 75 AND SERVES AS  
THE ASSESSORS REQUIRED NOTICE OF  
VALUE CHANGE DUE TO A CHANGE OF  
OWNERSHIP ON JUL 19, 2018.

THIS BILL MAILED ON MAR 1, 2019

D10175 206732 00465

7 SUPPLEMENTAL NO.	8 TAX RATE AREA	9 PARCEL NO.	10 1ST INSTALLMENT	11 2ND INSTALLMENT	12 TOTAL DUE
889 430 96 38	04071	231-040-28-00	12820.18	12820.18	25640.36

YOUR TAX DISTRIBUTION		
AGENCY	BASE RATE	TAX AMOUNT
1% TAX ON NET VALUE	1.00000	24434.48
VOTER APPROVED BOND DEBT		
ESCONDIDO CITY	NET 0.02550	623.08
ELEMENTARY SCHOOL	NET 0.03642	889.91
HIGH SCHOOL	NET 0.03326	813.17
COMMUNITY COLLEGE	NET 0.02090	510.68
HEALTH CARE DIST	NET 0.02100	513.12
METRO WATER DISTRICT	NET 0.00350	85.52
TOTAL ON NET VALUE	1.14060	27869.96
TOTAL AMOUNT		27869.96

YOUR TAX DISTRIBUTION		
AGENCY	BASE RATE	TAX AMOUNT

VALUE PRORATE FACTOR 0.92  
OWNERSHIP PRORATE FACTOR 1.00000  
TOTAL ADDITIONAL TAXES DUE 25640.36

DETACH HERE

DETACH HERE

TO PAY 2ND INSTALLMENT SEND STUB WITH PAYMENT  
WRITE SUPPLEMENTAL NO. ON CHECK  
INCLUDE BOTH STUBS IF PAYING BOTH INSTALLMENTS

SAN DIEGO COUNTY 2018 - 2019 SECURED PROPERTY TAX  
FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019

13 SUPPLEMENTAL NO.	14 TAX RATE AREA	15 PARCEL NO.	16 DELINQUENT AFTER	17 TO PAY BOTH INSTALLMENTS BY DELINQUENT DATE
889 430 96 38	04071	231-040-28-00	SEP 3, 2019	25640.36

2018



EASTWOOD MEADOWS M H P LLC  
C/O THOMSEN PROPERTIES  
301 E 17TH ST #208  
COSTA MESA CA 92627

Dan McAllister ST02  
San Diego County Treasurer-Tax Collector

e-Pay at sdttc.com  
FREE e-Check

PAYABLE TO
SDTTC P.O. Box 129009 San Diego, California 92112

PAY THIS AMOUNT

\$ 12820.18

IF PAID AFTER DELINQUENT DATE IN BOX 18

\$ 14112.19

IF NEGATIVE AMOUNT  
YOU ARE ENTITLED TO A REFUND

0200019090388943096382001282018889430963843 HH

DETACH HERE

DETACH HERE

TO PAY 1st INSTALLMENT SEND STUB WITH PAYMENT  
WRITE SUPPLEMENTAL NO. ON CHECK  
INCLUDE BOTH STUBS IF PAYING BOTH INSTALLMENTS

SAN DIEGO COUNTY 2018 - 2019 SECURED PROPERTY TAX  
FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019

13 SUPPLEMENTAL NO.	14 TAX RATE AREA	15 PARCEL NO.	16 DELINQUENT AFTER	17 TO PAY BOTH INSTALLMENTS BY DELINQUENT DATE
889 430 96 38	04071	231-040-28-00	APR 30, 2019	25640.36

2018



EASTWOOD MEADOWS M H P LLC  
C/O THOMSEN PROPERTIES  
301 E 17TH ST #208  
COSTA MESA CA 92627

Dan McAllister ST02  
San Diego County Treasurer-Tax Collector

e-Pay at sdttc.com  
FREE e-Check

PAYABLE TO
SDTTC P.O. Box 129009 San Diego, California 92112

PAY THIS AMOUNT

\$ 12820.18

IF PAID AFTER DELINQUENT DATE IN BOX 18

\$ 14112.19

IF NEGATIVE AMOUNT  
YOU ARE ENTITLED TO A REFUND

0100019043088943096381001282018889430963845 HH

PAY ONLINE  
sdttc.com

TAX BILL YEAR  
2018/2019

FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019

PROPERTY ADDRESS - DESCRIPTION - SUBDIVISION

02550 VALLEY PKWY EAST  
BLK 176 LOT 8

CURRENT  
OWNER

EASTWOOD MEADOWS M H P LLC  
C/O THOMSEN PROPERTIES  
301 E 17TH ST #208  
COSTA MESA CA 92627

MAP NO.  
000725

PARCEL NO.  
231-040-03-00

DOCUMENT NO.  
295493

SPECIAL  
MESSAGES

THIS IS A SUPPLEMENTAL TAX BILL ON  
THE ABOVE DESCRIBED PROPERTY PER  
R&T CODE SECTION 75 AND SERVES AS  
THE ASSESSORS REQUIRED NOTICE OF  
VALUE CHANGE DUE TO A CHANGE OF  
OWNERSHIP ON JUL 19, 2018.

SUPPLEMENTAL VALUES & EXEMPTIONS

	LAND	IMPROVEMENTS	TOTAL
NEW ASSESSED VALUES	\$ 6300000	\$ 100000	\$ 6400000
PRIOR TAX ROLL VALUES	452594	596151	1048745
CHANGE IN ASSESSMENT	5847406	496151	5351255
LESS NEW EXEMPTIONS INCLUDING HOMEOWNER'S			
NET SUPPLEMENTAL VALUE ASSESSMENT			\$ 5351255
NET VALUE PRORATED 11 MONTHS (0.92) OF FISCAL YR			2018-2019

THIS BILL MAILED ON MAR 1, 2019

010175 206732 00464

7 SUPPLEMENTAL NO.	8 TAX RATE AREA	9 PARCEL NO.	10 1ST INSTALLMENT	11 2ND INSTALLMENT	12 TOTAL DUE
889 430 96 28	04071	231-040-03-00	28076.74	28076.74	56153.48

YOUR TAX DISTRIBUTION			
AGENCY	BASE	RATE	TAX AMOUNT
1% TAX ON NET VALUE		1.00000	53512.55
VOTER APPROVED BOND DEBT			
ESCONDIDO CITY	NET	0.02550	1364.58
ELEMENTARY SCHOOL	NET	0.03642	1948.92
HIGH SCHOOL	NET	0.03328	1780.89
COMMUNITY COLLEGE	NET	0.02090	1118.41
HEALTH CARE DIST	NET	0.02100	1123.76
METRO WATER DISTRICT	NET	0.00350	187.29
TOTAL ON NET VALUE		1.14060	61036.40
TOTAL AMOUNT			61036.40

VALUE PRORATE FACTOR 0.92  
OWNERSHIP PRORATE FACTOR 1.00000  
TOTAL ADDITIONAL TAXES DUE 56153.48

YOUR TAX DISTRIBUTION			
AGENCY	BASE	RATE	TAX AMOUNT

DETACH HERE

DETACH HERE

TO PAY 2ND INSTALLMENT SEND STUB WITH PAYMENT  
WRITE SUPPLEMENTAL NO. ON CHECK  
INCLUDE BOTH STUBS IF PAYING BOTH INSTALLMENTS

SAN DIEGO COUNTY 2018 - 2019 SECURED PROPERTY TAX  
FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019

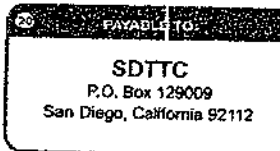
13 SUPPLEMENTAL NO.	14 TAX RATE AREA	15 PARCEL NO.	16 DELINQUENT AFTER	17 TO PAY BOTH INSTALLMENTS BY DELINQUENT DATE
889 430 96 28	04071	231-040-03-00	SEP 3, 2019	56153.48

2018



Dan McAllister ST02  
San Diego County - Assessor-Tax Collector

e-Pay at sdttc.com  
FREE e-Check



PAY THIS AMOUNT

\$ 28076.74

IF PAID AFTER DELINQUENT DATE IN BOX 18

\$ 30894.41

\* IF NEGATIVE AMOUNT  
YOU ARE ENTITLED TO A REFUND

0200019090388743076282002807674889430762805 dH

TO PAY 1st INSTALLMENT SEND STUB WITH PAYMENT  
WRITE SUPPLEMENTAL NO. ON CHECK  
INCLUDE BOTH STUBS IF PAYING BOTH INSTALLMENTS

SAN DIEGO COUNTY 2018 - 2019 SECURED PROPERTY TAX  
FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019

13 SUPPLEMENTAL NO.	14 TAX RATE AREA	15 PARCEL NO.	16 DELINQUENT AFTER	17 TO PAY BOTH INSTALLMENTS BY DELINQUENT DATE
889 430 96 28	04071	231-040-03-00	APR 30, 2019	56153.48

2018



Dan McAllister ST02  
San Diego County - Assessor-Tax Collector

e-Pay at sdttc.com  
FREE e-Check



PAY THIS AMOUNT

\$ 28076.74

IF PAID AFTER DELINQUENT DATE IN BOX 18

\$ 30884.41

\* IF NEGATIVE AMOUNT  
YOU ARE ENTITLED TO A REFUND

0100019043088743076281002807674889430762807 dH



# SECURED TAX BILL

OCT 09 2018

For Fiscal Year Beginning July 1, 2018 and Ending June 30, 2019

CURRENT OWNER

HANSON JOHN V TRUST 01-11-78  
ET AL  
C/O ESCONDIDO MOBILE PARK WEST TW  
430 S SAN DIMAS AVE  
SAN DIMAS CA 91773

SPECIAL MESSAGES

1 PROPERTY ADDRESS DESCRIPTION SUBDIVISION  
02550 VALLEY PKWY EAST

(EX ST WID) E H OF LOT 2 BLK 176  
RANCHO RINCON DEL DIABLO RESURVEY SHEET A

2 MAP NO. 000723  
3 DESCRIPTION VALUES & EXEMPTIONS

4 DOCUMENT NO. 949811  
5 DOCUMENT DATE 12/24/01  
LAND \$ 221  
IMPROVEMENTS 331  
TOTAL L&I 551  
PERSONAL PROPERTY EXEMPTIONS  
HOMEOWNERS \$  
OTHER  
NET TAXABLE VALUE 556

6 OWNER OF RECORD ON JANUARY 1, 2018  
HANSON JOHN V TRUST 01 11 78 AND BLACKBURN CAROLINE

7 PARCEL/BILL NO.	8 TAX RATE AREA	9 CORTAC NO.	10 1st Installment 11/01/18	11 2nd Installment 02/01/19	12 TOTAL DUE
231-040-28-00	04071		3242.48 +	3242.48 =	6484.96

YOUR TAX DISTRIBUTION		
AGENCY	RATE/CONTACT #	TAX AMOUNT
1% TAX ON NET VALUE	1.00000	5565.52
VOTER APPROVED BONDS:		
ESCONDIDO CITY	NET 0.02550	141.93
ELEMENTARY SCHOOL	NET 0.03642	202.70
HIGH SCHOOL	NET 0.03328	185.22
COMMUNITY COLLEGE	NET 0.02090	116.31
HEALTH CARE DIST	NET 0.02100	116.87
METRO WATER DISTRICT	NET 0.00350	19.47
TOTAL ON NET VALUE	1.14060	6348.02
FIXED CHARGE ASSMTS:	PHONE #	
MOSQUITO SURVEILLANCE	800-273-5167	2.28
VECTOR DISEASE CTRL	800-273-5167	38.30
MWD WTR STANDBY CHRG	866-807-6864	51.56

YOUR TAX DISTRIBUTION		
AGENCY	RATE/CONTACT #	TAX AMOUNT
CWA WTR AVAILABILITY	858-522-6690	44
TOTAL AMOUNT		6484.96

DETACH HERE

TO PAY 2nd INSTALLMENT SEND THIS STUB WITH YOUR PAYMENT  
WRITE YOUR PARCEL NO. ON YOUR CHECK  
PLEASE SEPARATE AND INCLUDE BOTH STUBS IF PAYING BOTH INSTALLMENTS

SECURED PROPERTY TAX  
For Fiscal Year 07/01/18 - 06/30/19

13 PARCEL/BILL NO.	14 TAX RATE AREA	15 CORTAC NO.	16 DUE DATE	17 DELINQUENT AFTER	18 TO PAY BOTH INSTALLMENTS BY DEC. 10
231 040 28 00	04071		02-01-19	04-10-19	6484.96



ST23

HANSON JOHN V TRUST 01-11-78  
ET AL  
C/O ESCONDIDO MOBILE PARK WEST TW  
430 S SAN DIMAS AVE  
SAN DIMAS CA 91773

Dan McAllister  
San Diego County Treasurer-Tax Collector  
e-Pay at [sdttc.com](http://sdttc.com)  
FREE/e-Check

PAYABLE TO:  
SDTTC  
P.O. Box 129009  
San Diego, California 92112

AMOUNT DUE FEB. 1, 2019  
\$ 3242.48  
LATE PAYMENT AFTER APRIL 30, 2019  
\$ 3576.72

0200032424823104028002000324248231040280097 HH

DETACH HERE

TO PAY 1st INSTALLMENT SEND THIS STUB WITH YOUR PAYMENT  
WRITE YOUR PARCEL NO. ON YOUR CHECK  
PLEASE SEPARATE AND INCLUDE BOTH STUBS IF PAYING BOTH INSTALLMENTS

SECURED PROPERTY TAX  
For Fiscal Year 07/01/18 - 06/30/19

13 PARCEL/BILL NO.	14 TAX RATE AREA	15 CORTAC NO.	16 DUE DATE	17 DELINQUENT AFTER	18 TO PAY BOTH INSTALLMENTS BY DEC. 10
231 040 28 00	04071		11-01-18	12-10-18	6484.96



ST23

HANSON JOHN V TRUST 01-11-78  
ET AL  
C/O ESCONDIDO MOBILE PARK WEST TW  
430 S SAN DIMAS AVE  
SAN DIMAS CA 91773

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San Diego County Treasurer-Tax Collector  
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FREE/e-Check

PAYABLE TO:  
SDTTC  
P.O. Box 129009  
San Diego, California 92112

AMOUNT DUE NOV. 1, 2018  
\$ 3242.48  
LATE PAYMENT AFTER DEC. 10, 2018  
\$ 3566.72

SECURED TAX BILL



OCT 09 2018

CURRENT OWNER

HANSON JOHN V TRUST 01-11-78 ET AL

C/O MOBILPARK WEST  
430 S SAN DIMAS AVE  
SAN DIMAS CA 91773

SPECIAL MESSAGES

For Fiscal Year Beginning July 1, 2018 and Ending June

1 PROPERTY ADDRESS DESCRIPTION SUBDIVISION

02550 VALLEY PKWY EAST

LOT 8 BLK 176

RANCHO RINCON DEL DIABLO RESURVEY SHEET A

2 MAP NO

000723

4 DOCUMENT NO

949774

5 DOCUMENT DATE

12/24/01

3 DESCRIPTION VALUES & S.E.

LAND \$ 41  
IMPROVEMENTS \$ 51  
TOTAL L&I 101  
PERSONAL PROPERTY  
EXEMPTIONS  
HOMEOWNERS \$  
OTHER  
NET TAXABLE VALUE 101

6 OWNER OF RECORD ON JANUARY 1, 2018

HANSON JOHN V TRUST 01-11-78 ET AL  
D BLACKBURN CAROLINE

7 PARCEL/BILL NO.	8 TAX RATE AREA	9 CORTAC NO.	10 1st Installment 10/01/18	11 2nd Installment 02/01/19	12 TOTAL DUE
231-040-03-00	04071		6108.52 +	6108.52 =	12217.04

13 YOUR TAX DISTRIBUTION		
AGENCY	RATE/CONTACT#	TAX AMOUNT
1% TAX ON NET VALUE	1.00000	10487.45
VOTER APPROVED BONDS:		
ESCONDIDO CITY	NET 0.02550	267.43
ELEMENTARY SCHOOL	NET 0.03642	381.96
HIGH SCHOOL	NET 0.03328	349.03
COMMUNITY COLLEGE	NET 0.02080	219.18
HEALTH CARE DIST	NET 0.02100	220.23
METRO WATER DISTRICT	NET 0.00350	36.70
TOTAL ON NET VALUE	1.14060	11951.98
FIXED CHARGE ASSMTS:	PHONE #	
MOSQUITO SURVEILLANCE	800-273-5167	2.28
VECTOR DISEASE CTRL	800-273-5167	49.96
MWD WTR STANDBY CHRG	866-807-6864	108.52

14 YOUR TAX DISTRIBUTION		
AGENCY	RATE/CONTACT#	TAX AMOUNT
CWA WTR AVAILABILITY	858-522-6690	122.17
TOTAL AMOUNT		12217.04

DETACH HERE

TO PAY 2nd INSTALLMENT SEND THIS STUB WITH YOUR PAYMENT  
WRITE YOUR PARCEL NO. ON YOUR CHECK  
PLEASE SEPARATE AND INCLUDE BOTH STUBS IF PAYING BOTH INSTALLMENTS

SECURED PROPERTY TAX  
For Fiscal Year 07/01/18 - 06/30/19

15 PARCEL/BILL NO.	16 TAX RATE AREA	17 CORTAC NO.	18 DUE DATE	19 DELINQUENT AFTER	20 TO PAY BOTH INSTALLMENTS BY DEC
231 040 03 00	04071		02-01-18	04-10-19	12217.04



5723

HANSON JOHN V TRUST 01-11-78

ET AL

C/O MOBILPARK WEST  
430 S SAN DIMAS AVE  
SAN DIMAS CA 91773

Dan McAllister  
San Diego County Treasurer-Tax Collector  
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FREE/e-Check

21 PAYABLE TO  
SDTTC  
P.O. Box 129009  
San Diego, California 92112

AMOUNT DUE FEB. 1,

\$ 6108.52

LATE PAYMENT AFTER APRIL 10

\$ 6729.3

0200061085223104003002000610852231040030006 HH

DETACH HERE

TO PAY 1st INSTALLMENT SEND THIS STUB WITH YOUR PAYMENT  
WRITE YOUR PARCEL NO. ON YOUR CHECK  
PLEASE SEPARATE AND INCLUDE BOTH STUBS IF PAYING BOTH INSTALLMENTS

SECURED PROPERTY TAX  
For Fiscal Year 07/01/18 - 06/30/19

15 PARCEL/BILL NO.	16 TAX RATE AREA	17 CORTAC NO.	18 DUE DATE	19 DELINQUENT AFTER	20 TO PAY BOTH INSTALLMENTS BY DEC
231 040 03 00	04071		11-01-18	12-10-18	12217.04



5723

HANSON JOHN V TRUST 01-11-78

ET AL

C/O MOBILPARK WEST  
430 S SAN DIMAS AVE  
SAN DIMAS CA 91773

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FREE/e-Check

21 PAYABLE TO  
SDTTC  
P.O. Box 129009  
San Diego, California 92112

AMOUNT DUE NOV. 1, 2018

\$ 6108.52

LATE PAYMENT AFTER DEC. 10, 2018

\$ 6719.3

# **SECURED TAX BILL**



**CURRENT OWNER**  
EASTWOOD MEADOWS M H P LLC  
C/O THOMSEN PROPERTIES  
301 E 17TH ST #208  
COSTA MESA CA 92627

NOV 12 2019

**SPECIAL MESSAGES**

THIS ACCOUNT CROSS-SECURED TO  
SUPPLEMENTAL BILL NO.  
889 430 96 38 04071

For Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020

**1. PROPERTY ADDRESS/DESCRIPTION/SUBDIVISION**

02550 VALLEY PKWY EAST

(EX ST WID) E H OF LOT 2 BLK 176

RANCHO RINCON DEL DIABLO RESURVEY SHEET A

**2. MAP NO.**

000723

**3. DOUBLETION**

295439

**4. PROCHENPONE**

07/19/19

**5. DESCRIPTION**

LAND \$ 3000000

IMPROVEMENTS \$ 3000000

TOTAL L&I 3000000

PERSONAL PROPERTY

EXEMPTIONS

HOMEOWNERS \$

OTHER

NET TAXABLE VALUE 3000000



EASTWOOD MEADOWS M H P LLC

D44610 222793 20395 2/2

PARCEL NUMBER	PARCEL AREA	PARCEL TYPE	PARCEL STATUS	PARCEL VALUE	TOTAL TAX
231-040-28-00	04071			17321.18	34642.36

PARCEL NUMBER	PARCEL AREA	PARCEL TYPE	PARCEL STATUS	PARCEL VALUE	TOTAL TAX
231-040-28-00	04071			17321.18	34642.36

1% TAX ON NET VALUE	1.00000	30000.00
VOTER APPROVED BONDS:		
ESCONDIDO CITY	NET 0.02383	714.90
ELEMENTARY SCHOOL	NET 0.03878	1163.40
HIGH SCHOOL	NET 0.03330	999.00
COMMUNITY COLLEGE	NET 0.02170	651.00
HEALTH CARE DIST	NET 0.02900	870.00
METRO WATER DISTRICT	NET 0.00350	105.00
TOTAL ON NET VALUE	1.15011	34603.30
FIXED CHARGE ASSMTS:		
MOSQUITO SURVEILLANCE	PHONE # 800-273-5167	2.28
VECTOR DISEASE CTRL	800-273-5167	40.42
MWD WTR STANDBY CHRG	866-807-6864	51.56

CMA WTR AVAILABILITY 852-522-6691 44.80  
TOTAL AMOUNT 34642.36

DETACH HERE

TO PAY 2nd INSTALLMENT SEND THIS STUB WITH YOUR PAYMENT  
WRITE YOUR PARCEL NO. ON YOUR CHECK  
PLEASE SEPARATE AND INCLUDE BOTH STUBS IF PAYING BOTH INSTALLMENTS

**SECURED PROPERTY TAX**  
For Fiscal Year 07/01/19 - 06/30/20

PARCEL NUMBER	PARCEL AREA	PARCEL TYPE	PARCEL STATUS	PARCEL VALUE	TOTAL TAX
231 040 28 00	04071			17321.18	34642.36



ST23

EASTWOOD MEADOWS M H P LLC  
C/O THOMSEN PROPERTIES  
301 E 17TH ST #208  
COSTA MESA CA 92627

**Dan McAllister**  
San Diego County Treasurer-Tax Collector  
e-Pay at [sdttc.com](http://sdttc.com)  
FREE e-Check

**PAYMENT TO**  
**SDTTC**  
P.O. Box 129009  
San Diego, California 92112

AMOUNT DUE FEB. 1, 2020

\$ 17321.18

LATE PAYMENT AFTER APRIL 10, 2020

\$ 19063.29

0200173211823104028002001732118231040280087 HH

TO PAY 1st INSTALLMENT SEND THIS STUB WITH YOUR PAYMENT  
WRITE YOUR PARCEL NO. ON YOUR CHECK  
PLEASE SEPARATE AND INCLUDE BOTH STUBS IF PAYING BOTH INSTALLMENTS

**SECURED PROPERTY TAX**  
For Fiscal Year 07/01/19 - 06/30/20

PARCEL NUMBER	PARCEL AREA	PARCEL TYPE	PARCEL STATUS	PARCEL VALUE	TOTAL TAX
231 040 28 00	04071			17321.18	34642.36



ST23

EASTWOOD MEADOWS M H P LLC  
C/O THOMSEN PROPERTIES  
301 E 17TH ST #208  
COSTA MESA CA 92627

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San Diego County Treasurer-Tax Collector  
e-Pay at [sdttc.com](http://sdttc.com)  
FREE e-Check

**PAYMENT TO**  
**SDTTC**  
P.O. Box 129009  
San Diego, California 92112

AMOUNT DUE NOV. 1, 2019

\$ 17321.18

LATE PAYMENT AFTER DEC. 10, 2019

\$ 19053.29

# SECURED TAX BILL



CURRENT  
OWNER

EASTWOOD MEADOWS M H P LLC  
C/O THOMSEN PROPERTIES  
301 E 17TH ST #208  
COSTA MESA CA 92627

SPECIAL  
MESSAGES

THIS ACCOUNT CROSS-SECURED TO  
SUPPLEMENTAL BILL NO.  
B89 430 96 28 04071

For Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020

1. PROPERTY ADDRESS - DESCRIPTION - SUBDIVISION

02550 VALLEY PKWY EAST

LOT 8 BLK 176

RANCHO RINCON DEL DIABLO RESURVEY SHEET A

2. MAP NO.

000723

3. ACRES

295439

4. EXEMPTIONS

07/19/18

5. DESCRIPTION - VALUES - EXEMPTIONS

LAND \$ 6300000  
IMPROVEMENTS 1000000  
TOTAL L&I 6400000

PERSONAL PROPERTY  
EXEMPTIONS  
HOMEDOWNERS \$  
OTHER  
NET TAXABLE VALUE 6400000

6. OWNER  
EASTWOOD MEADOWS M H P LLC

D44610 222792 20384 1/2

7. PARCEL IDENTIFICATION	8. TAX MAP	9. COUNTY	10. CITY	11. ZONE	12. TOTAL TAX
231-040-03-00	04071			36932.43	36932.43
					73864.86

13. AGENCY	14. AGENCY

1% TAX ON NET VALUE	1.00000	6400.00
VOTER APPROVED BONDS:		
ESCONDIDO CITY	NET 0.02383	1525.12
ELEMENTARY SCHDOL	NET 0.03878	2481.92
HIGH SCHOOL	NET 0.03390	2191.20
COMMUNITY COLLEGE	NET 0.02170	1388.80
HEALTH CARE DIST	NET 0.02900	1856.00
METRO WATER DISTRICT	NET 0.00350	224.00
TOTAL ON NET VALUE	1.15011	73807.04
FIXED CHARGE ASSMTS:		
MDSQUITO SURVEILLANCE	PHONE # 800-273-5167	2.28
VECTOR DISEASE CTRL	800-273-5167	52.72
MWD WTR STANDBY CHRG	866-807-6864	108.52

CWA WTR AVAILABILITY 858-822-6691 94.30  
TOTAL AMOUNT 73864.86

DETACH HERE

TO PAY 2nd INSTALLMENT SEND THIS STUB WITH YOUR PAYMENT  
WRITE YOUR PARCEL NO. ON YOUR CHECK  
PLEASE SEPARATE AND INCLUDE BOTH STUBS IF PAYING BOTH INSTALLMENTS

15. PARCEL IDENTIFICATION	16. TAX MAP	17. COUNTY	18. CITY	19. ZONE	20. TOTAL TAX
231 040 03 00	04071			02-01-20	04-10-20
					73864.86



ST23

EASTWOOD MEADOWS M H P LLC  
C/O THOMSEN PROPERTIES  
301 E 17TH ST #208  
COSTA MESA CA 92627

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San Diego County Treasurer-Tax Collector  
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FREE e-Check

**SDTTC**  
P.O. Box 129009  
San Diego, California 92112

SECURED PROPERTY TAX  
For Fiscal Year 07/01/19 - 06/30/20

AMOUNT DUE FEB. 1, 2020

\$ 36932.43

LATE PAYMENT AFTER APRIL 10, 2020

\$ 40635.87

0200369324323104003002003693243231040030066 dd

DETACH HERE

TO PAY 1st INSTALLMENT SEND THIS STUB WITH YOUR PAYMENT  
WRITE YOUR PARCEL NO. ON YOUR CHECK  
PLEASE SEPARATE AND INCLUDE BOTH STUBS IF PAYING BOTH INSTALLMENTS

21. PARCEL IDENTIFICATION	22. TAX MAP	23. COUNTY	24. CITY	25. ZONE	26. TOTAL TAX
231 040 03 00	04071			11-01-19	12-10-19
					73864.86



ST23

EASTWOOD MEADOWS M H P LLC  
C/O THOMSEN PROPERTIES  
301 E 17TH ST #208  
COSTA MESA CA 92627

**Dan McAllister**  
San Diego County Treasurer-Tax Collector  
e-Pay at [sdttc.com](http://sdttc.com)  
FREE e-Check

**SDTTC**  
P.O. Box 129009  
San Diego, California 92112

SECURED PROPERTY TAX  
For Fiscal Year 07/01/19 - 06/30/20

AMOUNT DUE NOV. 1, 2019

\$ 36932.43

LATE PAYMENT AFTER DEC. 10, 2019

\$ 40625.87

0100369324323104003001003693243231040030066 dd

General Ledger Detail Report  
 Detail Postings for Period 01 Thru 12 Ending 12/31/2017

Attachment "1"

Item6.

293 EASTWOOD MEADOWS MH COMMUNITY (293)

Account Number/Description			Beg Balance	Debit	Credit	Net Change	End Balance
Period	Date	Journal	Comments				
5810-000							
			Real Property Taxes	0.00			
04	4/1/2017	AP-000114	San Diego County /IN: TAX17-04	3,125.76	0.00		3,125.76
04	4/1/2017	AP-000114	San Diego County /IN: TAX17-23	5,892.65	0.00		9,018.41
04	4/25/2017	AP-000122	San Diego County /IN: TAX17-32	122.46	0.00		9,140.87
12	12/1/2017	AP-000187	San Diego County /IN: TAX1217-	6,009.67	0.00		15,150.54
12	12/1/2017	AP-000187	San Diego County /IN: TAX1217-	3,189.39	0.00		18,339.93
				0.00	18,339.93	0.00	18,339.93
Report Total:				0.00	18,339.93	0.00	18,339.93
				0.00	18,339.93	0.00	18,339.93

TAX BILL YEAR

2016-2017

PAY ONLINE

SEP 28 2016

www.sdtreastax.com



CURRENT  
OWNER

HANSON JOHN V TRUST 01-11-78

ET AL

C/O ESCONDIDO MOBILE PARK WEST TW  
430 S SAN DIMAS AVE  
SAN DIMAS CA 91773

SPECIAL  
MESSAGES

For Fiscal Year Beginning July 1, 2016 and Ending June 30, 2017

02550 VALLEY PKWY EAST

(EX ST WID) E H OF LOT 2 BLK 176

RANCHO RINCON DEL DIABLO RESURVEY SHEET A

000723

3-DESCRIPTION TAXES & EXEMPTIONS

000723

LAND \$ 217397  
IMPROVEMENTS 317547  
TOTAL L&I 534944

949811

PERSONAL PROPERTY  
EXEMPTIONS

000723

HOMEOWNERS \$  
OTHER

12/24/01

NET TAXABLE VALUE 534944

000723  
RECEIVED ON  
JAN 19, 2016

HANSON JOHN V TRUST 01 11 78 AND  
BLACKBURN CAROLINE

Z91773 C60015 13007 1/1

7-APPROPRIATION	8-TAX RATE	9-PROPERTY VALUE	10-TOTAL TAX
231-040-28-00	04071		3125.76

11-APPROPRIATION	12-TOTAL TAX
	3125.76
	6251.52

13-YOUR TAX DISTRIBUTION		
AGENCY	RATE	TAX AMOUNT
1% TAX ON NET VALUE	1.00000	5349.44
VOTER APPROVED BONDS:		
ESCONDIDO CITY	NET 0.02876	153.85
ELEMENTARY SCHOOL	NET 0.04152	222.11
HIGH SCHOOL	NET 0.03083	164.93
COMMUNITY COLLEGE	NET 0.01757	93.98
HEALTH CARE DIST	NET 0.02350	125.71
METRO WATER DISTRICT	NET 0.00350	18.72
TOTAL ON NET VALUE	1.14568	6128.74
FIXED CHARGE ASSMTS:		
MOSQUITO SURVEILLANCE	PHONE # 800-273-5167	2.28
VECTOR DISEASE CTRL	800-273-5167	24.14
MWD WTR STANDBY CHR	866-807-6864	51.56

14-YOUR TAX DISTRIBUTION	
AGENCY	TAX AMOUNT
CWA WTR AVAILABILITY 858-522-6690	44.80
TOTAL AMOUNT	6251.52

TAX BILL YEAR

2016-2017

PAY ONLINE

SEP 28 2016

www.sdtreastax.com



CURRENT  
OWNER

HANSON JOHN V TRUST 01-11-78

ET AL

C/O MOBILPARK WEST  
430 S SAN DIMAS AVE  
SAN DIMAS CA 91773

SPECIAL  
MESSAGES

OWNER  
MESSAGES

For Fiscal Year Beginning July 1, 2016 and Ending June 30, 2017

02550 VALLEY PKWY EAST

LOT 8 BLK 176

RANCHO RINCON DEL DIABLO RESURVEY SHEET A

2.00 ACRES

3.00 ACRES

000723

4.00 ACRES

949774

6.00 ACRES

12/24/01

OWNER OF  
RECORD  
JANUARY 1, 2016

LAND \$ 435020  
IMPROVEMENTS 573002  
TOTAL L&I 1008022  
PERSONAL PROPERTY  
EXEMPTIONS  
HOMEOWNERS \$  
OTHER  
NET TAXABLE VALUE 1008022

HANSON JOHN V TRUST 01 11 78 AN  
D BLACKBURN CAROLINE

Z91773 C60015 13006 1/1

231-040-03-00	04071	5892.65	+	5892.65	=	11785.30
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YOUR TAX DISTRIBUTION		
AGENCY	RATE	TAX AMOUNT
1% TAX ON NET VALUE	1.00000	10080.22
VOTER APPROVED BONDS:		
ESCONDIDO CITY	NET 0.02876	289.91
ELEMENTARY SCHOOL	NET 0.04152	418.54
HIGH SCHOOL	NET 0.03083	310.77
COMMUNITY COLLEGE	NET 0.01757	177.10
HEALTH CARE DIST	NET 0.02350	236.88
METRO WATER DISTRICT	NET 0.00350	35.28
TOTAL ON NET VALUE	1.14568	11548.70
FIXED CHARGE ASSMTS:	PHONE #	
MOSQUITO SURVEILLANCE	800-273-5167	2.28
VECTOR DISEASE CTRL	800-273-5167	31.50
MWD WTR STANDBY CHRG	866-807-6864	108.52

YOUR TAX DISTRIBUTION		
AGENCY	RATE	TAX AMOUNT
CWA WTR AVAILABILITY	858-522-6690	94.30
TOTAL AMOUNT		11785.30

**PAY ONLINE**  
**www.sdtreastax.com**

**1 TAX BILL YEAR**  
2017/2018

FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018

**2 PROPERTY DESCRIPTION/LOCATION**

PERSONAL PROPERTY/FIXTURES

2550 E VALLEY PKWY

LIEN DATE  
OWNER AS OF  
JANUARY 1

MOBILE PARKS WEST  
DBA EASTWOOD MEADOWS  
430 S SAN DIMAS AVE  
SAN DIMAS CA

91773

SPECIAL  
MESSAGES

**3 ENROLLMENT DATE**

04/06/2017

**4 ACCOUNT NO.**

718-2924000

**5 PARCEL NO.**

231-040-28-00

**6 DESCRIPTION VALUES & EXEMPTIONS**

LAND	\$	
IMPROVEMENTS		657
TOTAL L&I		657
PERSONAL PROPERTY		10032
EXEMPTIONS		
HOMEOWNERS	\$	
OTHER		
NET TAXABLE VALUE		10689

**7 DUE DATE**

MAY 04, 2017

MAIL ID 10002

192

8 YR BILL NO	9 TAX RATE AREA	10 NET TAX	11 0% EXEMPT	12 1% PENALTY	13 TOTAL DUE
2017-013231	004071	122.46			122.46

14 YOUR TAX DISTRIBUTION			
AGENCY	BASE	RATE	TAX AMOUNT
1% TAX-PROPOSITION 13		1.00000	106.89
VOTER APPROVED BONDED DEBT			
CITY	NET	0.02876	3.08
ELEM SCH	NET	0.04152	4.44
HIGH OR UNIF	NET	0.03083	3.30
COMMUNITY COLLEGE	NET	0.01757	1.87
SPECIAL DISTRICTS	NET	0.02700	2.88
TOTAL ON NET VALUE		1.14568	122.46

TOTAL TAXES DUE 122.46

**15 SPECIAL NOTICE**

## PERSONAL PROPERTY BILLS

The owner of personal property as of January 1 is responsible for paying the unsecured tax bill. If the owner sells or disposes of the personal property after January 1, the owner is still responsible for paying the entire tax. Taxes will not be prorated due to the sale or disposal of taxable personal property after January 1. For personal property sold before January 1 of the applicable tax year or for any current or future address changes, please complete and return the form located on the back of the payment stub.

## TRANSFERRED BILLS

Escape and supplemental tax bills on real property where there has been a change of ownership prior to the enrollment of the tax bill are transferred to the unsecured tax roll. Payment of the unsecured bill is the responsibility of the former owner. Unpaid taxes on mobilehomes, possessory interests, and unitary tax bills (State Board of Equalization assessments) are transferred to the unsecured tax roll after June 30.

## CORRECTED BILLS

Corrected bills may be issued for various reasons including but not limited to Assessment Appeals Board Application, Assessor's Stipulations, valuation errors, late exemption application or other reasons.

## PENALTIES

If taxes are unpaid by the due date provided in the bill, payment of delinquent penalties, interest, and costs will be assessed as provided by law, and will be required to be paid in order to satisfy the lien for taxes. For a schedule of penalty posting dates, visit our website at [www.sdtreastax.com](http://www.sdtreastax.com) and click on the "Tax Collection" link.





2017-2018



## SECURED TAX BILL



HANSON JOHN V TRUST 01-11-78  
ET AL  
C/O MOBILPARK WEST  
430 S SAN DIMAS AVE  
SAN DIMAS CA 91773

For Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018

02550 VALLEY PKWY EAST

LOT 8 BLK 178

OCT 2 2017

RANCHO WINCON DEL DIABLO RESURVEY SHEET A

000723

949774

12/24/01

LAND \$ 443720  
IMPROVEMENTS 584462  
TOTAL L&I 1028182  
PERSONAL PROPERTY  
EXEMPTIONS  
HOMEOWNERS \$  
OTHER  
NET TAXABLE VALUE 1028182

HANSON JOHN V TRUST 01 11 78 AN  
D BLACKBURN CAROLINE

281773 200498 12512 1/1

PARCEL ID	TAX RATE AREA	CORRECT NO.	DELINQUENT AFTER	TO PAY BOTH INSTALLMENTS BY DEC 10
231-040-03-00	04071	6009.67	6009.67	12019.34

AGENCY	AMOUNT	AGENCY	AMOUNT
1% TAX ON NET VALUE	1.00000	10281.82	

VOTER APPROVED BONDS:  
ESCONDIDO CITY NET 0.02701 217.72  
ELEMENTARY SCHOOL NET 0.04084 419.91  
HIGH SCHOOL NET 0.03183 327.28  
COMMUNITY COLLEGE NET 0.02053 211.08  
HEALTH CARE DIST NET 0.02100 215.91  
METRO WATER DISTRICT NET 0.00350 35.98  
TOTAL ON NET VALUE 114471 11769.70  
FIXED CHARGE ASSMTS: PHONE #  
MOSQUITO SURVEILLANCE 800-273-5167 2.28  
VECTOR DISEASE CTRL 800-273-5167 44.54  
MWD WTR STANDBY CHRG 866-807-6864 108.52

CWA WTR AVAILABILITY 858-522-6690

94.30  
TOTAL AMOUNT 12019.34

TO PAY 2ND INSTALLMENT SEND THIS STUB WITH YOUR PAYMENT  
WRITE YOUR PARCEL NO. ON YOUR CHECK  
PLEASE SEPARATE AND INCLUDE BOTH STUBS IF PAYING BOTH INSTALLMENTS

SECURED PROPERTY TAX

For Fiscal Year 07/01/17 - 06/30/18

PARCEL ID	TAX RATE AREA	CORRECT NO.	DELINQUENT AFTER	TO PAY BOTH INSTALLMENTS BY DEC 10
231 040 03 00	04071	02-01-18	04-10-18	12019.34



ST23

HANSON JOHN V TRUST 01-11-78  
ET AL  
C/O MOBILPARK WEST  
430 S SAN DIMAS AVE  
SAN DIMAS CA 91773

Dan McAllister

San Diego County Treasurer-Tax Collector

PAY ONLINE  
[www.sdttc.com](http://www.sdttc.com)  
by FREE e-check

SDTTC  
P.O. Box 129009  
San Diego, California 92112

AMOUNT DUE FEB. 1, 2018

\$ 6009.67

LATE PAYMENT AFTER APRIL 10, 2018

\$ 6620.63

0200060096723104003002000600967231040030086 dd

TO PAY 1st INSTALLMENT SEND THIS STUB WITH YOUR PAYMENT  
WRITE YOUR PARCEL NO. ON YOUR CHECK  
PLEASE SEPARATE AND INCLUDE BOTH STUBS IF PAYING BOTH INSTALLMENTS

SECURED PROPERTY TAX

For Fiscal Year 07/01/17 - 06/30/18

PARCEL ID	TAX RATE AREA	CORRECT NO.	DELINQUENT AFTER	TO PAY BOTH INSTALLMENTS BY DEC 10
231 040 03 00	04071	11-01-17	12-10-17	12019.34



ST23

HANSON JOHN V TRUST 01-11-78  
ET AL  
C/O MOBILPARK WEST  
430 S SAN DIMAS AVE  
SAN DIMAS CA 91773

Dan McAllister

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by FREE e-check

SDTTC  
P.O. Box 129009  
San Diego, California 92112

AMOUNT DUE NOV. 1, 2017

\$ 6009.67

LATE PAYMENT AFTER DEC. 10, 2017

\$ 6610.63

CODE: 5810 \$ 6009.67

CODE: \$

CODE: \$

CODE: \$

ON-SITE MGR: \_\_\_\_\_

ACCTG: g PM

0100060096723104003001000600967231040030086 dd



**Dan McAllister**  
 SAN DIEGO COUNTY  
 TREASURER-TAX COLLECTOR

Attachment "1"  
 2017-2018



Item6.

**SECURED TAX BILL**



HANSON JOHN V TRUST 01-11-78  
 ET AL  
 C/O ESCONDIDO MOBILE PARK WEST TW  
 430 S SAN DIMAS AVE  
 SAN DIMAS CA 91773

For Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018

02550 VALLEY PKWY EAST

(EX ST WIDE) E H OF LOT 2 BLK 176

OCT 2017

RANCHO RINCON DEL DIABLO RESURVEY SHEET A

000723	LAND	\$	221744
	IMPROVEMENTS		323897
	TOTAL L&I		545641
	PERSONAL PROPERTY		
	EXEMPTIONS		
	HOMEOWNERS	\$	
	OTHER		
	NET TAXABLE VALUE		545641

HANSON JOHN V TRUST 01 11 78 AND  
 BLACKBURN CAROLINE  
 Z81773 200498 12613 1/1

231-040-28-00	04071	3189.39	3189.39	6378.78
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1% TAX ON NET VALUE	1.00000	5456.41
VOTER APPROVED BONDS:		
ESCONDIDO CITY	NET 0.02701	147.38
ELEMENTARY SCHOOL	NET 0.04084	222.84
HIGH SCHOOL	NET 0.03183	173.68
COMMUNITY COLLEGE	NET 0.02053	112.02
HEALTH CARE DIST	NET 0.02100	114.58
METRO WATER DISTRICT	NET 0.00350	19.09
TOTAL ON NET VALUE	1.14471	6246.00
FIXED CHARGE ASSMTS:		
PHONE #		
MOSQUITO SURVEILLANCE 800-273-5167		2.28
VECTOR DISEASE CTRL 800-273-5167		34.14
MWD WTR STANDBY CHRG 866-807-5864		51.56

CWA WTR AVAILABILITY 858-522-6690 44.80  
 TOTAL AMOUNT 6378.78

TO PAY 2ND INSTALLMENT SEND THIS STUB WITH YOUR PAYMENT  
 WRITE YOUR PARCEL NO. ON YOUR CHECK  
 PLEASE SEPARATE AND INCLUDE BOTH STUBS IF PAYING BOTH INSTALLMENTS

SECURED PROPERTY TAX  
 For Fiscal Year 07/01/17 - 06/30/18

231 040 28 00	04071	02-01-18	04-10-18	6378.78
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ST23

HANSON JOHN V TRUST 01-11-78  
 ET AL  
 C/O ESCONDIDO MOBILE PARK WEST TW  
 430 S SAN DIMAS AVE  
 SAN DIMAS CA 91773

**Dan McAllister**  
 San Diego County Treasurer-Tax Collector  
 PAY ONLINE  
**www.sdtc.com**  
 by FREE e-check

**SDTTC**  
 P.O. Box 129009  
 San Diego, California 92112

AMOUNT DUE FEB. 1, 2018

\$ 3189.39

LATE PAYMENT AFTER APRIL 10, 2018

\$ 3518.32

CODE: 5010 \$ 3189.39

CODE: \$

CODE: \$

CODE: \$

ON-SITE MGR:

ACCTG: PM

0200031893923104028002000318939231040280017 HH

TO PAY 1st INSTALLMENT SEND THIS STUB WITH YOUR PAYMENT  
 WRITE YOUR PARCEL NO. ON YOUR CHECK  
 PLEASE SEPARATE AND INCLUDE BOTH STUBS IF PAYING BOTH INSTALLMENTS

SECURED PROPERTY TAX  
 For Fiscal Year 07/01/17 - 06/30/18

231 040 28 00	04071	11-01-17	12-10-17	6378.78
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ST23

HANSON JOHN V TRUST 01-11-78  
 ET AL  
 C/O ESCONDIDO MOBILE PARK WEST TW  
 430 S SAN DIMAS AVE  
 SAN DIMAS CA 91773

**Dan McAllister**  
 San Diego County Treasurer-Tax Collector  
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**www.sdtc.com**  
 by FREE e-check

**SDTTC**  
 P.O. Box 129009  
 San Diego, California 92112

AMOUNT DUE NOV. 1, 2017

\$ 3189.39

LATE PAYMENT AFTER DEC. 10, 2017

\$ 3508.32

0100031893923104028001000318939231040280019 HH

# Attachment 4

**293 EASTWOOD MEADOWS MH COMMUNITY**  
**INCOME STATEMENT**  
 FOR THE TWELVE PERIOD(s) ENDED DECEMBER 31, 2017

Item6.

	PERIOD TO DATE		YEAR TO DATE	
	ACTUAL	%	ACTUAL	%
<b>REVENUE</b>				
<b>INCOME</b>				
Base Rent Collected	73,836.09	84.2%	885,091.00	79.6%
<b>TOTAL INCOME</b>	<b>73,836.09</b>	<b>84.2%</b>	<b>885,091.00</b>	<b>79.6%</b>
<b>OTHER INCOME</b>				
Extra Residents	150.00	0.2%	1,600.00	0.1%
Laundry	100.00	0.1%	1,749.00	0.2%
Recycle	546.25	0.6%	6,891.94	0.6%
R.V. Storage	160.00	0.2%	2,280.00	0.2%
Gas	2,242.33	2.6%	41,567.20	3.7%
Electric	5,654.27	6.5%	114,938.04	10.3%
Water	121.55	0.1%	139.19	0.0%
Sewer	2,833.09	3.2%	33,696.45	3.0%
Trash	1,855.00	2.1%	22,420.74	2.0%
Other Income	143.64	0.2%	1,513.04	0.1%
<b>TOTAL OTHER INCOME</b>	<b>13,806.13</b>	<b>15.8%</b>	<b>226,795.60</b>	<b>20.4%</b>
<b>TOTAL REVENUE</b>	<b>87,642.22</b>	<b>100.0%</b>	<b>1,111,886.60</b>	<b>100.0%</b>
<b>EXPENSE</b>				
<b>PROPERTY MANAGEMENT</b>				
Property Management Fee	2,593.36	3.0%	31,141.75	2.8%
MF - CEJ Management	421.15	0.5%	11,045.18	1.0%
<b>TOTAL PROPERTY MANAGEMENT</b>	<b>3,014.51</b>	<b>3.4%</b>	<b>42,186.93</b>	<b>3.8%</b>
<b>ON-SITE MANAGEMENT</b>				
Project Telephone/Ans. Service	788.49	0.9%	7,577.04	0.7%
Salaries	6,205.86	7.1%	74,269.09	6.7%
Payroll Taxes	474.75	0.5%	6,725.34	0.6%
Workers' Compensation	82.37	0.1%	7,015.91	0.6%
Group Insurance	101.41	0.1%	1,216.92	0.1%
Office Supplies-Equipment	578.13	0.7%	4,836.54	0.4%
Uniforms	0.00	0.0%	71.79	0.0%
Vehicle/Mileage Allowance	0.00	0.0%	90.95	0.0%
Credit Checks	0.00	0.0%	154.00	0.0%
Other	0.00	0.0%	66.25	0.0%
<b>TOTAL ON-SITE MANAGEMENT</b>	<b>8,231.01</b>	<b>9.4%</b>	<b>102,023.83</b>	<b>9.2%</b>
<b>UTILITIES</b>				
Gas	1,778.08	2.0%	25,123.65	2.3%
Electric	7,756.86	8.9%	142,396.62	12.8%
Cable T.V.	44.67	0.1%	535.99	0.0%
Water	1,473.71	1.7%	16,921.16	1.5%
Sewer	2,926.11	3.3%	34,863.42	3.1%
Trash	2,598.59	3.0%	31,840.53	2.9%
Fire Service	0.00	0.0%	1,128.00	0.1%
Other	0.00	0.0%	25.80	0.0%
<b>TOTAL UTILITIES</b>	<b>16,578.02</b>	<b>18.9%</b>	<b>252,835.17</b>	<b>22.7%</b>
<b>GROUND &amp; LANDSCAPING</b>				
Contract Landscaping Service	930.00	1.1%	13,371.00	1.2%
Sprinkler System Repairs	0.00	0.0%	1,358.00	0.1%
Supplies and Materials	0.00	0.0%	709.06	0.1%
Tree Maintenance	2,005.00	2.3%	8,780.00	0.8%
<b>TOTAL GROUND &amp; LANDSCAPING</b>	<b>2,935.00</b>	<b>3.3%</b>	<b>24,218.06</b>	<b>2.2%</b>

**293 EASTWOOD MEADOWS MH COMMUNITY**  
**INCOME STATEMENT**  
FOR THE TWELVE PERIOD(S) ENDED DECEMBER 31, 2017

Item 6.

	PERIOD TO DATE		YEAR TO DATE	
	ACTUAL	%	ACTUAL	%
<b>BUILDINGS - GENERAL</b>				
Pest Control	75.00	0.1%	975.00	0.1%
Janitorial Supplies	0.00	0.0%	329.06	0.0%
Appliance & Equipment Repairs	105.00	0.1%	2,608.59	0.2%
Supplies and Materials	706.42	0.8%	13,040.29	1.2%
<b>TOTAL BUILDINGS - GENERAL</b>	<b>886.42</b>	<b>1.0%</b>	<b>16,952.94</b>	<b>1.5%</b>
<b>RENTAL UNITS EXPENSE</b>				
Janitorial Services	0.00	0.0%	243.47	0.0%
<b>TOTAL RENTAL UNITS EXPENSE</b>	<b>0.00</b>	<b>0.0%</b>	<b>243.47</b>	<b>0.0%</b>
<b>POOL / JACUZZI</b>				
Pool/Jacuzzi Service Contract	400.00	0.5%	5,865.00	0.5%
Pool/Jacuzzi Repairs	726.00	0.8%	926.00	0.1%
Pool/Jacuzzi Supplies & Matl's	0.00	0.0%	684.00	0.1%
<b>TOTAL POOL / JACUZZI</b>	<b>1,126.00</b>	<b>1.3%</b>	<b>7,475.00</b>	<b>0.7%</b>
<b>UTILITIES</b>				
Streets/Ground/Bldg. Light Rep	0.00	0.0%	177.36	0.0%
Electrical System Repairs	458.00	0.5%	10,587.33	1.0%
Plumbing Repairs	0.00	0.0%	6,199.16	0.6%
Air Conditioning/Heating	0.00	0.0%	594.00	0.1%
Cable TV/Master Antenna	0.00	0.0%	1,596.16	0.1%
Gas System Repair	811.00	0.9%	12,198.17	1.1%
<b>TOTAL UTILITIES</b>	<b>1,269.00</b>	<b>1.4%</b>	<b>31,352.18</b>	<b>2.8%</b>
<b>PKG, WALKS, STREETS, PATIOS</b>				
Sweeping Service	176.25	0.2%	1,691.28	0.2%
Driveways	0.00	0.0%	26,925.00	2.4%
<b>TOTAL PKG, WALKS, STREETS, PATIOS</b>	<b>176.25</b>	<b>0.2%</b>	<b>28,616.28</b>	<b>2.6%</b>
<b>VEHICLE REPAIR &amp; MAINT.</b>				
Vehicle Repairs & Maint.	20.00	0.0%	569.21	0.1%
Golf Cart /Repairs	0.00	0.0%	4,638.28	0.4%
<b>TOTAL VEHICLE REPAIR &amp; MAINT.</b>	<b>20.00</b>	<b>0.0%</b>	<b>5,207.49</b>	<b>0.5%</b>
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>6,412.67</b>	<b>7.3%</b>	<b>114,065.42</b>	<b>10.3%</b>
<b>ADVERTISING</b>				
Tenant Activities	0.00	0.0%	1,500.00	0.1%
<b>TOTAL ADVERTISING</b>	<b>0.00</b>	<b>0.0%</b>	<b>1,500.00</b>	<b>0.1%</b>
<b>OTHER EXPENSES</b>				
Business Licenses/Permits	1,957.00	2.2%	2,928.05	0.3%
Legal Expenses	214.20	0.2%	397.10	0.0%
Accounting & Data Processing	490.68	0.6%	6,052.20	0.5%
Dues and Subscriptions	0.00	0.0%	1,851.15	0.2%
Patrol Service	495.00	0.6%	5,940.00	0.5%
CPA	0.00	0.0%	3,580.00	0.3%
Education & Seminars	0.00	0.0%	78.22	0.0%
Signs	0.00	0.0%	879.99	0.1%
Accounting - CEJ Mgmt	925.00	1.1%	11,100.00	1.0%
Land Lease - J. Hanson	32,941.67	37.6%	53,716.60	4.8%
Land Lease - C. Blackburn	32,941.67	37.6%	53,716.60	4.8%
Depreciation Expense	16,594.00	18.9%	16,594.00	1.5%
<b>TOTAL OTHER EXPENSES</b>	<b>86,559.22</b>	<b>98.8%</b>	<b>156,833.91</b>	<b>14.1%</b>

# 293 EASTWOOD MEADOWS MH COMMUNITY

## INCOME STATEMENT

FOR THE TWELVE PERIOD(S) ENDED DECEMBER 31, 2017

Item6.

	PERIOD TO DATE		YEAR TO DATE	
	ACTUAL	%	ACTUAL	%
<b>TAXES</b>				
Real Property Taxes	9,199.06	10.5%	18,339.93	1.6%
Franchise Tax Board	0.00	0.0%	800.00	0.1%
<b>TOTAL TAXES</b>	<b>9,199.06</b>	<b>10.5%</b>	<b>19,139.93</b>	<b>1.7%</b>
<b>INSURANCE</b>				
Property & Gen. Liability Ins.	208.84	0.2%	8,932.69	0.8%
<b>TOTAL INSURANCE</b>	<b>208.84</b>	<b>0.2%</b>	<b>8,932.69</b>	<b>0.8%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>130,203.33</b>	<b>-148.6%</b>	<b>697,517.88</b>	<b>-62.7%</b>
<b>NET OPERATING INCOME</b>	<b>-42,561.11</b>	<b>48.56%</b>	<b>414,368.72</b>	<b>-37.27%</b>
<b>DEBT SERVICE</b>				
<b>TOTAL DEBT SERVICE</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.0%</b>
<b>MAJOR REPAIRS / REPLACEMENT</b>				
Other	0.00	0.0%	2,500.00	0.2%
<b>TOTAL MAJOR REPAIRS / REPLACEMENT</b>	<b>0.00</b>	<b>0.0%</b>	<b>2,500.00</b>	<b>0.2%</b>
<b>CAPITAL EXPENDITURES</b>				
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income (Loss)</b>	<b>-42,561.11</b>	<b>-48.6%</b>	<b>411,868.72</b>	<b>37.0%</b>

**293 EASTWOOD MEADOWS MH COMMUNITY**  
**Attachment 1**  
**INCOME STATEMENT**  
**FOR THE TWELVE PERIOD(S) ENDED DECEMBER 31, 2018**

Item6.

	PERIOD TO DATE		YEAR TO DATE	
	ACTUAL	%	ACTUAL	%
<b>REVENUE</b>				
<b>INCOME</b>				
Base Rent Collected	77,123.80	85.2%	902,049.66	78.8%
<b>TOTAL INCOME</b>	<b>77,123.80</b>	<b>85.2%</b>	<b>902,049.66</b>	<b>78.8%</b>
<b>OTHER INCOME</b>				
Extra Residents	100.00	0.1%	2,089.80	0.2%
Laundry	120.00	0.1%	2,285.00	0.2%
Recycle	546.25	0.6%	6,658.82	0.6%
R.V. Storage	240.00	0.3%	2,720.00	0.2%
Gas	2,002.54	2.2%	35,811.53	3.1%
Electric	5,328.80	5.9%	130,238.62	11.4%
Water	189.97	0.2%	2,132.17	0.2%
Sewer	2,922.95	3.2%	35,534.91	3.1%
Trash	1,855.00	2.0%	23,298.69	2.0%
Other Income	80.85	0.1%	1,397.85	0.1%
<b>TOTAL OTHER INCOME</b>	<b>13,386.36</b>	<b>14.8%</b>	<b>242,167.39</b>	<b>21.2%</b>
<b>TOTAL REVENUE</b>	<b>90,510.16</b>	<b>100.0%</b>	<b>1,144,217.05</b>	<b>100.0%</b>
<b>EXPENSE</b>				
<b>PROPERTY MANAGEMENT</b>				
Property Management Fee	2,711.93	3.0%	31,946.88	2.8%
MF - CEJ Management	565.88	0.6%	11,997.70	1.0%
<b>TOTAL PROPERTY MANAGEMENT</b>	<b>3,277.81</b>	<b>3.6%</b>	<b>43,944.58</b>	<b>3.8%</b>
<b>ON-SITE MANAGEMENT</b>				
Project Telephone/Ans. Service	685.32	0.8%	8,599.98	0.8%
Salaries	5,821.40	6.4%	83,354.60	7.3%
Payroll Taxes	445.34	0.5%	8,075.39	0.7%
Workers' Compensation	430.68	0.5%	6,118.44	0.5%
Group Insurance	0.00	0.0%	101.41	0.0%
Office Supplies-Equipment	367.18	0.4%	11,403.70	1.0%
Computer System	52.50	0.1%	52.50	0.0%
Credit Checks	0.00	0.0%	108.75	0.0%
Other	0.00	0.0%	77.25	0.0%
<b>TOTAL ON-SITE MANAGEMENT</b>	<b>7,802.42</b>	<b>8.6%</b>	<b>117,892.02</b>	<b>10.3%</b>
<b>UTILITIES</b>				
Gas	2,246.57	2.5%	17,924.17	1.6%
Electric	7,868.17	8.7%	157,450.24	13.8%
Cable T.V.	26.20	0.0%	1,071.58	0.1%
Water	6,055.48	6.7%	31,516.95	2.8%
Sewer	3,069.66	3.4%	37,156.02	3.2%
Trash	2,679.12	3.0%	32,868.06	2.9%
Fire Service	0.00	0.0%	428.73	0.0%
<b>TOTAL UTILITIES</b>	<b>21,945.20</b>	<b>24.2%</b>	<b>278,415.75</b>	<b>24.3%</b>
<b>GROUNDS &amp; LANDSCAPING</b>				
Contract Landscaping Service	1,133.00	1.3%	12,924.00	1.1%
Sod & Planting-Materials Only	0.00	0.0%	474.00	0.0%
Supplies and Materials	0.00	0.0%	2,059.67	0.2%
Tree Maintenance	0.00	0.0%	13,920.00	1.2%
<b>TOTAL GROUNDS &amp; LANDSCAPING</b>	<b>1,133.00</b>	<b>1.3%</b>	<b>29,377.67</b>	<b>2.6%</b>

**293 EASTWOOD MEADOWS MH COMMUNITY**  
**INCOME STATEMENT**  
 FOR THE TWELVE PERIOD(S) ENDED DECEMBER 31, 2018

Item6.

	PERIOD TO DATE		YEAR TO DATE	
	ACTUAL	%	ACTUAL	%
<b>BUILDINGS - GENERAL</b>				
Carpet/Flooring	0.00	0.0%	450.00	0.0%
Pest Control	75.00	0.1%	900.00	0.1%
Janitorial Supplies	0.00	0.0%	99.99	0.0%
Appliance & Equipment Repairs	105.00	0.1%	633.78	0.1%
Supplies and Materials	0.00	0.0%	9,452.46	0.8%
<b>TOTAL BUILDINGS - GENERAL</b>	<b>180.00</b>	<b>0.2%</b>	<b>11,536.23</b>	<b>1.0%</b>
<b>RENTAL UNITS EXPENSE</b>				
Janitorial Services	0.00	0.0%	540.00	0.0%
<b>TOTAL RENTAL UNITS EXPENSE</b>	<b>0.00</b>	<b>0.0%</b>	<b>540.00</b>	<b>0.0%</b>
<b>POOL / JACUZZI</b>				
Pool/Jacuzzi Service Contract	600.00	0.7%	9,636.00	0.8%
Pool/Jacuzzi Repairs	0.00	0.0%	3,889.00	0.3%
Pool/Jacuzzi Supplies & Matl's	0.00	0.0%	40.00	0.0%
<b>TOTAL POOL / JACUZZI</b>	<b>600.00</b>	<b>0.7%</b>	<b>13,565.00</b>	<b>1.2%</b>
<b>UTILITIES</b>				
Electrical System Repairs	0.00	0.0%	1,977.13	0.2%
Plumbing Repairs	0.00	0.0%	13,549.14	1.2%
Air Conditioning/Heating	0.00	0.0%	602.99	0.1%
Sewer Repairs & Maintenance	0.00	0.0%	6,530.00	0.6%
Gas System Repair	0.00	0.0%	2,187.40	0.2%
Fire Hydrant Testing	0.00	0.0%	89.68	0.0%
Back Flow Devices	0.00	0.0%	19,188.50	1.7%
<b>TOTAL UTILITIES</b>	<b>0.00</b>	<b>0.0%</b>	<b>44,124.84</b>	<b>3.9%</b>
<b>PKG, WALKS, STREETS, PATIOS</b>				
Sweeping Service	0.00	0.0%	2,361.61	0.2%
Driveways	0.00	0.0%	14,450.00	1.3%
<b>TOTAL PKG, WALKS, STREETS, PATIOS</b>	<b>0.00</b>	<b>0.0%</b>	<b>16,811.61</b>	<b>1.5%</b>
<b>VEHICLE REPAIR &amp; MAINT.</b>				
Vehicle Repairs & Maint.	0.00	0.0%	813.09	0.1%
Park Owned Coach	0.00	0.0%	85.00	0.0%
Golf Cart /Repairs	0.00	0.0%	541.40	0.0%
<b>TOTAL VEHICLE REPAIR &amp; MAINT.</b>	<b>0.00</b>	<b>0.0%</b>	<b>1,439.49</b>	<b>0.1%</b>
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>1,913.00</b>	<b>2.1%</b>	<b>117,394.84</b>	<b>10.3%</b>
<b>ADVERTISING</b>				
Tenant Activities	0.00	0.0%	251.68	0.0%
<b>TOTAL ADVERTISING</b>	<b>0.00</b>	<b>0.0%</b>	<b>251.68</b>	<b>0.0%</b>



**293 EASTWOOD MEADOWS MH COMMUNITY**  
**INCOME STATEMENT**  
 FOR THE TWELVE PERIOD(s) ENDED DECEMBER 31, 2018

Item 6.

	PERIOD TO DATE		YEAR TO DATE	
	ACTUAL	%	ACTUAL	%
<b>OTHER EXPENSES</b>				
Business Licenses/Permits	1,955.00	2.2%	3,645.93	0.3
Interest	0.00	0.0%	15.23	0.0
Legal Expenses	0.00	0.0%	2,270.88	0.2
Accounting & Data Processing	488.56	0.5%	6,591.59	0.6
Dues and Subscriptions	0.00	0.0%	2,109.15	0.2
Donations	0.00	0.0%	2,580.00	0.2
Patrol Service	495.00	0.5%	6,126.50	0.5
CPA	0.00	0.0%	2,900.00	0.3
Education & Seminars	0.00	0.0%	66.24	0.0
Appraisal Fees	0.00	0.0%	2,500.00	0.2
Signs	0.00	0.0%	318.22	0.0
Accounting - CEJ Mgmt	925.00	1.0%	11,100.00	1.0
Land Lease - J. Hanson	0.00	0.0%	15,109.04	1.3
Land Lease - C. Blackburn	0.00	0.0%	15,109.04	1.3
Land Lease - Eastwood Meadows MHP, LLC	68,173.61	75.3%	79,505.39	6.9
Other	0.00	0.0%	1,245.00	0.1
Depreciation Expense	17,604.00	19.4%	17,604.00	1.5
<b>TOTAL OTHER EXPENSES</b>	<b>89,641.17</b>	<b>99.0%</b>	<b>168,796.21</b>	<b>14.8%</b>
<b>TAXES</b>				
Real Property Taxes	9,351.00	10.3%	18,550.06	1.6
Franchise Tax Board	0.00	0.0%	800.00	0.1
<b>TOTAL TAXES</b>	<b>9,351.00</b>	<b>10.3%</b>	<b>19,350.06</b>	<b>1.7%</b>
<b>INSURANCE</b>				
Property & Gen. Liability Ins.	8,392.00	9.3%	9,044.83	0.8
<b>TOTAL INSURANCE</b>	<b>8,392.00</b>	<b>9.3%</b>	<b>9,044.83</b>	<b>0.8%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>142,322.60</b>	<b>-157.2%</b>	<b>755,089.97</b>	<b>-66.0%</b>
<b>NET OPERATING INCOME</b>	<b>-51,812.44</b>	<b>57.24%</b>	<b>389,127.08</b>	<b>-34.01%</b>
<b>DEBT SERVICE</b>				
<b>TOTAL DEBT SERVICE</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.0%</b>
<b>MAJOR REPAIRS / REPLACEMENT</b>				
Landscaping	0.00	0.0%	1,354.00	0.1
Plumbing	0.00	0.0%	95.00	0.0
<b>TOTAL MAJOR REPAIRS / REPLACEMENT</b>	<b>0.00</b>	<b>0.0%</b>	<b>1,449.00</b>	<b>0.1%</b>
<b>CAPITAL EXPENDITURES</b>				
Utilities	0.00	0.0%	1,613.27	0.1
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>0.00</b>	<b>0.0%</b>	<b>1,613.27</b>	<b>0.1%</b>
<b>Net Income (Loss)</b>	<b>-51,812.44</b>	<b>-57.2%</b>	<b>386,064.81</b>	<b>33.7%</b>

# 293 EASTWOOD MEADOWS MH COMMUNITY

## INCOME STATEMENT

FOR THE TWELVE PERIOD(S) ENDED DECEMBER 31, 2019

Item6.

	PERIOD TO DATE		YEAR TO DATE	
	ACTUAL	%	ACTUAL	%
<b>REVENUE</b>				
<b>INCOME</b>				
Base Rent Collected	79,601.78	82.2%	941,182.30	79.2%
<b>TOTAL INCOME</b>	<b>79,601.78</b>	<b>82.2%</b>	<b>941,182.30</b>	<b>79.2%</b>
<b>OTHER INCOME</b>				
Extra Residents	100.00	0.1%	1,138.39	0.1%
Laundry	94.78	0.1%	3,388.77	0.3%
Recycle	551.93	0.6%	6,609.31	0.6%
R.V. Storage	240.00	0.2%	2,880.00	0.2%
Gas	2,640.40	2.7%	40,021.12	3.4%
Electric	6,794.85	7.0%	121,516.07	10.2%
Water	353.41	0.4%	2,912.61	0.2%
Sewer	4,527.81	4.7%	43,818.25	3.7%
Trash	1,874.29	1.9%	22,479.13	1.9%
Cable T.V.	0.00	0.0%	-0.10	0.0%
Other Income	86.23	0.1%	2,446.92	0.2%
<b>TOTAL OTHER INCOME</b>	<b>17,263.70</b>	<b>17.8%</b>	<b>247,210.47</b>	<b>20.8%</b>
<b>TOTAL REVENUE</b>	<b>96,865.48</b>	<b>100.0%</b>	<b>1,188,392.77</b>	<b>100.0%</b>
<b>EXPENSE</b>				
<b>PROPERTY MANAGEMENT</b>				
Property Management Fee	2,797.78	2.9%	33,112.37	2.8%
MF - CEJ Management	711.45	0.7%	12,765.13	1.1%
<b>TOTAL PROPERTY MANAGEMENT</b>	<b>3,509.23</b>	<b>3.6%</b>	<b>45,877.50</b>	<b>3.9%</b>
<b>ON-SITE MANAGEMENT</b>				
Project Telephone/Ans. Service	308.33	0.3%	6,148.59	0.5%
Internet Service	85.61	0.1%	315.56	0.0%
Salaries	5,845.00	6.0%	72,588.42	6.1%
Payroll Taxes	474.81	0.5%	6,447.45	0.5%
Workers' Compensation	426.17	0.4%	4,642.55	0.4%
Office Supplies-Equipment	51.38	0.1%	4,596.05	0.4%
Computer System	52.50	0.1%	630.00	0.1%
Credit Checks	0.00	0.0%	139.00	0.0%
Other	0.00	0.0%	77.25	0.0%
<b>TOTAL ON-SITE MANAGEMENT</b>	<b>7,243.80</b>	<b>7.5%</b>	<b>95,584.87</b>	<b>8.0%</b>
<b>UTILITIES</b>				
Gas	2,690.72	2.8%	24,613.68	2.1%
Electric	10,029.82	10.4%	143,034.41	12.0%
Cable T.V.	62.33	0.1%	749.38	0.1%
Water	6,493.94	6.7%	70,553.54	5.9%
Sewer	4,609.26	4.8%	48,464.31	4.1%
Trash	105.32	0.1%	33,276.53	2.8%
Fire Service	0.00	0.0%	390.00	0.0%
<b>TOTAL UTILITIES</b>	<b>23,991.39</b>	<b>24.8%</b>	<b>321,081.85</b>	<b>27.0%</b>
<b>GROUNDS &amp; LANDSCAPING</b>				
Contract Landscaping Service	1,548.00	1.6%	13,185.00	1.0%
Sod & Planting-Materials Only	0.00	0.0%	352.00	0.0%

Sprinkler System Repairs	Attachment "1"	0.00	0.0%	826.00	0.1%
Tree Maintenance		0.00	0.0%	11,538.00	0.0%
<b>TOTAL GROUNDS &amp; LANDSCAPING</b>		<b>1,548.00</b>	<b>1.6%</b>	<b>25,901.00</b>	<b>2.2%</b>
<b>BUILDINGS - GENERAL</b>					
Pest Control		75.00	0.1%	900.00	0.1%
Janitorial Supplies		0.00	0.0%	1,998.05	0.2%
Appliance & Equipment Repairs		0.00	0.0%	3,641.66	0.3%
Supplies and Materials		0.00	0.0%	1,280.19	0.1%
Other		1,454.98	1.5%	2,034.98	0.2%
<b>TOTAL BUILDINGS - GENERAL</b>		<b>1,529.98</b>	<b>1.6%</b>	<b>9,854.88</b>	<b>0.8%</b>
<b>RENTAL UNITS EXPENSE</b>					
<b>TOTAL RENTAL UNITS EXPENSE</b>		<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.0%</b>
<b>POOL / JACUZZI</b>					
Pool/Jacuzzi Service Contract		400.00	0.4%	7,858.00	0.7%
Pool/Jacuzzi Repairs		0.00	0.0%	345.00	0.0%
Pool Furniture		0.00	0.0%	3,051.50	0.3%
Pool/Jacuzzi Supplies & Matl's		0.00	0.0%	164.00	0.0%
<b>TOTAL POOL / JACUZZI</b>		<b>400.00</b>	<b>0.4%</b>	<b>11,418.50</b>	<b>1.0%</b>
<b>UTILITIES</b>					
Electrical System Repairs		0.00	0.0%	3,553.50	0.3%
Plumbing Repairs		246.50	0.3%	7,863.22	0.7%
Sewer Repairs & Maintenance		0.00	0.0%	810.00	0.1%
Gas System Repair		811.00	0.8%	3,632.70	0.3%
<b>TOTAL UTILITIES</b>		<b>1,057.50</b>	<b>1.1%</b>	<b>15,859.42</b>	<b>1.3%</b>
<b>PKG, WALKS, STREETS, PATIOS</b>					
Sweeping Service		191.45	0.2%	2,288.28	0.2%
Driveways		0.00	0.0%	14,850.00	1.2%
<b>TOTAL PKG, WALKS, STREETS, PATIOS</b>		<b>191.45</b>	<b>0.2%</b>	<b>17,138.28</b>	<b>1.4%</b>
<b>VEHICLE REPAIR &amp; MAINT.</b>					
Vehicle Repairs & Maint.		0.00	0.0%	85.00	0.0%
Golf Cart /Repairs		0.00	0.0%	434.45	0.0%
<b>TOTAL VEHICLE REPAIR &amp; MAINT.</b>		<b>0.00</b>	<b>0.0%</b>	<b>519.45</b>	<b>0.0%</b>
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>4,726.93</b>	<b>4.9%</b>	<b>80,691.53</b>	<b>6.8%</b>
<b>ADVERTISING</b>					
<b>TOTAL ADVERTISING</b>		<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER EXPENSES</b>					
Business Licenses/Permits		2,340.00	2.4%	3,805.68	0.3%
Legal Expenses		0.00	0.0%	55.98	0.0%
Accounting & Data Processing		490.61	0.5%	6,908.35	0.6%
Dues and Subscriptions		0.00	0.0%	2,109.15	0.2%
Patrol Service		705.00	0.7%	8,880.00	0.7%
CPA		0.00	0.0%	3,336.00	0.3%
Education & Seminars		0.00	0.0%	533.46	0.0%
Signs		45.02	0.0%	-182.81	0.0%
Accounting - CEJ Mgmt		925.00	1.0%	11,100.00	0.9%
Land Lease - Eastwood Meadows MHP, LLC		72,264.75	74.6%	113,814.61	9.6%
Depreciation Expense		18,591.00	19.2%	18,591.00	1.6%
<b>TOTAL OTHER EXPENSES</b>		<b>95,361.38</b>	<b>98.4%</b>	<b>168,951.42</b>	<b>14.2%</b>
<b>TAXES</b>					
Real Property Taxes		54,253.61	56.0%	148,216.12	12.5%

Personal Property Taxes	0.00	0.0%	117.36	0.0
Franchise Tax Board	0.00	0.0%	800	0.1
TOTAL TAXES	<u>54,253.61</u>	<u>56.0%</u>	<u>149,133.48</u>	<u>12.5</u>
<b>INSURANCE</b>				
Property & Gen. Liability Ins.	8,175.87	8.4%	8,806.43	0.7
TOTAL INSURANCE	<u>8,175.87</u>	<u>8.4%</u>	<u>8,806.43</u>	<u>0.7</u>
TOTAL OPERATING EXPENSES	<u>197,262.21</u>	<u>-203.6%</u>	<u>870,127.08</u>	<u>-73.2</u>
NET OPERATING INCOME	<u>-100,396.73</u>	<u>103.65%</u>	<u>318,265.69</u>	<u>-26.78</u>
<b>DEBT SERVICE</b>				
TOTAL DEBT SERVICE	<u>0.00</u>	<u>0.0%</u>	<u>0.00</u>	<u>0.0%</u>
<b>MAJOR REPAIRS / REPLACEMENT</b>				
Gas Systems	0.00	0.0%	5,521.84	0.5%
TOTAL MAJOR REPAIRS / REPLACEMENT	<u>0.00</u>	<u>0.0%</u>	<u>5,521.84</u>	<u>0.5%</u>
<b>CAPITAL EXPENDITURES</b>				
TOTAL CAPITAL EXPENDITURES	<u>0.00</u>	<u>0.0%</u>	<u>0.00</u>	<u>0.0%</u>
Net Income (Loss)	<u><u>-100,396.73</u></u>	<u><u>-103.6%</u></u>	<u><u>312,743.85</u></u>	<u><u>26.3%</u></u>

# 293 EASTWOOD MEADOWS MH COMMUNITY

Item 6.

## INCOME STATEMENT

FOR THE TWELVE PERIOD(S) ENDED DECEMBER 31, 2020

	PERIOD TO DATE		YEAR TO DATE	
	ACTUAL	%	ACTUAL	%
<b>REVENUE</b>				
<b>INCOME</b>				
Base Rent Collected	79,453.02	77.1%	976,802.99	77.1%
<b>TOTAL INCOME</b>	<b>79,453.02</b>	<b>77.1%</b>	<b>976,802.99</b>	<b>77.1%</b>
<b>OTHER INCOME</b>				
Extra Residents	50.00	0.0%	1,000.00	0.1%
Laundry	0.00	0.0%	678.21	0.1%
Recycle	4.37	0.0%	2,278.50	0.2%
R.V. Storage	240.00	0.2%	2,880.00	0.2%
Gas	2,655.94	2.6%	50,576.64	4.0%
Electric	13,182.48	12.8%	142,898.90	11.3%
Water	425.53	0.4%	4,575.58	0.4%
Sewer	4,677.50	4.5%	57,232.21	4.5%
Trash	2,557.49	2.5%	28,360.17	2.2%
Other Income	0.00	0.0%	647.12	0.1%
Late Fees	-201.02	-0.2%	-1,013.86	-0.1%
<b>TOTAL OTHER INCOME</b>	<b>23,592.29</b>	<b>22.9%</b>	<b>290,113.47</b>	<b>22.9%</b>
<b>TOTAL REVENUE</b>	<b>103,045.31</b>	<b>100.0%</b>	<b>1,266,916.46</b>	<b>100.0%</b>
<b>EXPENSE</b>				
<b>PROPERTY MANAGEMENT</b>				
Property Management Fee	2,789.27	2.7%	34,461.39	2.7%
MF - CEJ Management	735.26	0.7%	14,681.92	1.2%
<b>TOTAL PROPERTY MANAGEMENT</b>	<b>3,524.53</b>	<b>3.4%</b>	<b>49,143.31</b>	<b>3.9%</b>
<b>ON-SITE MANAGEMENT</b>				
Project Telephone/Ans. Service	0.00	0.0%	3,758.16	0.3%
Project Telephone - Answering Service	327.36	0.3%	327.36	0.0%
Internet Service	94.88	0.1%	1,599.78	0.1%
Salaries	4,148.13	4.0%	56,273.72	4.4%
Payroll Taxes	317.33	0.3%	5,413.71	0.4%
Workers' Compensation	292.85	0.3%	3,587.18	0.3%
Office Supplies-Equipment	27.00	0.0%	3,549.69	0.3%
Computer System	52.50	0.1%	2,017.45	0.2%
Uniforms	0.00	0.0%	492.12	0.0%
Credit Checks	0.00	0.0%	230.00	0.0%
Other	0.00	0.0%	66.25	0.0%
<b>TOTAL ON-SITE MANAGEMENT</b>	<b>5,260.05</b>	<b>5.1%</b>	<b>77,315.42</b>	<b>6.1%</b>
<b>UTILITIES</b>				
Gas	4,178.28	4.1%	27,925.75	2.2%
Electric	12,048.03	11.7%	176,116.21	13.9%
Cable T.V.	63.74	0.1%	2,115.05	0.2%
Water	5,915.53	5.7%	76,860.35	6.1%
Sewer	4,785.96	4.6%	57,752.68	4.6%
Trash	5,841.72	5.7%	38,461.05	3.0%
Fire Service	0.00	0.0%	300.50	0.0%
Other	0.00	0.0%	893.25	0.0%
<b>TOTAL UTILITIES</b>	<b>32,833.26</b>	<b>31.9%</b>	<b>380,424.84</b>	<b>31.9%</b>

## Attachment "1"

Item6.				
<b>GROUPS &amp; LANDSCAPING</b>				
Fence and Wall Repairs	4,600.00	4.5%	6,121.00	0.5%
Contract Landscaping Service	1,208.00	1.2%	15,956.00	1.3%
Sod & Planting-Materials Only	390.00	0.4%	454.00	0.0%
Sprinkler System Repairs	0.00	0.0%	435.00	0.0%
Supplies and Materials	0.00	0.0%	576.77	0.0%
Tree Maintenance	3,000.00	2.9%	20,200.00	1.6%
Other	-201.02	-0.2%	-201.02	0.0%
<b>TOTAL GROUPS &amp; LANDSCAPING</b>	<b>8,996.98</b>	<b>8.7%</b>	<b>43,542.42</b>	<b>3.4%</b>
<b>BUILDINGS - GENERAL</b>				
Pest Control	78.00	0.1%	936.00	0.1%
Janitorial Supplies	0.00	0.0%	224.09	0.0%
Appliance & Equipment Repairs	0.00	0.0%	530.13	0.0%
Supplies and Materials	431.93	0.4%	7,453.49	0.6%
<b>TOTAL BUILDINGS - GENERAL</b>	<b>509.93</b>	<b>0.5%</b>	<b>9,143.71</b>	<b>0.7%</b>
<b>RENTAL UNITS EXPENSE</b>				
Janitorial Services	0.00	0.0%	485.00	0.0%
<b>TOTAL RENTAL UNITS EXPENSE</b>	<b>0.00</b>	<b>0.0%</b>	<b>485.00</b>	<b>0.0%</b>
<b>POOL / JACUZZI</b>				
Pool/Jacuzzi Service Contract	460.00	0.4%	6,433.00	0.5%
Pool/Jacuzzi Repairs	0.00	0.0%	1,578.00	0.1%
<b>TOTAL POOL / JACUZZI</b>	<b>460.00</b>	<b>0.4%</b>	<b>8,011.00</b>	<b>0.6%</b>
<b>UTILITIES</b>				
Streets/Ground/Bldg. Light Rep	0.00	0.0%	660.00	0.1%
Electrical System Repairs	0.00	0.0%	1,263.03	0.1%
Plumbing Repairs	0.00	0.0%	1,206.00	0.1%
Air Conditioning/Heating	0.00	0.0%	172.00	0.0%
Sewer Repairs & Maintenance	0.00	0.0%	600.00	0.0%
Gas System Repair	0.00	0.0%	770.00	0.1%
Supplies and Materials	0.00	0.0%	283.00	0.0%
<b>TOTAL UTILITIES</b>	<b>0.00</b>	<b>0.0%</b>	<b>4,954.03</b>	<b>0.4%</b>
<b>PKG, WALKS, STREETS, PATIOS</b>				
Street Patching and Repairs	0.00	0.0%	201.02	0.0%
Sweeping Service	0.00	0.0%	1,999.63	0.2%
Driveways	0.00	0.0%	2,500.00	0.2%
<b>TOTAL PKG, WALKS, STREETS, PATIOS</b>	<b>0.00</b>	<b>0.0%</b>	<b>4,700.65</b>	<b>0.4%</b>
<b>VEHICLE REPAIR &amp; MAINT.</b>				
Golf Cart /Repairs	0.00	0.0%	408.28	0.0%
<b>TOTAL VEHICLE REPAIR &amp; MAINT.</b>	<b>0.00</b>	<b>0.0%</b>	<b>408.28</b>	<b>0.0%</b>
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>9,966.91</b>	<b>9.7%</b>	<b>71,245.09</b>	<b>5.6%</b>
<b>ADVERTISING</b>				
Tenant Activities	0.00	0.0%	1,965.00	0.2%
<b>TOTAL ADVERTISING</b>	<b>0.00</b>	<b>0.0%</b>	<b>1,965.00</b>	<b>0.2%</b>
<b>OTHER EXPENSES</b>				
Business Licenses/Permits	2,334.00	2.3%	2,602.52	0.2%
Legal Expenses	0.00	0.0%	344.17	0.0%
Accounting & Data Processing	501.64	0.5%	6,762.22	0.5%
Dues and Subscriptions	0.00	0.0%	1,335.15	0.1%
Patrol Service	705.00	0.7%	17,192.00	1.1%
CPA	0.00	0.0%	3,500.00	2.8%
Education & Seminars	0.00	0.0%	523.57	0.0%

Appraisal Fees	Attachment "1"	0.00	0.0%	1,800.00	0.1%
Signs		0.00	0.0%	812.70	0.1%
Accounting - CEJ Mgmt		925.00	0.9%	11,100.00	0.9%
Land Lease - Eastwood Meadows MHP, LLC		76,443.19	74.2%	117,993.05	9.3%
Depreciation Expense		18,535.00	18.0%	18,535.00	1.5%
<b>TOTAL OTHER EXPENSES</b>		<b>99,443.83</b>	<b>96.5%</b>	<b>182,500.40</b>	<b>14.4%</b>
<b>TAXES</b>					
Real Property Taxes		71,255.95	69.2%	122,691.89	9.7%
Personal Property Taxes		0.00	0.0%	265.08	0.0%
Franchise Tax Board		0.00	0.0%	800.00	0.1%
<b>TOTAL TAXES</b>		<b>71,255.95</b>	<b>69.2%</b>	<b>123,756.97</b>	<b>9.8%</b>
<b>INSURANCE</b>					
Property & Gen. Liability Ins.		0.00	0.0%	745.41	0.1%
Property & Gen. Liab - Umbrella		0.00	0.0%	8,657.50	0.7%
Employment Practices		0.00	0.0%	111.16	0.0%
<b>TOTAL INSURANCE</b>		<b>0.00</b>	<b>0.0%</b>	<b>9,514.07</b>	<b>0.8%</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>222,284.53</b>	<b>-215.7%</b>	<b>895,865.10</b>	<b>-70.7%</b>
<b>NET OPERATING INCOME</b>		<b>-119,239.22</b>	<b>115.72%</b>	<b>371,051.36</b>	<b>-29.29%</b>
<b>DEBT SERVICE</b>					
<b>TOTAL DEBT SERVICE</b>		<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.0%</b>
<b>MAJOR REPAIRS / REPLACEMENT</b>					
Gas Systems		0.00	0.0%	683.19	0.1%
<b>TOTAL MAJOR REPAIRS / REPLACEMENT</b>		<b>0.00</b>	<b>0.0%</b>	<b>683.19</b>	<b>0.1%</b>
<b>CAPITAL EXPENDITURES</b>					
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income (Loss)</b>		<b>-119,239.22</b>	<b>-115.7%</b>	<b>370,368.17</b>	<b>29.2%</b>

# 293 EASTWOOD MEADOWS MH COMMUNITY

## INCOME STATEMENT

FOR THE TWELVE PERIOD(S) ENDED DECEMBER 31, 2021

Item 6.

	PERIOD TO DATE		YEAR TO DATE	
	ACTUAL	%	ACTUAL	%
<b>REVENUE</b>				
<b>INCOME</b>				
Base Rent Collected	83,296.47	72.8%	997,854.04	76.0%
<b>TOTAL INCOME</b>	<b>83,296.47</b>	<b>72.8%</b>	<b>997,854.04</b>	<b>76.0%</b>
<b>OTHER INCOME</b>				
Laundry	167.06	0.1%	167.06	0.0%
Recycle	0.00	0.0%	26.22	0.0%
R.V. Storage	400.00	0.3%	3,619.61	0.3%
Gas	3,853.61	3.4%	57,858.88	4.4%
Electric	11,118.16	9.7%	155,312.91	11.8%
Water	519.36	0.5%	5,755.99	0.4%
Sewer	5,098.21	4.5%	58,215.14	4.4%
Trash	3,351.53	2.9%	34,386.66	2.6%
Late Fees	6,575.11	5.7%	0.00	0.0%
<b>TOTAL OTHER INCOME</b>	<b>31,083.04</b>	<b>27.2%</b>	<b>315,342.47</b>	<b>24.0%</b>
<b>TOTAL REVENUE</b>	<b>114,379.51</b>	<b>100.0%</b>	<b>1,313,196.51</b>	<b>100.0%</b>
<b>EXPENSE</b>				
<b>PROPERTY MANAGEMENT</b>				
Property Management Fee	2,929.38	2.6%	35,082.03	2.7%
MF - CEJ Management	1,142.82	1.0%	16,882.09	1.3%
<b>TOTAL PROPERTY MANAGEMENT</b>	<b>4,072.20</b>	<b>3.6%</b>	<b>51,964.12</b>	<b>4.0%</b>
<b>ON-SITE MANAGEMENT</b>				
Project Telephone/Ans. Service	148.74	0.1%	3,445.79	0.3%
Project Telephone - Answering Service	252.52	0.2%	2,347.56	0.2%
Internet Service	138.39	0.1%	883.11	0.1%
Salaries	3,859.50	3.4%	46,088.40	3.5%
Payroll Taxes	305.58	0.3%	3,897.87	0.3%
Workers' Compensation	279.22	0.2%	2,967.28	0.2%
Office Supplies-Equipment	390.07	0.3%	3,677.02	0.3%
Computer System	72.50	0.1%	850.00	0.1%
Credit Checks	34.50	0.0%	304.25	0.0%
<b>TOTAL ON-SITE MANAGEMENT</b>	<b>5,481.02</b>	<b>4.8%</b>	<b>64,461.28</b>	<b>4.9%</b>
<b>UTILITIES</b>				
Gas	3,623.91	3.2%	31,987.84	2.4%
Electric	25,105.61	21.9%	177,027.99	13.5%
Cable T.V.	199.99	0.2%	1,958.59	0.1%
Water	6,060.62	5.3%	78,224.02	6.0%
Sewer	5,200.69	4.5%	64,578.62	4.9%
Trash	3,404.59	3.0%	37,837.04	2.9%
<b>TOTAL UTILITIES</b>	<b>43,595.41</b>	<b>38.1%</b>	<b>391,614.10</b>	<b>29.8%</b>
<b>GROUND &amp; LANDSCAPING</b>				
Fence and Wall Repairs	75.00	0.1%	1,525.00	0.1%
Contract Landscaping Service	2,916.00	2.5%	17,250.77	1.3%
Sod & Planting-Materials Only	120.00	0.1%	120.00	0.0%
Sprinkler System Repairs	180.00	0.2%	180.00	0.0%
Supplies and Materials	0.00	0.0%	3,260.34	0.2%



Tree Maintenance	12,000.00	10.5%	33,338.00	2.5%
TOTAL GROUNDS & LANDSCAPING	15,291.00	13.4%	55,674.1	Item6. 2%
<b>BUILDINGS - GENERAL</b>				
Pest Control	78.00	0.1%	936.00	0.1%
Appliance & Equipment Repairs	0.00	0.0%	365.00	0.0%
Supplies and Materials	520.23	0.5%	6,627.67	0.5%
TOTAL BUILDINGS - GENERAL	598.23	0.5%	7,928.67	0.6%
<b>RENTAL UNITS EXPENSE</b>				
TOTAL RENTAL UNITS EXPENSE	0.00	0.0%	0.00	0.0%
<b>POOL / JACUZZI</b>				
Pool/Jacuzzi Service Contract	735.00	0.6%	10,635.00	0.8%
TOTAL POOL / JACUZZI	735.00	0.6%	10,635.00	0.8%
<b>UTILITIES</b>				
Electrical System Repairs	0.00	0.0%	2,032.24	0.2%
Plumbing Repairs	2,100.00	1.8%	3,035.44	0.2%
Air Conditioning/Heating	0.00	0.0%	800.00	0.1%
Gas System Repair	0.00	0.0%	1,481.07	0.1%
Other	220.00	0.2%	220.00	0.0%
TOTAL UTILITIES	2,320.00	2.0%	7,568.75	0.6%
<b>PKG, WALKS, STREETS, PATIOS</b>				
Street Patching and Repairs	0.00	0.0%	199,430.00	15.2%
Sweeping Service	599.46	0.5%	2,528.64	0.2%
Driveways	0.00	0.0%	13,450.00	1.0%
Other	0.00	0.0%	250.00	0.0%
TOTAL PKG, WALKS, STREETS, PATIOS	599.46	0.5%	215,658.64	16.4%
<b>VEHICLE REPAIR &amp; MAINT.</b>				
Vehicle Repairs & Maint.	0.00	0.0%	30.00	0.0%
Park Owned Coach	0.00	0.0%	2,048.98	0.2%
Golf Cart /Repairs	0.00	0.0%	2,308.48	0.2%
TOTAL VEHICLE REPAIR & MAINT.	0.00	0.0%	4,387.46	0.3%
TOTAL REPAIRS & MAINTENANCE	19,543.69	17.1%	301,852.63	23.0%
<b>ADVERTISING</b>				
TOTAL ADVERTISING	0.00	0.0%	0.00	0.0%
<b>OTHER EXPENSES</b>				
Business Licenses/Permits	2,344.00	2.0%	2,868.57	0.2%
Legal Expenses	0.00	0.0%	50.00	0.0%
Accounting & Data Processing	531.16	0.5%	6,806.49	0.5%
Rent Control Fees	0.00	0.0%	7,800.00	0.6%
Dues and Subscriptions	0.00	0.0%	1,335.15	0.1%
Patrol Service	705.00	0.6%	8,460.00	0.6%
CPA	0.00	0.0%	8,000.00	0.6%
Education & Seminars	0.00	0.0%	15.35	0.0%
Signs	0.00	0.0%	263.46	0.0%
Accounting - CEJ Mgmt	925.00	0.8%	11,100.00	0.8%
Land Lease - Eastwood Meadows MHP, LLC	80,972.15	70.8%	122,522.01	9.3%
Depreciation Expense	34,472.00	30.1%	34,472.00	2.6%
TOTAL OTHER EXPENSES	119,949.31	104.9%	203,693.03	15.5%
<b>TAXES</b>				
Real Property Taxes	55,924.31	48.9%	111,522.69	Item6. 8%
Personal Property Taxes	0.00	0.0%	135.55	0.0%

Franchise Tax Board	0.00	0.0%	800.00	0.1%
TOTAL TAXES	Attachment "1" 55,924.31	48.9%	112,458.31	Item6. 9.6%
<b>INSURANCE</b>				
Property & Gen. Liability Ins.	9,325.00	8.2%	9,325.00	0.7%
Tenant Discrimination	0.00	0.0%	811.74	0.1%
Employment Practices	0.00	0.0%	165.63	0.0%
TOTAL INSURANCE	9,325.00	8.2%	10,302.37	0.8%
TOTAL OPERATING EXPENSES	257,890.94	-225.5%	1,136,345.77	-86.5%
NET OPERATING INCOME	-143,511.43	125.47%	176,850.74	-13.47%
<b>DEBT SERVICE</b>				
TOTAL DEBT SERVICE	0.00	0.0%	0.00	0.0%
<b>MAJOR REPAIRS / REPLACEMENT</b>				
TOTAL MAJOR REPAIRS / REPLACEMENT	0.00	0.0%	0.00	0.0%
<b>CAPITAL EXPENDITURES</b>				
TOTAL CAPITAL EXPENDITURES	0.00	0.0%	0.00	0.0%
Net Income (Loss)	-143,511.43	-125.5%	176,850.74	13.5%

# Attachment 5

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# REAL ESTATE APPRAISAL REPORT

EASTWOOD MEADOWS MH COMMUNITY  
2550 E. VALLEY PARKWAY  
ESCONDIDO, SAN DIEGO CO., CA  
AS OF SEPTEMBER 1, 2020

PREPARED FOR:  
BESSIRE AND CASENHISER, INC.

**JOHN P. NEET, MAI**

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# JOHN P. NEET, MAI

APPRAISAL & CONSULTING SERVICES FOR MANUFACTURED HOUSING COMMUNITIES AND RV PARKS

September 28, 2020

Mr. Keith Casenhiser  
Bessire and Casenhiser, Inc.  
430 S. San Dimas Avenue  
San Dimas, CA 91773

Re: Eastwood Meadows MH Community, 2550 E. Valley Parkway, Escondido, San Diego Co., CA

Mr. Casenhiser:

As requested and authorized, I have appraised the captioned property for the purposes of expressing my opinion of its **market rental value** as defined herein. The interests appraised are those of the **Fee Simple** estate.

As a result of my investigation and analysis, it is my conclusion that the market value of the subject property, as is, as of September 1, 2020, and subject to the assumptions, certification, and limiting conditions stated herein, was

**ONE THOUSAND TWO HUNDRED SEVENTY DOLLARS PER MONTH**  
**\$1,270.00/MONTH**

This is based on the current expense sharing basis. This appraisal and report is intended to comply with the following standards and agreements: ESR

- The Scope of Work agreement between the appraiser and the client
- The Standards of Professional Practice and Code of Ethics of the Appraisal Institute
- The Uniform Standards of Professional Appraisal Practice (USPAP)

This letter is part of the attached appraisal report which contains descriptions of the subject property, factual data, and my analysis of that data upon which the value conclusion is predicated in line with the scope of work agreed to. A summary of the scope of work is included on Page 6. Please refer to the limiting conditions, certification, and assumptions contained on Pages 9 through 11. The purpose, function, and intended use of this appraisal are described on Page 5.

Respectfully submitted,



John P. Neet, MAI

California General Appraisal Certificate No. AG003494; Certified through 3/14/2022

**JOHN P. NEET, MAI****Table of Contents**

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**ADDENDA**

Provided Rent Roll

Engagement Authorization

Appraiser Qualifications (CV)

JOHN P. NEET, MAI

**Summary of Facts & Conclusions****LOCATION AND FEATURES**

LOCATION:	2550 E Valley Pkwy, Escondido San Diego County, CA	
CENSUS TRACT:	202.10/2	
ASSESSORS PARCEL IDENTIFICATION:	231-040-03-00	231-040-28-00
RECORD DATES:	Effective Date of Appraisal-	July 1, 2020
SITE AREA:	13.91	Acres
	605,920	SF
PRINCIPAL IMPROVEMENTS:	Number of Units (Total)-	129
	Unit Breakdown-	129 MH Homesites
	Year Built-	1971
	Amenities and Service-	Recreation Center, service kitchen, game rooms, billiards room, pool, playground, car wash
	Other Facilities-	Laundry, Car Wash
	Quality Rating-	Good
	Overall Condition Rating-	Good
	Remaining Economic Life-	75
AGE RESTRICTION:	Unrestricted Age	
INTEREST CONSIDERED:	Fee Simple Leased Fee	

**VALUE CONCLUSIONS****As-Is (Current Conditions)**

<b>INCOME &amp; RATES:</b>	
MH Sites Market Rental Rate (/Unit/Mo.)	\$0.00
MH Sites Avg. Contract Rental Rate (/Unit/Mo.)	\$627.92
CONTRIBUTORY VALUE OF NON REALTY ITEMS:	Nominal

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**JOHN F. NEET, MAI**

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**Property Identification**

The property that is the subject of this report are the individual mobile/manufactured home sites located in a mobile home park located at **2550 E. Valley Parkway, Escondido, San Diego County, California**. A precise legal description was not available, but the property is sufficiently identified for appraisal purposes by the physical address and assessor's parcel numbers.

**Purpose of the Appraisal**

The purpose of this appraisal is to estimate the market value of the subject property as defined on the Definitions page below.

**Property Rights**

The purpose of this appraisal is to estimate the market rental value, as defined herein<sup>1</sup>, of the **Fee Simple** interest in the individual sites in the subject property subject to the current rental contracts.

**Intended Use**

It is my understanding that this appraisal is to be used to used in conjunction with a discretionary rent increase application to be made to the City of Escondido for the subject property. The use of this appraisal is invalid for any other purpose.

**Client and Intended Users**

This report is intended for use only by Bessire and Casenhiser, Inc. There are no other clients.

Intended users of the appraisal report include the named client, the clients experts and counsel for the purpose stated above. The City of Escondido is also an intended user for the sole purpose of considering the discretionary rent increase application and for no other purpose.

Use of the report by others not named above is not intended by the appraiser or the client.

**Scope of Work**

The scope of this appraisal assignment involved the inspection of the subject property by John P. Neet, MAI, interviews with the property owner and responsible parties, the collection and analysis of pertinent market data and other information, and the completion of the valuation analysis contained herein. John P. Neet, MAI collected factual data utilized herein. John P. Neet, MAI, completed the appraisal analysis and the opinions stated herein are solely those of John P. Neet, MAI. The data collected and considered as well as the process of my reasoning is described throughout the report. This appraisal process meets the requirements of USPAP Standard No. 1. This appraisal is intended to be a **Complete Appraisal** under

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<sup>1</sup> The "interest appraised" is often determined by the client, especially in assignments completed for lenders. The reader should be aware that the market for this property type generally relies on contract rather than market income. This often leads to confusion based on the definitions required by the client as a part of the scope of work. The terms fee simple, fee simple subject to existing rental contracts, and leased fee are often redefined to recognize the nuances of a market that relies heavily on contract or historic income for projections but utilizes short term rental contracts (month-to-month) as the basis of the landlord-tenant relationship.



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**JOHN P. NEET, MAI**

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generally accepted standards of appraisal, although this is not a USPAP defined term. This report is intended to be an Appraisal Report prepared in conformance with USPAP Standard 2-2 (a) The scope of work agreement between the appraiser and client is included in the Addenda.

### **Unit Type Conventions Used**

The subject, like a number of properties of this type, has income producing units that are comprised of a variety of types. These may include mobile/manufactured home sites, recreational vehicle sites, site-built units (apartments, detached residences), or commercial units. Analysis of these various types of units requires the units to sometimes be analyzed as individual components and sometimes as the total number of units. In this report, the term units speaks to the aggregate number, while descriptions or analysis of the individual unit types considers only the number of units included in the specific category. In the subject property, there are 129 mobile/manufactured home sites. This results in a total of 129 income producing units.

By industry convention, other income producing land divisions (such as rustic or group campsites or vehicle storage spaces) are not included in the total number of units as described above.

The reader should also understand that the allocation of sites to capacity categories (singlewide, doublewide or multisection) is based on information provided by the owner or manager of the property for the following reasons:

- There is no accepted definition of the size of site necessary to accommodate a two-section manufactured home. For the common arrangement with tandem parking spaces on one side of the home, the site would have to be 14' to 15' wider than the home. This would indicate a minimum width of 38'-40' as necessary for the current industry standard 24' wide home (or 34'-35' for 20' wide homes). The size necessary to accommodate a specified home width can also be reduced by parking rearrangement to place the parking spaces in front of the units or off the individual site. Also, manufactured homes may be custom built to fit on a specified size of site.
- In most parks, the site boundaries are not legally defined by recordation or other method. Site boundaries are sometimes adjusted to accommodate homes of different sizes.
- The size of home that a particular site will accommodate may also be determined by the placement of the utility pedestal on the site or by local setback requirements.

The relative importance of this issue is location dependent in that the demand for affordable family housing in urban markets to fulfill the demands of families increases demand for larger homes, and in urban it is common to find communities that were developed in the 1950's and 1960's when smaller homes and homesites were the norm.

This is not a significant issue in this appraisal.

### **Appraisal Record Dates**

The appraisal record dates are stated in the Summary of Facts and Conclusions on Page 3.

### **Property Ownership**

According to documents available to the appraiser, as of the date of the appraisal, the owner of the subject property was Eastwood Meadows MHP LLC.

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**JOHN P. NEET, MAI**

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**Recent Property History**

The existing primary improvements were reportedly constructed in 1971 according to public records.

There are ongoing rental transactions involving the individual homesites in the subject property. Recent transactions are reported below.

Space No.	Date of Transaction	Rental Rate
76	Jul-20	\$840
71	Apr-20	\$840
33	Apr-20	\$840
54	Feb-20	\$820
46	Aug-19	\$580

Source: Property Manager

No other transactions regarding the subject property are known.

**Exposure Time**

Exposure time is defined as that period of time that the subject is offered for rent prior to rental of the site at the market rental value estimated in this appraisal. Exposure time, by definition, predates the appraisal date stated above. A reasonable projection requires the assumption that the property is properly priced and positions, professionally marketed, and has transferrable occupancy rights.

The market rental value estimated herein is based on an exposure time of 6 months or less, which appears to be a reasonable conclusion based on the data considered.

**Personal Property**

No personal property is considered in the market rental value appraisal.

**Appraiser Qualifications**

The principal appraiser holds general appraiser certificates in this and other states, and is the holder of the MAI designation, indicating the base qualifications needed to appraise properties of this level of complexity. As pertaining to this property type, the principal appraiser has performed valuation and counseling assignments involving over 7,000 manufactured housing communities, mobile home parks and RV parks, and as a result of this experience is qualified to complete this valuation assignment. Please refer to the appraiser's qualification statement in the Addenda.

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**JOHN P. NEET, MAI**

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**Assumptions & Limiting Conditions**

The Code of Professional Ethics and Standards of Professional Practice of the Appraisal Institute requires the appraiser to "clearly and unequivocally set forth all facts, assumptions, and conditions upon which the appraisal is based." In compliance with this requirement, and to assist the reader in interpreting this report, the general assumptions and limiting conditions are set forth as follows:

**General Assumptions**

- The information furnished by others is believed to be reliable, however, no warranty is given for its accuracy. Any income and expense records relating to the subject property that has been provided is assumed to be accurate as presented.
- No responsibility is assumed for the legal description provided or for matters pertaining to legal or title considerations. No opinion as to the validity of the title is rendered. Title is assumed to be good and marketable, free and clear of all liens and encumbrances, easements and restrictions, except those specifically discussed in the report.
- It is assumed that the property is under responsible ownership and competent management.
- All engineering is assumed to be correct. The illustrative material in this report is included only to assist the reader in visualizing the property.
- It is assumed that there are no hidden or unapparent conditions of the property, the subsoil, or structures that render it more or less valuable. No responsibility is assumed for such conditions or for arranging the engineering studies that may be required to discover such conditions.
- It is assumed that there is full compliance with all applicable federal, state, and local environmental regulations and laws unless non-compliance is stated, defined, and considered in the appraisal report.
- It is assumed that all zoning and use regulations and restrictions have been complied with, unless non-conformity is stated, defined, and considered in the appraisal report.
- It is assumed that all licenses, certificates of occupancy, consents or other legislative or administrative authority from any national, state, or local government or private entity or organization have been or can be obtained for any use upon which the value estimate contained in this report is based. Information regarding zoning, entitlements, land use issues, non-conformities, local rebuilding policies, and other legal restrictions is obtained from public records or by short interviews with municipal representatives. The scope of this appraisal does not include an in-depth document search or review. The future ability of the property to continue to be utilized for the purposes outlined in the appraisal or to be rebuilt to its current use and specification may be affected by changes in governmental policy or regulation, or by interpretations of existing rules. For greater clarity and understanding of the municipal policies and regulations that affect the subject property, or for assurances as to the future ability of the property to be used for any particular purpose, consultation with legal professionals is recommended.
- It is assumed that the utilization of land and improvements is within the boundaries or property lines of the land described and that there is no trespass or encroachment except as noted in the report.
- No opinion is expressed as to the value of the subsurface oil, gas, or mineral rights or whether the property is subject to surface entry for the exploration or removal of such materials, except as expressly stated.
- No opinion is expressed for matters that require legal, engineering, or other specialized knowledge beyond that customarily employed by real estate appraisers.
- I am not required to give further consultation, testimony, or to be in attendance in court with reference to the property in question unless arrangements have been previously made. The client is notified that

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**JOHN P. NEET, MAI**

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any such further consultation, testimony, or attendance in court will be at my discretion and will be predicated upon the payment of an additional fee.

- No testing or inquiry was made regarding the existence of lead-based paint, asbestos containing materials, or termite infestation or damage. These areas are beyond the appraiser's expertise. Consultation with appropriate experts is recommended.
- No consideration has been given to the value of any personal property located upon the subject property, except as otherwise stated in the report.
- The plans and specifications, upon which this valuation is predicated, are assumed to show the intent of the builder, but I assume no responsibility for the correctness, or for any undisclosed modifications.
- The forecasts, projections, or operating estimates contained herein are based on current market conditions, anticipated short term supply and demand factors, and a continuing stable economy. These forecasts are therefore subject to changes with future conditions.
- The issue of compliance with the ADA (Americans with Disabilities Act) is beyond the scope of this appraisal. It is my recommendation that the client retain the services of a qualified expert in the field of ADA compliance to determine if the property conforms to the requirements of the ADA, and to determine the impact of noncompliance upon the use and utility of the subject improvements. The appraiser assumes the compliance of the subject property to the ADA, as such knowledge is beyond my knowledge and expertise.
- Unless otherwise stated in this report, the existence of hazardous substances, including without limitation asbestos, polychlorinated biphenyl's, petroleum leakage, or agricultural chemicals, which may or may not be present on the property, or other environmental conditions, were not called to the attention of nor did I become aware of such during the inspection. I have no knowledge of the existence of such materials on or in the property unless otherwise stated. I am not qualified to test such substances or conditions. It is recommended that the client consult with an environmental hazard expert before making any decision regarding this property. The value estimated is predicated upon the assumption that there is no such condition on or in the property or in such proximity thereto that would cause a loss in value. No responsibility is assumed for any such conditions, nor for any expertise of knowledge required to discover them. The appraiser is not an expert in the field of hazardous materials. This appraisal does not constitute an expert inspection of the property for environmental or health hazards. The only way to be certain as to the condition of the property with respect to "environmental hazards" is to have an expert in the field inspect the property. **This appraisal should not be relied upon as to whether environmental hazards exist on or near the property. It is the appraiser's recommendation that a Phase 1 Environmental Assessment be obtained on this or any other property prior to making any monetary decision involving the property to determine the potential for environmental hazards.**

#### **General Limiting Conditions**

- The distribution, if any, of the total valuation in this report between land and improvements applies only under the stated program of utilization. The separate allocations for land and buildings must not be used in conjunction with any other appraisal and are invalid if so used.

**JOHN P. NEET, MAI****Extraordinary Assumptions**

- Information regarding zoning, entitlements, land use issues, non-conformities, local rebuilding policies, and other legal restrictions is obtained from public records or by short interviews with municipal representatives. The scope of this appraisal does not include an in-depth document search or review. The future ability of the property to continue to be utilized for the purposes outlined in the appraisal or to be rebuilt to its current use and specification may be affected by changes in governmental policy or regulation, or by interpretations of existing rules. For greater clarity and understanding of the municipal policies and regulations that affect the subject property, or for assurances as to the future ability of the property to be used for any particular purpose, consultation with legal professionals is recommended.

The use of extraordinary assumptions in the analysis might have affected the appraisal results.

**Hypothetical Conditions**

None.

**Other Notices**

- The appraisal has been prepared using a variety of available software, including Microsoft Word, Microsoft Excel, Adobe Acrobat, Nuance PDFMaker Pro and Argus. The reader should be aware that the calculating conventions regarding rounding iterations used by Excel and Argus differ from that of other software and handheld calculators. As a result, attempts to verify the mathematical calculations using other devices and software may yield slightly different results than stated herein.

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**Definitions<sup>2</sup>**

**Market Value<sup>3</sup>**- The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- Buyer and seller are typically motivated;
- Both parties are well informed or well advised, and acting in what they considers their best interests;
- A reasonable time is allowed for exposure in the open market;
- Payment is made in cash in United States dollars or in terms of financial arrangements comparable thereto; and
- The price represents a normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

**Market Value As-Is**-Estimate of market value in the condition observed upon inspection and as it physically and legally exists without hypothetical conditions, assumptions, or qualifications as of the appraisal date.

**Fee Simple**- An absolute fee; a fee without limitations to any particular class of heirs, or restrictions, but subject to the limitations of eminent domain, escheat, police power, and taxation; an inheritable estate.

**Leased Fee**- An ownership interest, held by a landlord, with the right of use and occupancy conveyed by lease to others; usually consists of the right to receive rent and the right to possession of the property following the expiration of the lease.

**Leasehold**- A property held under the tenure of a lease. The right of use and occupancy of real property by virtue of a lease agreement; the right of a lessee to use and enjoy real estate for a stated term and upon certain conditions, such as payment of rent.

**Transfer Rental Rate**-Rental rate charged to new tenant purchasing existing, tenant owned home in park.

**New Move-In Rate**-Rental rate charged for space that is vacant or for new unit being moved in to park, or for a home purchased from park ownership or a related entity (COH).

**Manufactured Home**-Factory built home, constructed since 1974 in compliance with regulations promulgated by the United States Department of Housing and Urban Development (HUD); also known as a HUD code home.

**Mobile Home**-Factory built home, constructed prior to the 1974 HUD code requirement.

**RV (Recreational Vehicle)**-One of several alternative units designed for vacation use; includes Class A RV's (bus chassis), Class C RV's (van chassis), trailers (designed to be pulled behind powered vehicle), and park model RV's (see below).

**Park Model RV**-RV unit designed for permanent or semi-permanent placement; resembles a HUD code home in appearance, but is less than 400 SF in size, and is not in compliance with HUD code. Also known as Park Model Trailer.

**Community (Company) Owned Home (COH)**-A manufactured, mobile, or trailer owned by the owner of the property or a related entity that is either held for rental purposes or is offered for sale. Alternative term: POC (Park-Owned Coach).

**Use Value**-The value a specific property has for a specific use. In estimating use value, the appraiser focuses on the value the real estate contributes to the enterprise of which it is a part, without regard to the highest and best use of the property or the monetary amount that might be realized from its sale. In the MHP/MHC context, Use Value is based upon the amount of debt that the property could support under 501 C3 corporation management and ownership.

<sup>2</sup> Definitions from the Appraisal of Real Estate, 13th Edition published by the Appraisal Institute and paraphrased and other sources.

<sup>3</sup> Source: Office of Controller of the Currency (OCC), 12 CFR, Part 34, Subpart C-Appraisals, 34.42 Def. (g), FIRREA Title XI, Section 34.42 (f); and Federal Deposit Insurance Corporation (FDIC) Final Rules, 12, CFR Part 323.2(f)

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**JOHN P. NEET, MAI**

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**Certification**

I certify to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of this report, and no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of a client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and the Standards of Professional Practice of the Appraisal Institute, the Uniform Standards of Appraisal Practice (USPAP), and if applicable, the requirements of Title XI of FIRREA (Federal Financial Institutions Reform, Recovery, and Enforcement Act of 1989).
- I have made a personal inspection of the property that is the subject of this report.
- No one provided significant real property appraisal assistance to the person signing this certification.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- As of the date of this report I, have completed continuing education program of the Appraisal Institute.
- As required by Title XI, 34.44 (a)(10), the following statement is included: The appraisal assignment was not based on a requested minimum valuation, a specific valuation, or the approval of a loan.
- The requirements of the competency provision of USPAP are met for the purposes of this appraisal assignment.
- I have performed valuation related services as an appraiser or in other capacity regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.



John P. Neet, MAI

California General Appraisal Certificate No. AG003494; Certified through 3/14/2022

JOHN P. NEET, MAI

## **Regional Economic Conditions**

The following excerpt from the Federal Reserve Board "Beige Book"<sup>4</sup> provides a current overview of the overall economic condition of the western United States:

### **Summary of Economic Activity**

Economic activity in the Twelfth District expanded slightly on balance during the reporting period of July through mid-August. Employment levels increased marginally, but hiring was curtailed by firms' cost-containing efforts. Wages were generally stable, as was price inflation. Sales of retail goods rose slightly, while conditions in the consumer and business services sectors remained precarious. Manufacturing activity increased modestly. Weak conditions persisted in the agriculture sector. Residential real estate activity increased at a brisk pace, while activity in the commercial market picked up a bit. Lending activity ticked up further.

### **Employment and Wages**

Employment levels increased marginally on net, but many employers curtailed hiring efforts to control costs in the challenging economic environment. Some metal and wood manufacturing facilities returned to operating full-time and added workers due to increased demand. A large transportation and logistics services provider increased entry-level job recruiting but froze manager searches. Most health-care and financial services providers noted restrictions on new hiring and overall flat employment levels, though a payment-processing firm in the Pacific Northwest reported actively hiring for several positions. Restaurants increased staffing modestly over the reporting period, but the tourism and entertainment industries noted persistently low employment levels. Some manufacturers expressed difficulties in finding skilled labor. Contacts in the agriculture sector also noted dwindling availability of immigrant workers, reducing the supply of unskilled labor. A few employers reported increased use of flexible schedules, or in some cases absenteeism, due to concerns about COVID-19 exposure, childcare, or schooling alternatives.

Wages remained flat overall. Most employers reported unchanged wages over the reporting period, partially due to cost containment efforts and uncertainty. In California and Oregon, wages at the bottom of the distribution saw a slight increase due to the implementation of new minimum wage regulations in July. Building materials manufacturers in California and the Pacific Northwest reported reinstating cost-of-living wage adjustments, retracting previous wage cuts, or offering widespread wage increases due to a brisk increase in demand. Conversely, some retailers eliminated hazard pay bonuses for their employees.

### **Prices**

Inflation remained stable over the reporting period, on balance. Increased demand for logistics and transportation services resulted in additional surcharges designed to offset the cost of volume increases and greater dispersion of routes. Similarly, prices for metal products and building supplies strengthened on the back of recent additional demand. Food prices continued to climb at grocery stores, but prices declined slightly at restaurants and retail stores in an attempt to spur business. Some financial and business services providers either reduced or eliminated some types of fees because of lower demand. Contacts in other sectors such as health care, utilities, and machine supplies and repairs reported little to no changes in prices.

### **Retail Trade and Services**

Retail sales rose slightly over the past six weeks, following a large bump in May and June when restrictions on nonessential businesses initially eased. Foot traffic to brick-and-mortar establishments decreased only slightly from end-June levels, while growth in e-commerce remained robust. Demand for do-it-yourself home materials soared, and sales of some specialty goods, for example bicycles and pet products, were on par with those from a year ago. Auto dealers reported continued high demand and lean inventories for both new and used vehicles, especially light trucks and SUVs. Retailers in some other sectors, such as

<sup>4</sup> Prepared at the Federal Reserve Bank based on information collected before September 2, 2020. This document summarizes comments received from businesses and other contacts outside the Federal Reserve and is not a representation of the views of Federal Reserve officials.



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apparel, mentioned reduced sales, operating hours, and capacity utilization, attributing the cutbacks to increases in COVID-19 cases and adherence to social-distancing guidelines.

Conditions in the consumer and business services sectors remained precarious. Sales remained strong in select markets, including logistics and delivery services, meeting technologies, and tax preparations. However, the bulk of food service, travel, and hospitality providers continued to operate at a fraction of their capacities and saw the bump in sales in late spring reversed during the current reporting period. Restaurants that have been able to continue operations reported weak sales, reduced seating, and dire prospects for the immediate future. Some have adapted by exclusively offering take-out service and operating straight from their kitchens. Air travel remained subdued with one airport in Southern California welcoming only 9 percent of its typical pre-pandemic monthly level for domestic passengers and virtually no international arrivals. Hoteliers in Southern California, Washington, and Hawaii reported lower booking volumes and occupancy rates, though those in Southern California performed somewhat better compared with the rest of the District. Demand for nonurgent legal services, elective health procedures, and live event-based entertainment remained soft, as clients socially distanced and postponed discretionary expenditures.

**Manufacturing**

Manufacturing activity increased modestly over the reporting period, but remains considerably below pre-pandemic levels. Demand for recycled metals and finished steel products strengthened as auto production and construction continued to pick up, though capacity utilization rates remained at about three-quarters of their year-ago levels. Building materials manufacturers have also benefited from increased construction activity, with a wood product manufacturer in the Pacific Northwest reporting many sawmills returning to normal working hours or even overtime. Energy usage by manufacturers across the District also rebounded, while a renewable energy equipment producer in California mentioned pent-up demand for its domestic output. Some manufacturers reported more challenging conditions depending on industry, raw material availability, and severity of supply chain disruptions.

**Agriculture and Resource-Related Industries**

Conditions in the agriculture sector remained weak overall. Yields and quality of grain, fruit, and nut crops were high. In the Mountain West, bumper wheat crops contributed to already bulging inventories from previous harvests. General production and distribution were constrained by COVID-19-related supply chain disruptions and additional expenses incurred to adhere to social-distancing guidelines at farms and processing centers. Domestic demand remained mixed overall, but sales of grapes, apples, and cherries to grocery stores and lumber to retailers and contractors increased notably over the reporting period. Export demand was weak, with producers in California and the Pacific Northwest highlighting poor sales to Asian markets across a variety of products, including nuts and lumber.

**Real Estate and Construction**

Residential construction activity increased at a brisk pace, supported by the low interest rate environment. Contacts reported increased demand for new single and multifamily homes in most areas, which helped boost permit issuance across the District. Existing inventories remained low, and prices climbed further as many buyers placed competing bids on desired homes. Workers continued to seek opportunities to move away from major metropolitan areas as some jobs become more conducive to teleworking. In the Mountain West and Pacific Northwest, homebuilders reported having trouble keeping up with demand, and pointed to the increasing costs of building materials and supply chain disruptions as their main constraints. Some parts of California saw less building activity and delayed permit issuance, as many local government offices remained closed.

Activity in the commercial real estate market picked up slightly, on net. Demand for new office space and hotel rooms remained soft, diverting construction into other commercial sectors. Existing commercial projects resumed, and new demand for industrial and warehouse space kept permitting high relative to pandemic-induced lows. A contact in Utah reported large investments in commercial properties including an airport, a convention venue, and an office tower.

**Financial Institutions**

Overall lending activity ticked up further. Contacts noted a shift in loan demand toward home mortgages,

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auto loans, and standard commercial loans as PPP activity wound down. Bankers reported that new and refinanced mortgages drove the bulk of business over the reporting period, as households took advantage of low interest rates. Loans to agricultural businesses were weak, but demand from builders was robust. Bankers highlighted solid liquidity conditions and strong capital positions as well as double-digit increases for deposits in some areas. Some contacts noted a decline in lending standards, which reduced credit quality and could increase delinquencies in the coming months. A contact in Arizona reported limited service hours due to COVID-19-related precautions, delaying deliveries of financial services.

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**San Diego County Description<sup>5</sup>**

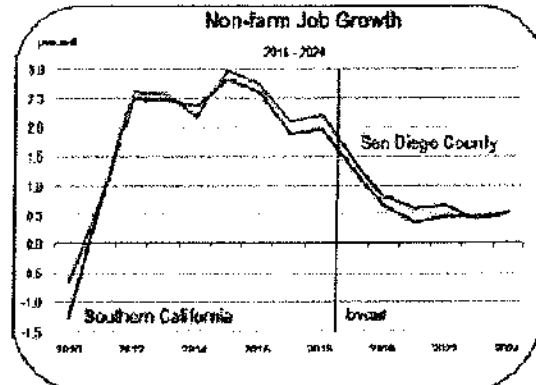
The following County economic forecast was prepared by the California Department of Transportation.

**Forecast Summary**

- 21,600 non-farm jobs will be created in San Diego County during 2019. Over the following five years, an average of 11,300 new jobs per year are expected.
- Employment growth will be led by four sectors: professional services, leisure services, education and healthcare, and government. This group will account for 96 percent of net job creation through 2024.
- Job losses are expected in construction and manufacturing.
- The unemployment rate averaged 3.3 percent in 2018, and is not expected to change in 2019. In 2020, it may begin to rise.
- The population is expanding more quickly than broader Southern California.
- Housing production is just barely keeping pace with population growth. Over the forecast period, most new units will be in multifamily buildings, rather than stand alone single-family houses.

**Job Growth**

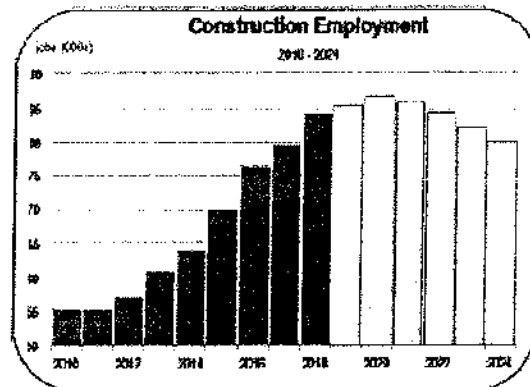
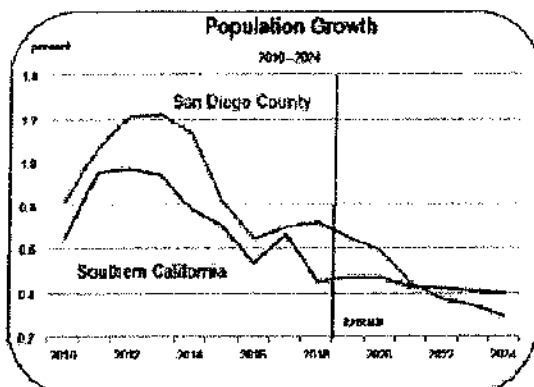
- Growth was very strong in 2018, but will be slower in 2019 and could turn negative if the economy falls into recession before the year 2024.
- 2018 growth was most prominent in leisure services, education and healthcare, professional business services, and construction.
- Between 2012 and 2018, non-farm job growth averaged 2.5 percent per year.



- Between 2018 and 2024, growth is expected to average 0.7 percent.
- Approximately 21,600 non-farm jobs will be created during 2019.
- Through 2024, an average of 11,300 new non-farm wage and salary jobs per year are forecast, with a rising number of informal or self-employed workers.

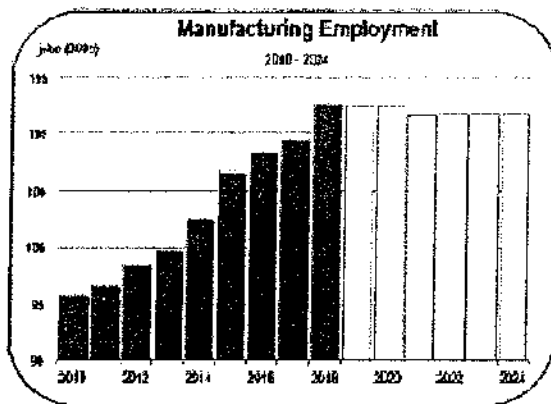
**Construction Employment**

- 2,700 construction jobs were created last year.
- Most of the county's construction workers are deployed to residential, retail, and hotel projects in downtown San Diego. A large number are also working on the Otay Ranch project in Chula Vista, and a number of North County residential projects.



<sup>5</sup> Source: CA Dept. of Transportation: [http://www.dot.ca.gov/hq/tpp/offices/eab/socio\\_economic\\_files/2018/Full\\_Report\\_2019.pdf](http://www.dot.ca.gov/hq/tpp/offices/eab/socio_economic_files/2018/Full_Report_2019.pdf)

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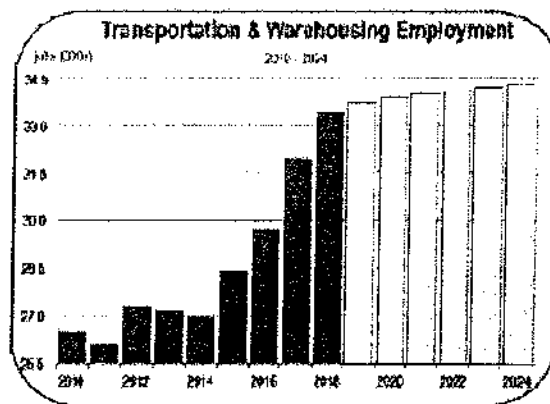
- Jobs may be lost during the forecast period as housing production tapers off, and as investment in new non-residential structures plateaus.

### Manufacturing Employment

- The manufacturing sector expanded quickly in 2018.
- Breweries (in the beverage manufacturing industry) created 600 jobs last year.
- San Diego County has more than 100 breweries that employ 2,900 workers.
- In 2018, lots of jobs were also created at:
  - Aerospace and navigational equipment manufacturers (1,400 jobs)
  - Manufacturers of pharmaceuticals and medical equipment (1,000 jobs)
- Not all firms created jobs. Layoffs were heavy at:
  - Qualcomm (1,369 layoffs)
  - General Dynamics NASSCO (1,493 layoffs)
  - Tyson Foods (590 layoffs)
- The layoffs at General Dynamics NASSCO contributed to 1,800 jobs lost in the shipbuilding sector, which tends to fluctuate as military contracts are awarded and completed.
- It is very likely that manufacturing employment has peaked for the current economic cycle.

### Transportation and Warehousing Employment

- This industry expanded incredibly rapidly in 2018, generating 2,300 new jobs.



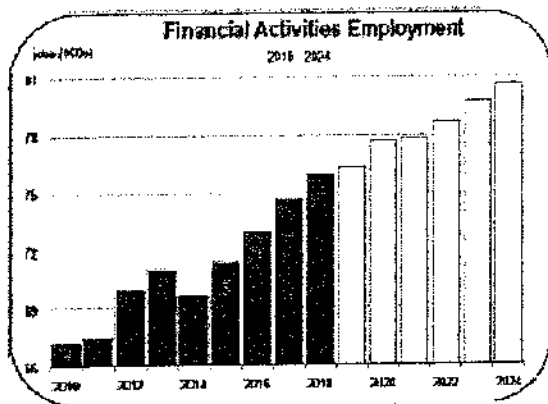
- Some of the gains were at San Diego International Airport and its many contractors and suppliers.
- Hundreds of jobs were also created at cargo trucking companies, which move goods from the factory to the warehouse, and from the warehouse to the consumer.
- Job growth will be slower in 2019 and could turn negative in 2020 or 2021.

### Retail Trade Employment

- The retail sector lost 800 jobs in 2018.
- There were very few mass layoffs. Sears and Shoe Metro were the only companies to lay off more than 50 workers at once.
- 169 layoffs have already been planned for 2019, and more should follow. So far, Best Buy is expected to lay off 74 workers in La Mesa, and Charlotte Russe will lay off 85 workers in San Diego.



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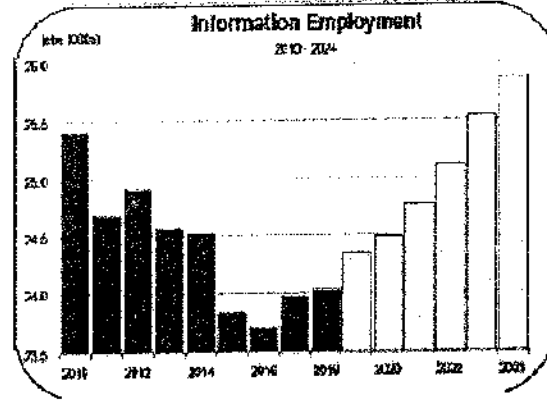
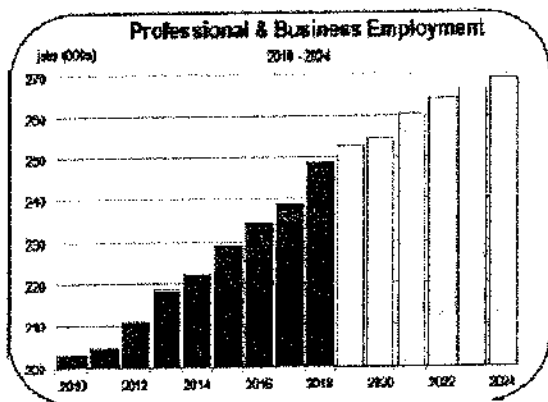


### Financial Activities Employment

- The finance industry added 1,300 jobs in 2018.
- Local banks and credit unions are still losing jobs, but insurance companies and real estate firms are expanding.
- The future of the U.S. health insurance landscape is unknown, and legislative changes could influence job growth in the health insurance portion of this industry.

### Professional and Business Services Employment

- Growth accelerated in this sector last year.
- More than 1,500 jobs were created at engineering companies, almost 3,000 jobs were generated by staffing agencies and back office support firms, and another 3,000 jobs were gained at IT consulting companies.
- In 2019 and 2020 this sector should continue to grow faster than the broader San Diego County labor market.

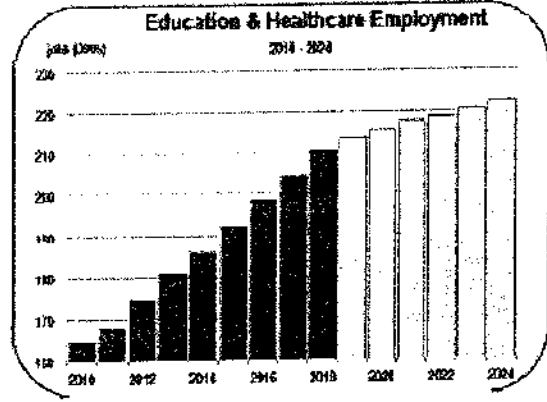


### Information Employment

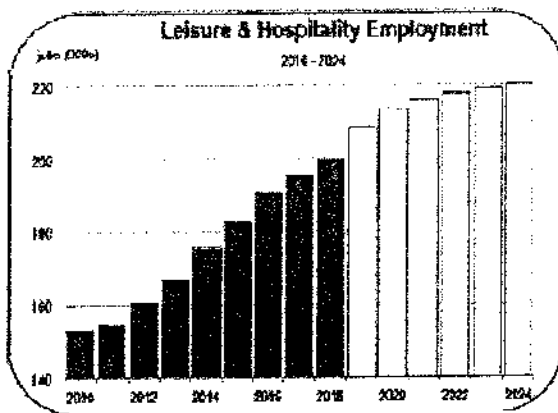
- Employment levels in this sector were unchanged in 2018.
- The information sector is comprised of newspapers, software publishers, telecommunications firms, and data service companies (i.e. web hosting and cloud storage).
- The software and data sectors should expand over the forecast period, outweighing job losses at newspapers and telecom firms.

### Private Education and Healthcare Employment

- The healthcare industry continues to generate a large number of jobs.
- Gains have been concentrated in doctors' offices, residential care facilities, hospitals, and organizations that provide services to the elderly and people with disabilities.
- There were a few layoffs at Scripps Health and Tri-City Healthcare, but layoffs in this sector have been minimal.



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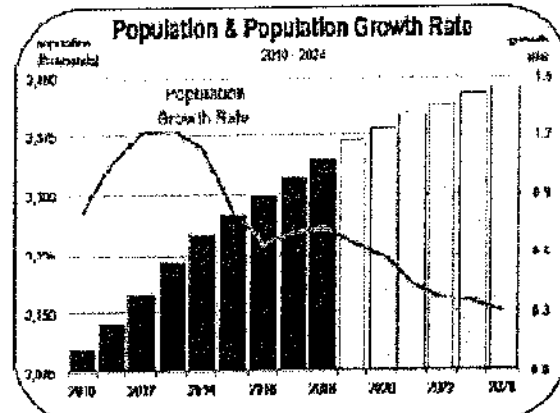
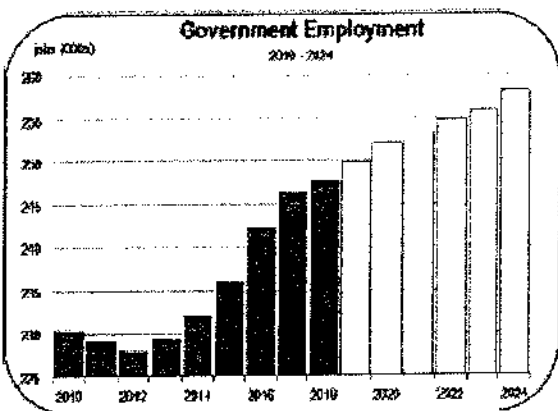
- A small number of jobs were gained at private schools and colleges in 2018 (public schools are included in the government sector).

### Leisure and Hospitality Employment

- Restaurants generated 2,500 new jobs in 2018.
- Last year more than 130 new restaurants opened across the county.
- 500 jobs were also added to gyms and fitness centers. Only 100 were created at hotels.
- After several years of disappointing attendance, visitation to Sea World rebounded in 2018, rising 5 percent.

### Government Employment

- In 2018, most public job creation was at community colleges and state universities (+1,100 jobs) and at Indian Casinos, which are classified in the government sector (+1,300 jobs).

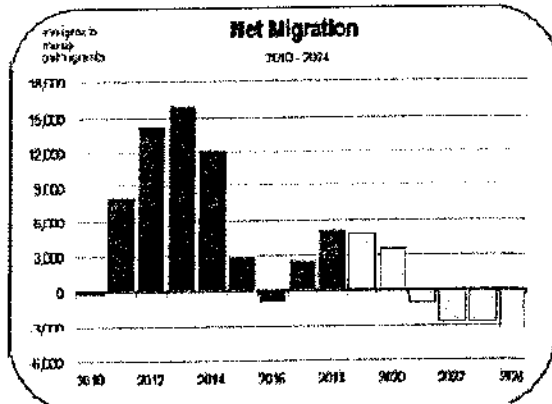


- The Department of Defense expanded by only 100 jobs. Local public schools lost 500 jobs.

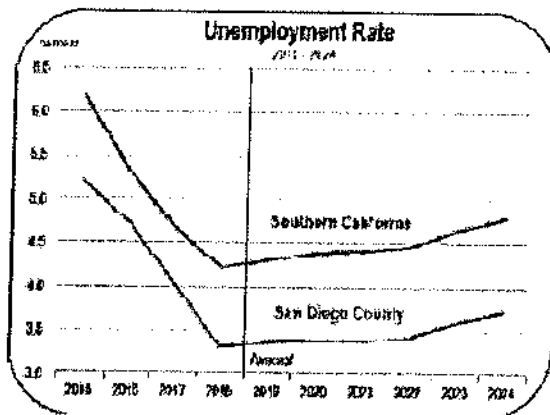
- Future gains will be driven by population growth, public budgetary conditions, and the DOD budget.

### Population Growth

- The San Diego County population is now growing more quickly than most of California.
- An estimated 5,000 net migrants entered the county last year, leading to faster overall population growth.
- Over the forecast period, net migration will turn negative, and an average of 275 net migrants will exit the county each year.
- Population growth will average 0.5 percent per year, and the county will surpass 3.4 million people during the forecast period.

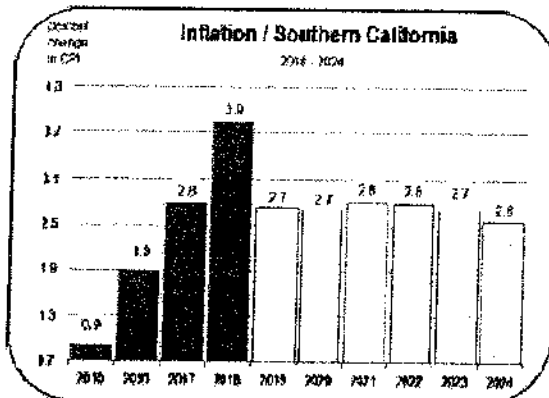


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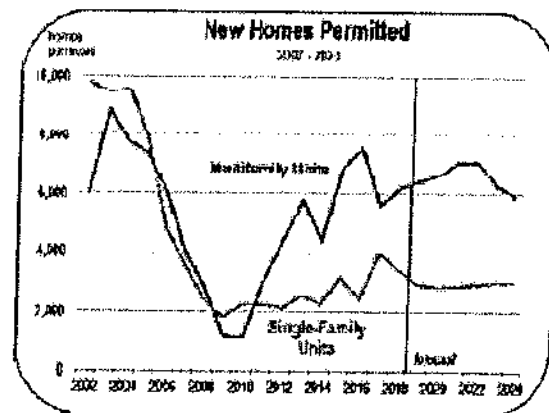
### Unemployment and Inflation Rates

- The unemployment rate in San Diego County averaged 3.3 percent in 2018, which is lower than the composite rate for Southern California. Unemployment will remain at 3.3 percent in 2019.
- After 2019, the unemployment rate may deteriorate, but with an unemployment rate of just 3.4 percent, the job market will still be very tight.
- Inflation accelerated in 2018 as home prices and energy costs increased across Southern California.
- In 2019 and 2020, inflation is expected to be within a range of 2.5 percent and 3 percent.

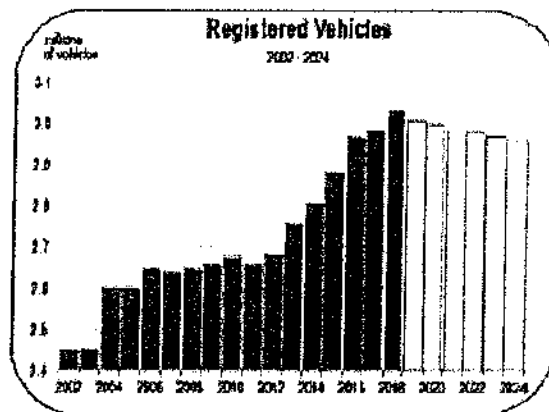
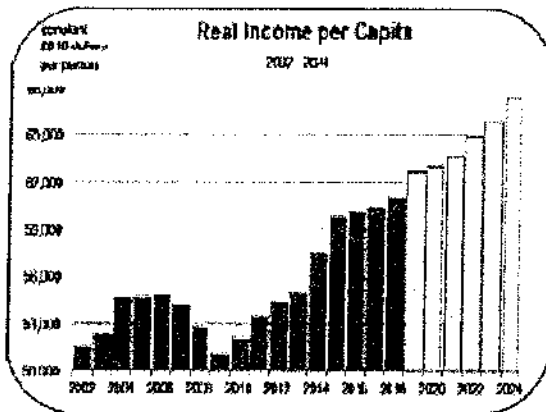


### New Housing Production

- Housing production is barely keeping pace with population growth and housing affordability is becoming an issue. Many households now spend more than 35% of their income on rent and mortgage payments, and some spend significantly more.
- Home prices and rental rates are rising faster than incomes, which will cause affordability to deteriorate further.
- From 2013 to 2018, an average of 9,000 new homes were started per year in San Diego County. Housing production is forecast to average 9,500 homes per year from 2019 to 2024.
- If housing production is as high as expected, home prices will begin to appreciate at slower rates.
- Multifamily units (apartments) will continue to be the dominant form of new housing over the near term.
- There are almost 49,000 homes in the San Diego County development pipeline. Prominent areas for development will be:
  - Chula Vista (14,000 units)
  - Downtown (11,000 units)
  - San Marcos (6,000 units)
  - Mission Valley (5,000 units)
  - North County (3,000 units)
  - Valley Center (2,000 units)
  - Escondido (2,000 units)
- The primary Chula Vista project is Otay Ranch, a master planned community on 23,000 acres. In addition to 12,000 new homes, it will contain 5 million square feet of commercial space.



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### Income per Capita

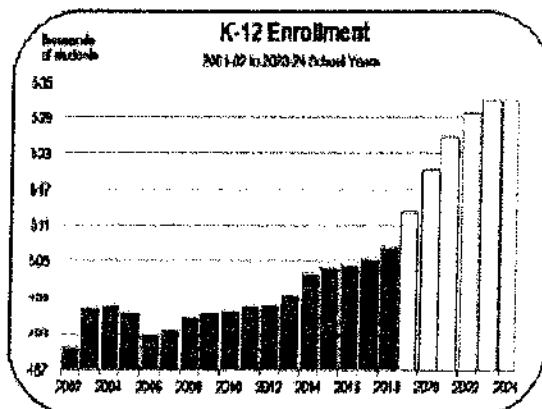
- Income per capita in 2018 was \$61,100, which is above the Southern California average of \$57,200.
- Over the last six years, inflation-adjusted incomes have risen at an average rate of 2.0 percent per year, which is faster than the Southern California average of 1.6 percent per year.
- Over the next six years, inflation-adjusted incomes are expected to rise by approximately 1.7 percent per year in San Diego County, which will be similar to the average across Southern California.
- In San Diego County, total income levels are expected to increase more quickly than other parts of Southern California, but the population will also grow at slightly faster rates, leading to identical increases in income per capita.

### Registered Vehicles

- There were 3.03 million registered vehicles in San Diego County in 2018.
- By 2024, it is expected that the county will have approximately 2.95 million registered vehicles.

### Public School Enrollment

- In San Diego County, approximately 507,600 students were enrolled in K-12 public schools during the 2017-2018 school year.
- By 2024, there are expected to be 531,700 K-12 students in the county.
- Enrollment is expected to increase because the population aged 5 to 17 is expected to rise rapidly. Between 2018 and 2024, this cohort could grow by 37,000 individuals.



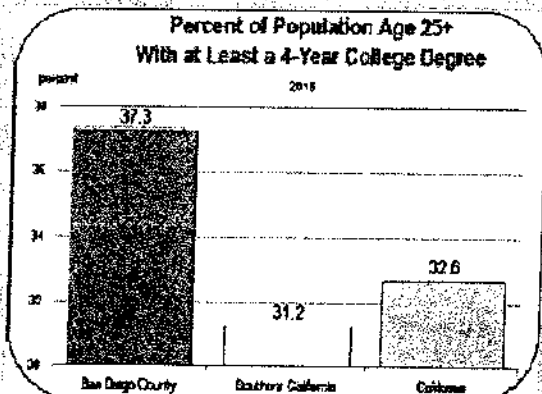
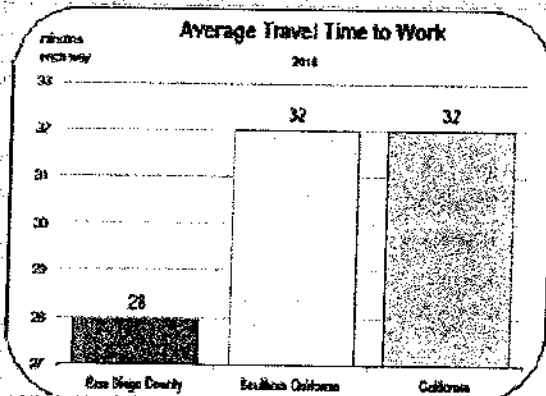
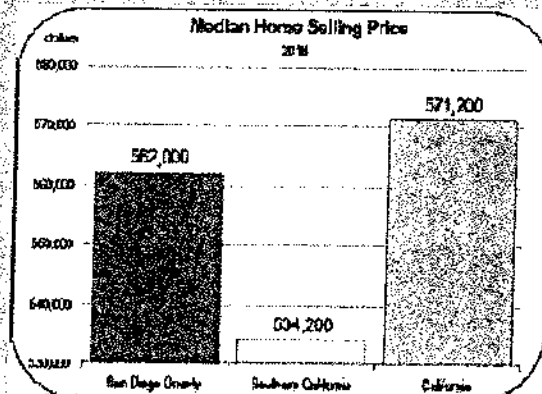
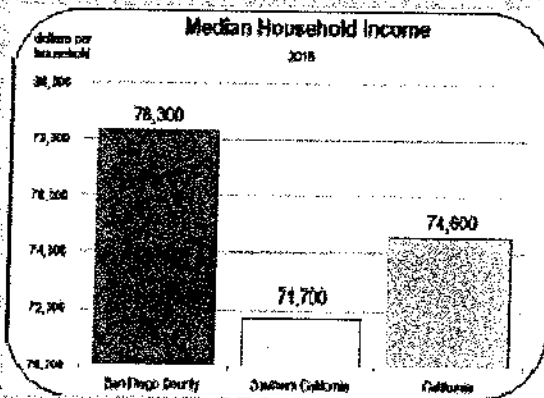
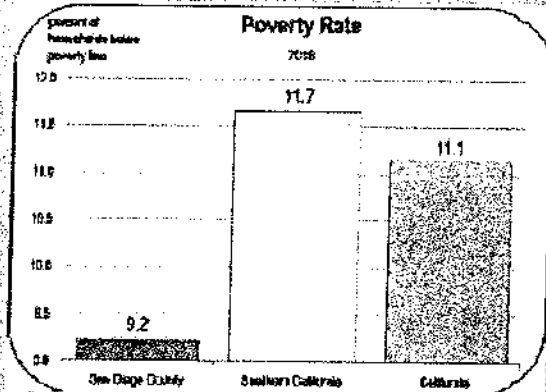
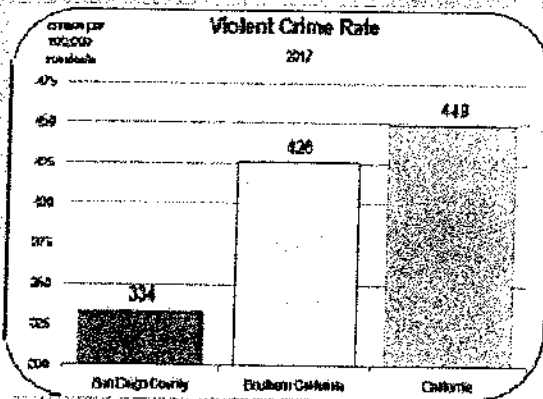


Economic Indicators				2015-2018 History, 2019-2050 Forecast									
Population (people)	House- holds (thousands)	Average Household Income (\$/year)	New Homes Permitted (homes)	Registered Vehicles (thousands)	Personal Income (\$/year)	Tangible Real Sales (\$/year)	Local Sales Tax (\$/year)	Real Industrial Production (\$/year)	Real per Capita Income (\$/year)	School Enrollment (thousands)	Births (people)	Deaths (people)	
2015	3,275,597	1,123	\$160,595	10,005	2,281	\$180.1	\$37.3	\$553	\$30.3	\$29,601	503.8	43,912	20,908
2016	3,297,202	1,131	\$164,648	9,972	2,260	\$186.1	\$37.8	\$563	\$29.1	\$30,271	504.4	42,720	21,420
2017	3,320,267	1,136	\$170,353	9,580	2,273	\$193.9	\$38.1	\$585	\$29.1	\$30,680	505.2	41,230	21,879
2018	3,344,430	1,140	\$173,396	9,577	2,028	\$204.5	\$40.8	\$713	\$30.1	\$31,134	507.5	40,000	22,294
2019	3,366,285	1,149	\$188,814	9,329	3,005	\$216.7	\$42.2	\$738	\$30.7	\$32,565	513.6	39,918	22,896
2020	3,386,230	1,158	\$194,702	9,442	2,958	\$225.5	\$43.1	\$758	\$30.9	\$33,105	520.4	39,747	23,249
2021	3,401,341	1,167	\$201,518	9,941	2,881	\$235.7	\$44.5	\$778	\$31.2	\$33,735	525.5	39,736	23,533
2022	3,414,129	1,176	\$210,089	10,021	2,972	\$247.3	\$45.9	\$804	\$31.2	\$34,907	529.7	39,690	24,209
2023	3,425,854	1,186	\$218,789	9,250	2,963	\$259.4	\$47.3	\$828	\$32.2	\$35,087	531.8	39,444	24,878
2024	3,436,171	1,194	\$227,815	8,914	2,955	\$272.2	\$48.6	\$851	\$32.9	\$37,447	531.7	39,222	25,542
2025	3,446,482	1,203	\$237,139	9,213	2,945	\$285.3	\$50.0	\$876	\$33.5	\$38,815	530.4	38,860	26,246
2026	3,454,516	1,212	\$246,876	9,112	2,943	\$298.8	\$51.4	\$899	\$34.3	\$40,349	528.4	38,602	26,910
2027	3,463,886	1,220	\$256,638	9,125	2,939	\$313.2	\$52.8	\$923	\$35.2	\$41,782	526.2	38,381	27,600
2028	3,472,832	1,229	\$266,885	9,130	2,937	\$328.0	\$54.2	\$946	\$35.7	\$43,280	524.2	37,981	28,322
2029	3,480,885	1,237	\$277,255	8,891	2,936	\$343.1	\$55.7	\$976	\$36.4	\$44,859	519.8	37,571	29,063
2030	3,488,271	1,246	\$287,466	8,158	2,937	\$358.4	\$57.1	\$1,000	\$37.1	\$46,052	517.1	37,371	29,802
2031	3,495,293	1,254	\$297,680	7,734	2,939	\$373.2	\$58.5	\$1,024	\$37.7	\$47,386	511.8	37,857	30,587
2032	3,502,419	1,261	\$308,511	7,388	2,943	\$388.6	\$60.1	\$1,051	\$38.2	\$48,571	509.0	38,106	31,485
2033	3,509,431	1,268	\$318,533	7,100	2,949	\$403.8	\$61.4	\$1,075	\$38.8	\$49,665	501.7	38,387	32,275
2034	3,516,428	1,275	\$329,536	6,828	2,948	\$420.1	\$62.9	\$1,101	\$39.4	\$51,115	497.2	38,718	33,057
2035	3,523,444	1,281	\$341,123	6,557	2,957	\$437.1	\$64.5	\$1,128	\$40.0	\$52,332	493.1	39,107	33,881
2036	3,531,043	1,287	\$353,711	6,331	2,961	\$455.4	\$66.4	\$1,162	\$40.5	\$53,357	490.7	39,604	34,638
2037	3,538,823	1,294	\$366,746	6,365	2,965	\$474.4	\$68.4	\$1,197	\$40.9	\$54,287	489.6	40,119	35,358
2038	3,546,230	1,300	\$379,707	5,916	2,971	\$493.4	\$70.4	\$1,231	\$41.3	\$55,275	489.1	40,581	36,041
2039	3,553,377	1,305	\$393,644	5,979	2,978	\$513.6	\$72.6	\$1,266	\$41.7	\$56,182	488.1	41,094	36,703
2040	3,560,821	1,311	\$407,500	5,939	2,985								

Employment Sectors			2015-2018 History, 2019-2050 Forecast									
Total Wage & Salary	Farm	Construction	Manufacturing	Transportation & Utilities	Wholesale & Retail Trade	Financial Activities	Professional Services	Information	Health & Education	Leisure	Government	
(in thousands of jobs)												
2015	1,394	3.1	89.9	108.8	28.4	180.9	71.4	223.3	23.9	192.7	236.2	
2016	1,432	3.9	78.3	108.4	29.7	191.2	73.0	234.5	23.7	196.7	242.2	
2017	1,461	3.7	70.5	108.4	32.0	182.8	74.5	238.3	24.3	204.3	246.3	
2018	1,484	3.1	84.2	112.7	33.5	191.9	75.9	243.8	24.0	210.5	247.6	
2019	1,516	3.9	86.5	112.3	33.8	192.3	76.4	252.3	24.3	213.8	249.9	
2020	1,527	3.7	86.7	112.5	33.9	191.6	77.7	254.5	24.5	215.6	252.0	
2021	1,556	3.6	85.9	111.7	34.0	191.3	77.8	269.5	24.8	216.9	253.4	
2022	1,548	3.4	84.3	111.8	34.1	192.0	78.7	264.4	25.1	218.7	264.9	
2023	1,533	3.2	82.2	111.8	34.2	192.8	79.8	266.2	25.5	220.4	256.1	
2024	1,560	3.0	79.9	111.8	34.3	193.2	80.6	269.1	25.9	222.2	258.1	
2025	1,568	2.8	78.0	112.0	34.4	194.0	81.4	271.8	26.2	223.9	259.5	
2026	1,578	2.6	76.7	112.2	34.5	194.8	82.2	274.0	26.6	225.6	263.8	
2027	1,585	2.4	75.7	112.4	34.6	194.9	83.2	276.5	27.3	227.2	262.2	
2028	1,594	2.2	74.9	112.6	34.7	195.7	84.2	278.7	28.1	228.3	263.4	
2029	1,603	2.0	74.3	112.8	34.8	196.8	85.2	280.9	28.4	229.5	264.7	
2030	1,611	1.8	73.6	112.9	34.9	197.4	86.2	283.1	28.7	231.3	266.0	
2031	1,619	1.6	72.8	113.0	35.0	198.1	87.2	285.3	29.0	232.7	267.3	
2032	1,628	1.5	71.9	113.1	35.1	198.8	88.2	287.8	29.3	234.1	268.6	
2033	1,636	1.3	71.0	113.3	35.2	199.5	89.2	289.8	29.5	235.5	269.9	
2034	1,644	1.1	70.2	113.4	35.3	200.2	90.1	292.1	29.8	237.0	271.2	
2035	1,653	0.9	69.4	113.5	35.4	200.9	91.1	294.3	30.0	238.5	272.6	
2036	1,661	0.8	68.7	113.6	35.5	201.6	91.9	296.6	30.2	240.0	273.9	
2037	1,668	0.6	68.1	113.7	35.6	202.3	92.8	298.9	30.4	241.5	275.2	
2038	1,676	0.4	67.6	113.8	35.7	203.0	93.8	301.3	30.8	243.0	276.6	
2039	1,686	0.2	67.1	113.9	35.8	203.8	94.8	303.5	30.9	244.5	277.9	
2040	1,696	0.1	66.7	114.0	35.9	204.5	95.2	305.8	31.0	246.1	279.3	
2041	1,703	0.0	66.2	114.0	36.0	205.2	96.0	308.1	31.1	247.6	280.6	
2042	1,712	0.0	65.8	114.1	36.1	206.0	96.7	310.4	31.3	249.2	282.0	
2043	1,720	0.0	65.3	114.2	36.2	206.7	97.3	312.8	31.4	250.8	283.4	
2044	1,726	0.0	65.0	114.3	36.3	207.4	97.9	315.1	31.5	252.3	284.8	
2045	1,737	0.0	64.5	114.4	36.5	208.1	98.4	317.5	31.7	253.9	286.1	
2046	1,744	0.1	63.9	114.5	36.8	208.9	98.9	320.0	31.9	255.5	287.5	
2047	1,754	0.3	63.0	114.5	36.7	209.6	98.4	322.4	32.0	257.2	288.9	
2048	1,762	0.7	62.2	114.6	36.8	210.3	99.9	324.9	32.1	258.8	290.3	
2049	1,770	1.5	61.5	114.7	37.0	211.1	100.3	327.3	32.2	260.4	291.8	
2050	1,778	3.4	61.0	114.8	37.3	211.8	100.7	329.8	32.3	262.1	293.2	

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## Socioeconomic Indicators



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**Community Description**

**Community Location-** The subject property is located in the City of Escondido in north San Diego County. This location is 31 miles north of the central business district of San Diego and 105 miles southeast of Los Angeles. Surrounding cities and communities include San Marcos to the west; Rancho Bernardo and Poway to the south, Valley Center to the northeast with pockets of unincorporated county areas in all directions.

**Community Population-** The current population of Escondido is 151,969. This represents a 5% increase from the 2010-reported population of 144,464 and a 12% increase from the 2000 reported population of 133,875. The future trend of population growth is expected to be increasing in the near future based on historic population trends.

**Transportation-** Access to the regional transportation system is provided by the I-15 and SR-78 Freeways, which pass through the city and provide for excellent commuter and industry transportation. Commuter and Amtrak rail services are currently available in Oceanside, the site of an Amtrak terminal serving the "Californian" route between San Diego and Los Angeles. Bus transportation is available through the North County Transportation District.

**Economic Base and Trends-** Services to local residents comprise the bulk of Escondido's economic base. Major employers include Escondido Union School District, The City of Escondido, Palomar Medical Center, Nordstrom Inc., North County Times (newspaper publishing), Pacific Pride Baking Co., and Home Depot, Inc. The city is also home to many small businesses and serves as a bedroom community to San Diego city and county.

**Employment Trends-** According to published records, the following trends are noted:

Employment and Unemployment Rate			
Jurisdiction:	Escondido, CA		
	Jun-20	Change	Jun-19
Labor Force:	68,660	-0.9%	69,258
Employed Persons:	59,617	-12.4%	67,005
Unemployed Persons:	9,043	75.1%	2,253
Unemployment Rate:	13.20%	75.0%	3.30%

Source: Bureau of Labor Standards

This data indicates that the employment picture is suffering from the negative impacts of the COVID 19 induced recession as the current level of unemployment is roughly 3 times the level reported in 2019.

**Residential Development Trends-** Reported building permit totals for the community are reported as follows.

REPORTED BUILDING PERMIT ACTIVITY			
Escondido, CA	2018	2019	2020
Single Family	20	34	27
Two Family	2	0	0
3-4 Family	7	0	0
Five Units or More	189	11	0
Total	218	45	27
Months in Partial Year:	2020		5

Source: U.S. Census Bureau

In this community, the greatest level of recent residential development activity has been noted in the detached residences. Year to date reported permits indicate the continuation of the trends of the past couple of years, but at a slower pace, especially in the development of multifamily residences. .

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**Neighborhood Description**

**Neighborhood Location**-The subject is located in the northeastern portion of the city of Escondido, approximately 2.5 miles east of the CBD and government center. Neighborhood boundaries are generally fluid in this part of the city, but in general include the entire city of Escondido, as well as surrounding cities and unincorporated county areas. Mobile home parks competitive to the subject are found in other neighborhoods and market areas.

**Transportation**-The neighborhood is served by the I-5 and SH78 Freeways, which are located west and northwest from the subject. Scheduled bus service is available in the immediate neighborhood of the subject.

**Neighborhood Land Uses**-This is predominantly a mixed use neighborhood, with land uses consisting of residential uses, neighborhood service commercial including convenience shopping and neighborhood.. Residential uses include several multifamily developments and mobile home parks.

**Trends**-Overall development within the neighborhood is currently static, with no significant residential changes at this time. The neighborhood is essentially fully built out.

**Neighborhood Demographics**-According to information provided by the Census Bureau, this is a moderate-income neighborhood. The specific demographic data are shown in the following charts:

**NEIGHBORHOOD INCOME CHARACTERISTICS**

Income Level Rating	Moderate
Neighborhood Median Family Income	\$67,699
MSA Median Family Income	\$92,700
Neighborhood/MSA Income Comparison (%)	73%
Households Below Poverty Line	17%

Source: U.S. Census Bureau, FFIEC

**Neighborhood Housing Supply**-The characteristics of the neighborhood housing supply are shown in the following chart, based on data from the U.S. Census Bureau.

**NEIGHBORHOOD HOUSING CHARACTERISTICS**

Total Housing Units	1,681
1-4 Family Units	1,389
Median Age of Housing (Years)	31
Owner Occupied Units	782
Renter Occupied Units	826
Percentage Owner Occupied	47%

Source: U.S. Census Bureau, FFIEC

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**Housing Prices**-Public information sources report the following housing price trends for apartments and single-family residences in the subject market area:

Apartment Rental Rate Ranges			
Size	Rate Range		
1 Bedroom	\$1,480	to	\$3,885
2 Bedroom	\$1,765	to	\$4,108
3 Bedroom	\$1,995	to	\$3,400

Source: apartments.com, zillow

Median Housing Prices			
Jul-20	\$545,000		
Jul-19	\$532,000	Change:	2%

Source: zillow.com

**Adjacent Land Uses**-The subject is surrounded by a variety of land uses, including:

- North-Single family residences, multifamily residences
- South-Valley Parkway, a thoroughfare, with a mixture of commercial and multifamily uses beyond
- East-Mobile home park
- West-Equipment yard, multifamily residences

The surrounding development appears compatible with the present use of the subject.

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## California Market Overview & Analysis

### Manufactured Home Shipment Trends

Shipments of new manufactured homes are not a significant consideration in the valuation of mobile home parks. Investors rely on cash flow from existing tenants, not sales of new homes, to determine investment desirability and price. Sales of new manufactured homes do tend to show directional trends over the long term, and for this reason provide some level of insight into future industry-wide trends.

Shipments of new manufactured homes have reversed the downward trend that began before the turn of the century, with significant increases in the past three years, although sales have leveled in the most recent year. The following table reflects all shipments of all manufactured homes, not just placements on leased homesites. The Manufactured Housing Institute estimates that only approximately 34% of manufactured homes are placed in manufactured home communities, with 66% placed on fee owned homesites and acreage. However, the balance has been shifting with the ratio of new homes placed in communities increasing steadily from 26% in 2011. This is a significant change and is the result of two market influences.

- The most significant years of MH sales were in the late 1970's and early 1980's. Homes built in that era are becoming physically and functionally obsolete, and there is a trend of replacement occurring in markets where the housing economics are supportive.
- There is a growing trend to place new manufactured homes on vacant homesites in MH communities and to rent the homes, rather than to sell the homes to space tenants. This offers faster absorption of new units than the sale of the homes in most cases.. This trend is expected to accelerate in some markets, but imposition of rent control for rental homes in some jurisdictions may limit the attractiveness of this approach as one of the primary reasons for renting homes has been the ability to bypass homesite rent controls.

Relative to new construction of site-built homes, manufactured homes remain small part of the total single-family housing market. With manufactured home shipments decreasing from 12.3% of total single-family home starts in 2015 to 6% in 2019, it appears that the cost benefits of factory built housing is not affecting the trend. Even with the growth in industry production noted below, site-built housing continues to outpace manufactured housing growth.

Shipments to State:	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
California	1,569	1,420	1,380	1,442	2,160	2,575	2,956	2,778	3,681	3,988	3,890
US Total	49,717	50,046	51,618	51,401	60,210	64,344	70,519	81,169	92,891	95,555	94,615

After doubling in the period from 2009 to 2017, sales have flattened in the past 3 years. There are a number of barriers to the placement of manufactured homes on residential homesites, and there have been few land lease homesites created in the past 30 years in this state, resulting in limited opportunities to place new homes.

Multisection homes dominate the market in California, as shown in the following table with sales figures from 2018<sup>6</sup>:

Area	Single Section	Share	Multi-Section	Share	Total
United States	42,930	45%	51,685	55%	94,615
Pacific & SW States <sup>7</sup>	1,654	17%	8,345	83%	9,999
California	510	13%	3,380	87%	3,890

<sup>6</sup> Source: United States Census Bureau, Manufactured Housing Institute

<sup>7</sup> California, Washington, Oregon, Arizona, Nevada

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There is a shift in attitudes, reflected in the sales. Single section homes increased market share in through 2018, following years of declining market share. The change was significant from 2016 to 2018, with market share for single section homes increasing from 48% to 50% nationally, from 14% to 17% in the Pacific States, and from 12% to 18% in California, but has fallen back in 2019. This trend is likely the result of several influences, including affordability, improved design and space utilization in the SW homes, and increased demand from both homebuyers and community owners (for rentals) in urban areas where there are many older communities of high density and smaller homesites. The reversal in the past year may be the result of a return to historic relationships or might have been a singularity.

Manufactured homes remain a less costly alternative to site-built homes. In 2018 (the most recent year available), the typical cost of a manufactured home (national basis) was \$51.26/SF for a multisection home, approximately one-half of the reported construction cost for a site-built residence, which was \$107.18/SF.<sup>8</sup> This explains the continued popularity of manufactured homes as an alternative to site built homes where cost is a significant issue. However, the cost saving benefits for the consumer disappear when manufactured homes are sited on leased land, and the interest rate differentials between conventional, real estate mortgages and chattel mortgages take up the difference, and the savings in construction costs are not able to be passed along to the consumer in the form of lower housing payments. This may change in the next few years as there is growing pressure being placed on the housing finance GSE's to provide affordable financing for manufactured homes comparable to site-built housing. The GSE's have responded by adopting plans under a "duty to serve" mandate to expand lending opportunities for manufactured housing.

These trends are not a significant consideration in the investment market being considered in this appraisal. While it may seem counter-intuitive to outsiders, investors also recognize that while new homes improve the physical appearance of the park, they also increase risk by a modest amount since newer homes tend to have higher monthly mortgage payments (limiting the tenant's ability to pay higher site rents) and introduce a somewhat greater risk of foreclosure by the lender, potentially resulting in added capital expenditures to purchase the home to keep it from being removed from the park by a foreclosing lender.

**Rent Controls in California**

Rent controls affecting manufactured housing communities are common in the state of California and are found in more than 100 different jurisdictions in the state. Each ordinance is unique. Characteristics of rent control ordinances generally address the following areas of operations:

- Annual rent increases are often limited to no more than 50% to 100% of the change in the local CPI index, but in some jurisdictions, park owners are required to seek approval through a public hearing process for any amount of increase. Alternatively, there are a few ordinances that do not limit increases but allow tenants to challenge proposed increases in rent. Both state and federal courts have allowed cities and counties wide latitude in these limitations.
- Increases in rent upon a change in tenancy are allowed under some, limited under a few, and forbidden under many ordinances. Some ordinances allow the park more leeway in increasing rents when spaces become physically vacant. In high housing cost areas, the ability to transfer rent control advantages to a successor tenant has allowed departing residents to sell mobile/manufactured homes for prices reflecting the creation of a quasi-leasehold interest<sup>9</sup>. Both California and federal courts have upheld ordinances that allow full or partial vacancy or transfer control of rental rates.

<sup>8</sup> Source: U. S. Census Bureau

<sup>9</sup> This is usually noted in the sales prices of new manufactured homes and used mobile homes. New manufactured homes rarely cost a consumer more than \$60,000 (single section home) to \$100,000 (high-end two section home) delivered and set-up. When sales prices of older mobile homes are reported at near this level or above, or when new manufactured homes are reported to sell for prices far above the retail price range noted above, it becomes apparent that an additional interest has been created.

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- Long-term leases are generally exempt from rent controls under state law. Spaces constructed after 1990 are exempt from rent controls as well under state law.
- Most ordinances have a process for park owners to request increases based on the need to make capital improvements, the cost of unexpected and major repairs, and inadequate return on investment. Park owners report varying results when utilizing these appeal processes.

There are other controls that are subtler than actual ordinances, but impact the ability to increase rents as well. In some cities, park owners have reached agreements with local authorities to voluntarily limit increases in rent in exchange for the city's promise not to impose a rent control ordinance. In some regions of the state, rent controls are nearly universal, and many park owners in cities that are surrounded by other cities with controls will often moderate increases to limit the potential for an ordinance to be imposed. It is not uncommon to find rental rates in cities without rent controls to be similar to adjacent cities with rent controls due to this chilling effect caused by the threat of rent control.

A consensus of investor attitudes towards rent controls are stated as generally negative, but based on reviews of sales, impacts on overall capitalization rates and other projected rates of return are limited. There are several reasons for this, including:

- Submarket rents and the creation of quasi-leasehold interest limit the potential for vacancy and collection loss, resulting in slightly lesser downside investment risk at the cost of normal, housing cost inflation based upside.
- Submarket rents create distant and ephemeral upside potential. The particular ordinance may not allow that potential to be achieved at this time, but future court and/or political decisions may result in significant potential increases. Some owners become experts in working within the ordinance (usually by purchasing homes from departing tenants) to bring rents to market levels.
- Sales prices of mobile home parks are negatively impacted to the degree that rents are restricted. In many instances this reduces asking prices to levels that appear to be a relative bargain in comparison to perceived pricing relationships.

Analyzing the impact of rent controls within the appraisal context presents some valuation issues. Market participants generally rely on contract rather than market rents, but do consider upside potential. Estimating true market rent, defined as the rent that would result in an open negotiation between landlord and tenant, becomes effectively impossible if there are no transactions that meet this definition.

Rent controls are likely to remain a contentious issue in this market for the foreseeable future and will have a continuing impact on the market as the potential for rent controls exists in virtually any part of the state.

For jurisdictions that do not currently have rent controls, California has implemented a statewide rent control scheme (AB 1482) that will take effect on January 1, 2020. Rent increases will be limited to one annual increase that is no more than the sum of the percentage change in the applicable CPI plus 5%, with a total cap of 10%. Controls are lifted on a change in tenancy. The state law will not preempt local ordinances. Mobile home parks and rented mobile homes in parks are specifically exempted from this state law.

The City of Escondido maintains a rent control ordinance covering mobile home parks.

#### **Community/Company Ownership of Homes (COH)**

The holding of park owned homes for rental purposes has been a minor trend for a number of years, owing to necessity (purchase of homes from departing tenants to keep homes from being removed from the park, limited financing for tenant purchases), rent control strategies in California (sites may be subject to rent controls, homes are generally not), and generation of additional income for the ownership. In the past 3-5 years, operators in some markets have embarked on a strategy of having both tenant owned and tenant rented homes in parks. The newer trend is the result of more recent influences, including increasing demand



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from potential residents who perceive rental apartments as a competitive choice (instead of single family residences), a severely constricted market for third party financing of mobile and manufactured homes, and concerns among park owners regarding the manner in which banking reform laws (primarily Dodd-Frank and SAFE Act) restricts the ability of the park owner to act as lender of purchase money funds for mobile homes.

This trend originated with owners who are largely financed by private equity (due to lesser restrictions on usage of borrowed or invested capital) but has extended to well-capitalized individual owners. Owners with limited equity and cash found it difficult to follow this trend due to the amount of capital tied up in the homes. There are two significant challenges to this trend. First, the ownership of rental homes ties up capital that cannot be financed within the real estate financing and second, lenders have tended to look negatively at parks with more than a very few park owned rentals. This is beginning to change as some lenders are beginning to understand that the flexibility of this practice helps to improve the financial performance in well managed communities. Lenders fear that in future disputes with the borrower, borrower control over a significant number of homes in the community will result in lender concessions to the borrower downstream that would not otherwise be agreed to. At this time, lenders and the MHC industry are trying to find ways to alleviate these concerns, generally by the use of some yet-to-be-devised security agreement.

Market conditions will continue to encourage this trend in situations where it provides strong, positive income generation in spite of the concern of lenders. Some unregulated lenders (primarily conduits and private equity) are beginning to recognize this as a legitimate market trend, but combinations of real and personal property, release issues, and difficulty in adapting underwriting standards to this practice will continue to restrict this process, as well as the inability of owners to recognize the positive factors in this trend.

The impact of significant numbers of community owned rentals varies from market to market and the market reaction is different in different market segments.

- In general, the effect is muted for the large properties attractive to institutional buyers (REITS, equity funded groups) and in areas of strong rent control in California. In the former instance, the providers of financing are not affected by banking regulations, and in the latter, the COH rentals supersede rent control. In many markets, the operation of rental COH is seen as a part of the overall operation as rentals offer generally faster absorption than sales of homes, and renters are transitioned into owners over time. In this segment, the homes are generally newer, and maintenance costs are moderate.
- In the mid-market segments, the reliance of owners on regulated lenders (GSE's, banks, life insurance companies) see a more significant potential impact, as these lenders will not consider the COH rentals as loan collateral, and in these properties the contribution to income may be significant. In some instances, the park and the COH are sold as a single package, but this has become rarer as the market has generally concluded that any negative impacts should be placed on the price of the COH units rather than on the real estate. In many sales transactions today, the COH (and notes on sold mobile homes) are purchased in a separate, undisclosed and unrecorded transaction. Operationally, the homes in these communities tend to be older and acquired through abandonment or in settlement of debt for unpaid rent. As such, rehab and maintenance costs tend to be significant and consume a significant portion of the marginal income earned from the COH rental.
- In the lower priced segments of the MHC market, the older and smaller homes that populate these communities have nominal value as COH rentals and tend to be sold for nominal prices. In operation, the COH in these communities tend to be minimally profitable but provide an income stream to the park in markets where the tenants cannot afford to purchase homes costing more than a few thousand dollars.

In transactions occurring throughout the western United States, the few transactions that have include a significant number of COH in a combined real and personal property transaction have seen impacts that fall into a range of near zero to 100 basis points in the overall capitalization rate, but these transactions are

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limited as the market has tended to bifurcate the sales into component parts as this has become a more significant part of the market.

In the next 1-3 years, substantial changes in this segment of park ownership and management will occur as a result of a number of trends and megatrends that have already begun to take shape, primarily due to concerns for the market's ability to provide affordable and livable housing in urban market areas, increased availability of borrowed capital to leverage ownership of homes, and unmet demand for housing products that fall in between multifamily and single family rentals in terms of pricing and amenities.

There is no longer a single COH driven market, as was the case in the past. COH rentals are fragmenting into a number of submarkets and categories, driven by local market conditions, supply of housing stock in and out of the MHC, and individual property characteristics. The holding of COH for rentals will be a significant issue in marketing properties and the valuation and evaluation of developments going forward. Market fragmentation has generally led to the creation of the following categories of COH usage by MHC owners and managers:

- Intentional Placement of New and Used Homes-In markets where there are vacant homesites, the quickest way to fill and occupy vacant sites is with the installation of rental units. This is a trend that is rapidly gaining strength in many markets. Demand for rental housing continues to be strong, and manufactured housing offers to tenants the best components of apartment and rental SFR's. In many markets, new and nearly new manufactured homes offer some of the benefits of SFR rentals (lack of common walls, some outdoor space, convenient parking) with the benefits of apartment rentals (lower rental rates, project security, recreational amenities). The strength of the demand side has been well known for the past decade or so, but on the supply side the difficulties of leverage and the need to re-imagine the on-site management function are only now being addressed in a positive manner that increases the financial feasibility of this practice. .
- Defense Against Rent Controls- In California, the more than 100 rent control ordinances generally place limits on increases in space rent, but do not address home rentals. The rental of a home and site combination effectively allows for the charging of market space rent during the duration of the home rental term, and by use of leases and other tools, may take the site out of the rent control regime for the future. This generally involves the rental of a home that is already placed in the community, as homes in rent-controlled jurisdictions often sell for higher prices making it uneconomic for older homes to be pulled and replaced with new homes.
- Rental of Older, Unsalable Homes-In many market areas, there is limited demand for the purchase of used manufactured or mobile homes for a variety of reasons, mostly attributable to poor financing choices for the resident and the regulatory issues that come with park or owner carried loans. Because this market segment is driven by affordability at the lower end of the housing cost spectrum, this practice does not upgrade the park population and often creates resentment with the remaining homeowners.
- Rent-to-Own, Park Financing-A common practice for decades involves the sale of the home to the resident tenant based on a "contract for title" in which title is transferred from the park to the resident when the park carried note is paid off. Confusion over the application of loan regulations and compliance issues to the small (\$10,000-\$20,000) loans that characterize this financing have made it less attractive to park owners. In addition, buyers tend to heavily discount the notes that much be purchased alongside the real estate as these notes cannot be included in the purchase price of the real estate and financed conventionally.
- Bulk Rentals-A small segment, but one that is used in lease-up situations, is the rental of homesites or homes to an affordable housing provider who will use government housing funds (Section 8, etc.) to subsidize the rentals. This is a very small segment, and usually involves the rental of homesites, but in some cases park owners supply the rental homes to the non-profit housing provider.

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The trend of rental homes in parks will continue to be a dynamic issue, and in all likelihood and expanding issue as well. At this point in time, some CMBS lenders are making package loans on the real estate (MHC) and the personal property (homes), and both of the GSE's have been working on lending programs to include the homes as well, but these have not yet been rolled out. Home manufacturers are providing financing for these units to the park under specific program guidelines that allow for good leverage, and greater numbers of operators are using these programs.

**COVID-19-**During March through September of 2020, conversations have been held with several of the most significant acquirers of MHC properties in the western United States. Interviewees include Jeff Fisher (IPI), Elias Weiner (Boa Vida), Alan Yagdari (Skyline Real Estate), and Eric Rollain (Follett, USA) and others who desire to remain confidential in their responses. Operators of multi-park non-profit owners have also been surveyed. The consensus of interviewees is that MHC properties are likely to have lower collection loss issues during the economic downturn due to the prevalent business model in which the tenant is also a homeowner, and looking forward, the affordability of MHC's relative to other residential properties, and the ability of the resident to "control their own space" for those who are less attracted to high density multifamily developments in the post pandemic era. Specific informational points are reported as follows.

- Interviews with management sources have indicated that rent collections during the April to September time periods reflected modest increases in delayed collections, if any at all. Most operators interviewed indicated that there was high expectation of strong collections in April as this was before the mass layoffs. Collections continue to be strong, with 98% to 100% of expected collections reported by virtually all operators surveyed. Interviewees indicate that only a handful of tenants have asked for rent abeyance or forgiveness due to the economic response to the pandemic. A more realistic test will be for the collections in the latter part of the year as the various subsidies run out. However, to this point the operators interviewed remain confident that these losses will be seen in the short term only, and unless there is a repeat spike later in the year, the condition is thought to be characterized by months rather than years.
- A survey of MHC owners by NorthMarq in the first two weeks of April 2020 indicated that 86.7% of the survey respondents collected rents "as usual" in April, with 13% reporting that incentives were offered to qualified tenants, or that rent collections were delayed. Approximately 87% of the respondents indicated an expectation that rent changes over the near term will range from a 5% decline to a 10% increase, with the majority (67%) projecting no change. In looking forward, participants who self-identified as sellers expect that overall rates will be in the Sub-4% to 5.5% range (54% of respondents) while the self-identified buyers were a little more conservative with only 40% reporting expected OAR's in the 4.5%-5.5% range. Bear in mind that this is a national survey, and historically we have seen more aggressive purchase metrics in the west.
- A number of MHC operators have been interviewed in publications. An interview of Sam Landy (President, CEO of UMH Properties) reported in an interview with Patrick Revere at MHIInsider magazine that UMH (115 communities, 18,000 sites) received 86.6% of April 1 rents within the first week of the month. The Revere article stated that many of the operators reported 90% or higher collections during the first week of the month.
- A number of significant operators of MHC portfolios have been interviewed as to collection results each month through the September. The portfolios cover a wide spectrum from affordable housing providers to high quality age-restricted properties. Operators interviewed include professional management companies, owners, and non-profits. Overall, rent collection rates have been in the range of 98-99% of expectations, which is similar to pre-pandemic rates. Factors unique to the industry (tenant ownership of homes, long term residency) have been credited along with the various stimulus packages and support from the federal government that trickles to the tenants.

As of the appraisal date, the future picture is slightly unclear. Owners are relatively confident of near total collection of rents but are concerned in the short term for over-levered properties and parks with high

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population of rental homes. There is some concern that a second wave and an accompanying shutdown in the later part of the year may reduce collections as there is a lack of government financial support. Investment market conditions are seen as being flat in the near term, and while the pace of sales fell in the spring, as lenders came online in the early summer, deals began to be processed and are now being completed. Metrics from current sales and escrows do not reflect discounting. Short term outlooks remain slightly concerned, but long term outlooks are more bullish.

### Local Market Characteristics

According to the Census Bureau, the following mix of housing is found in the local market area.

Housing Types and Reported Occupancy Levels (ACS)		
		Escondido city, California
Jurisdiction:		
Total Housing Units:		53,516
Occupied (per ACS):		51,439
Occupancy Rate (per ACS):		96.10%
Housing Mix:	Number	Penetration
Detached SFR:	25,068	46.8%
Attached SFR:	3,507	6.6%
Multifamily Residences:	19,547	36.5%
Mobile Home:	5,196	9.7%
Boat, RV, Etc.	198	0.4%

Source: U. S. Census Bureau

By comparison, the market penetration for the United States is reported to be 6.6% and for the state of California, the market penetration for mobile homes is 3.9%

The rent survey conducted for this appraisal reveals the following rental rate and occupancy data regarding the properties that are considered most comparable to the subject.

Local Market Summary	
Spaces Surveyed:	856
Vacant Spaces:	2
Occupancy Rate:	100%
High Rent:	\$1,395.00
Low Rent:	\$325.00
Median Rent	\$675.00

The rent survey conducted for this appraisal reveals that local market conditions are strong. Reported vacancies are negligible indicating strong demand for affordable housing in this market. The parks surveyed report a moderate range of rental rates. This moderate range is the result of management policies, tenant appeal, and to some degree, rent controls.. The trend of rental rates is considered to be increasing, based on reports from managers that annual increases approximating or exceeding CPI increases are being imposed.

**Market Positioning of Subject-**The mobile home park market does not exist in a vacuum, and potential resident will choose from alternative housing types (detached residences, rental apartments) as well. Most residents select mobile home parks as an option due to affordability. In general, living in a mobile home park must be more affordable than living in an owned detached residence and cost competitive to apartments of similar size and utility in order for sufficient demand to exist. In this market area, the relationship involving the purchase of a new manufactured home or older mobile home suggests the following:

- The typical household will find the purchase of a detached residence to be generally unaffordable. This price/income relationship determines the manner in which market participants will perceive the alternatives of apartment or land lease housing.
- New manufactured homes on leased land have a lower monthly housing cost relative to detached residences. Generally, a significant price advantage is necessary to support strong demand for new manufactured housing on leased homesites. In this market, the difference is significant. This indicates that new manufactured homes on leased land will likely have good demand in the market.
- Typically priced used mobile homes have a low monthly housing cost as compared to detached residences and a low monthly housing cost relative to apartment rentals. This indicates that demand for used mobile homes should be strong.

These relationships suggest that there is likely to be moderate demand for new manufactured homes and strong demand for older mobile homes on rented or leased home sites, a finding that is confirmed by interviews with local managers conducted during the local market survey.

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**Site Description**

Location-	South of Wanek Rd, East of N. Citrus Ave and North of Valley Pkwy		
Size-	13.91 Acres	Source:	Assessors Records
	605,920 SF		
Dimensions-	Refer to Map Exhibits in Addenda		
Shape-	Irregular		
Topography-	Level		
Drainage-	Appears adequate, but dry weather conditions were present and drainage performance could not be determined.		
Utilities Supplied to Site-	<u>Public Service Available</u>	<u>Connected</u>	<u>Provider/Source</u>
Electricity:	Yes	Yes	SDG&E
Natural Gas:	Yes	Yes	SDG&E
Water:	Yes	Yes	Escondido Water
Sewer:	Yes	Yes	City of Escondido
Comments:	The utility service is presumed to be adequate to serve the highest and best use of the site.		
Street Access-	The site has access from Valley Parkway		
Flood Hazard Zone-	X		
Seismic Zone Designation (USGS)-	4		
Alquist Priolo Zone (California)	No		

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**Zoning**

Jurisdiction:	City of Escondido
Current Zoning Designation:	R-T
Permitted Uses Under Zoning:	Mobile Home Park, Other Residential and Recreational Uses
Intended Use Policy Under Zoning:	The mobilehome residential (R-T) zone is established to provide a mobilehome park setting for family life in single-family detached mobilehomes. No land shall be classified into this zone where such classification would create an R-T zone area of less than four hundred thousand (400,000) square feet.
Conformity of Current Use:	Mobile Home Parks are permitted in the R-T district with a conditional use permit.
Allowable Density Under Zoning:	Not Stated
Specific Use Requirements	For Manufactured Housing Communities:
Maximum Density-	Not Stated
Min. Development Site Size-	9.200 acres
Minimum Individual Site Size-	3,000 SF
Maximum Building Height-	Not Stated
C.U.P. Requirement-	Yes
Parking Requirement (Home Sites)-	2 per unit
Parking Requirement (Guest)-	1 per 10 units for recreation center, laundry, and other parking.

**JOHN P. NEET, MAI****Description of Improvements****Overview**

Project Type:	Mobile Home Park
Total Number of Sites:	129
Number of Other Dwelling Units:	0
Total Number of Units:	129
Density (du/acre):	9.27
Year Constructed:	1971
Overall Quality:	Good
Amenities:	Recreation Center, service kitchen, game rooms, billiards room, pool, playground, car wash
Perimeter Fencing Materials:	Concrete Block & Wood
Security Gates:	None
Interior Street Surface:	Asphalt
Curbing:	Concrete Roll-Up
Laundry Facilities:	1
No. of Washers:	5
No. of Dryers:	3

**Utilities & Metering**

Electricity:	Submetered
Electric Service to Sites:	100 Amp Service Reported
Solar PV Array:	No
Natural Gas:	Submetered
Water:	Unmetered
Sewer:	Not Metered

**Mobile/Manufactured Home Sites**

Typical Widths:	45' to 47'
Typical Depths:	60' to 90'
Singlewide Sites:	0
Multisection Sites:	129
Source of Classification:	Property Owner/Manager
Total	129

Note: There is no universally accepted definition of the minimum size to accommodate a multisection or doublewide mobile or manufactured home. In the typical configuration, which places a tandem carport on side of the home, the site would have to be 14'-15' wider than the home, or approximately 34-35' wide for a 20' wide two-section home or 38-40' wide for a 24' wide two section home. These are the most common sizes, but some older multisection homes are as narrow as 16' and newer units may be as wide as 26'. In high housing cost areas, new homes are sometimes custom built to accommodate unusual site sizes. Some parks feature deeper sites (80'-100'), which allows the parking to be placed in front of the home, reducing the minimum width to 28'-30' for multisection homes. In some cases, the placement of the utility hook-ups may dictate the size of the home that will fit on a given site.



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**Mobile/Manufactured Homes and RV's**

Vacant Sites	0
Travel Trailers/RV's	0
Park Model Units	0
Single Section Units	10
Multi-Section Units	119
Total Occupied Sites	129
MH Age Range, Predominant:	1971 to 2019, 40 years
Typical Price of Used MH:	\$90,000
Typical Price of New MH:	\$190,000

**Parking**

Spaces on Individual Sites:	2
Guest Parking Spaces:	24
Total Parking Spaces:	282
Vehicle Storage Spaces:	6
Storage Type:	Fenced & Locked
No. Stg. Spaces Currently Occupied:	6

**Physical and Functional Ratings**

Physical Condition Rating:	Good
Comments:	Improvements are well maintained
Functional Utility:	Good
Age Restrictions:	Unrestricted Age
Rules Enforcement:	Good. No significant deferred maintenance or other negative issues noted on individual homesites.

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### **Highest and Best Use**

A primary consideration in estimating the market value of a property is the highest and best use of that property. Highest and best use, as applied in this appraisal, is defined as follows:

"The reasonably probable and legal use of the vacant land or an improved property that is physically possible, appropriately supported, financially feasible, and that results in the highest value. The four criteria the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum productivity"<sup>10</sup>

The market value of a property, whether vacant or improved, is based upon the assumption that potential buyers will pay prices that reflect the most profitable use of that property. The existing improvements may or may not represent the highest and best use of the site. For this reason, I have considered the highest and best use of the site both as vacant, and as currently improved.

The extent of the highest and best use analysis is contingent upon several factors, including the potential for a change in the current land use, economic or other conditions that might encourage or discourage such a change in land use, and the considerations made by market participants in the establishment of value for the property type considered. Highest and best use is seldom a consideration in the valuation of manufactured housing communities. Many properties are found on sites that were given use-exclusive zoning after the development of the property to discourage conversion. This limits the ability to determine legally permissible uses outside of this genre. The closure of a manufactured housing community is an expense, and potentially high risk enterprise, and it is seldom contemplated by most market participants. As a result, the Highest and Best Use analysis employed in this appraisal is limited in its scope due to the relative unimportance of its considerations to the valuation. This does not limit the scope of the appraisal.

The determination of the highest and best use of a property is based on an analysis of the subject property, the neighborhood, and the community. Considered are the history, development trends, zoning, and current market conditions relating to the property and its environment.

The four primary criteria that determine highest and best use are as follows:

- 1) Physically Possible,
- 2) Legally Permissible,
- 3) Financially Feasible, and
- 4) Maximally Productive.

### **As Vacant**

**Legally Permissible-**Uses falling into this category include virtually all uses that are not prohibited under the current land use regulations (zoning and general plan). Uses of a low density residential nature are permitted under the current zoning classification and general plan designation. Uses not allowed under the current land use regulations include high density residential uses, commercial and industrial uses. The individual mobile home sites in the subject property, which are the subject of this market rental valuation, are likely prohibited from being improved by residential structures other than mobile or manufactured homes.

**Physically Possible-**The physical characteristics of the site make the site adaptable to a variety of uses. Physically possible uses include a wide variety of land uses, including virtually any use that could be accommodated on a site of the subject's size. There are no significant physical impediments to development

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<sup>10</sup> Source: The Dictionary of Real Estate Appraisal Fifth Edition, Published by the Appraisal Institute, 2010

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that are immediately recognizable. Physical constraints do not significantly narrow the list of uses from the first category.

**Financially Feasible-** Several tools may be utilized to determine uses that are financially feasible. A detailed highest and best use study would typically establish feasibility comparing cost and value of several legally permissible and physically possible uses. The completion of such a study is beyond the scope of this appraisal, and is not considered especially relevant to the valuation of the subject, as the site is currently improved.

For the purposes of this analysis, the following information is considered in the establishment of financial feasibility.

- The mobile/manufactured homes in the subject are well occupied, and there are no reported vacant sites.
- There is ongoing market activity involving the sale transfer of mobile homes in the park between departing and incoming tenants.

This indicates that the market considers current improvement of the individual sites by the purchase or placement of a mobile or manufactured home to be financially feasible.

**Maximum Productivity-**A limited scope review of the financially feasible alternatives indicates that the most feasible alternative is rent the individual sites to park residents, both existing and incoming.

While a detailed highest and best use study is beyond the scope of this assignment, it is my preliminary opinion that development of the individual sites in the subject with modern mobile or manufactured homes would most likely reflect the highest and best use of the sites.

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### **Valuation Process**

Appraisers typically utilize one or more of the three generally accepted appraisal techniques to develop a reasonable opinion of value. Essentially, the three approaches to value adapt the principle of substitution, reasoning that a reasonable and prudent purchaser will not pay more for a property than the cost of acquiring a substitute, whether the substitute be constructed, purchased as built, or consisting of a different type of investment vehicle. The three approaches are:

**Cost Approach-** The reproduction or replacement cost new of the improvements is estimated and reduced by the various forms of obsolescence (physical deterioration, functional obsolescence, and economic or external obsolescence). The depreciated reproduction cost of the improvements is added to the estimated market value of the site, as though vacant and able to be put to its highest and best use, to estimate the market value of the property. In most cases, this approach is only marginally useful, and is not typically employed as a primary tool by most market participants. It is useful in the valuation of relatively new improvements that conform to the highest and best use of the site if vacant. This approach is not useful in analyzing rental value, except in a market dominated by new development of alternatives to the subject, which is not the case here.

**Income Approach-** This approach measures value from the standpoint of an investor rather than a user. It is the measure of the present worth of the future income (property income from rental and eventual sale) expected from the subject property. The net income is capitalized, generally using a market derived overall rate, to arrive at an indicated market value for the property. An alternative application of this approach is the use of a discounted cash flow, in which the net rental income and the eventual sales price of the property are projected and considered as individual cash flows, discounted at a rate that recognizes the cost of capital, and the risk and illiquidity of a real property investment. The net present value of the periodic cash flows represents the market value of the property as derived by this approach. This approach is most widely used by investors active in long term leased investments or multi-tenant properties. This is not an applicable approach for this analysis.

**Comparison Approach-** This technique compares the subject property to other, similar properties that have recently sold. Comparison may be on a physical basis, such as price per square foot or unit, or on an income producing potential basis, such as by use of a gross or net income multiplier. Physical comparisons are not typically given much weight by the investor market (for leased or multi-tenant properties) but are considered relevant by the owner-user market (for single tenant properties). By the same token, income-based comparisons are a form of secondary analysis widely used by investors, but virtually ignored by the owner-user market. The applicability of this approach is highly dependent upon the market in which the property competes, as well as the quality and quantity of market data available for comparison.

For rental valuation, the most applicable methodology is to use the Comparison Approach to compare the actual and offering rates, and the reported trends of rental rates, in competing properties.

### **MHC Market Rental Survey**

The following chart summarizes the findings of the market survey. Quantitative adjustments are made for the differences in the provision of utilities and other services, while differences in quality, appeal, amenities, and other qualitative differences are discussed in the context of local market conditions.

**Source of Data-**The data reported above was obtained from telephonic or in-person interviews with park management personnel during the months of August and September 2020, as well as information obtained from the City of Escondido..

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**Comparable Rental Data**

RENTAL DATA NO.	1 (Subject)	2	3	4	5	6	7	8
PARK NAME	Eastwood Meadows MHP	Ponderosa Mobilehome Park	Greencrest MHP	Greentree ME	Westwinds MHP	Moonglow MHP	Casa de Amigos	Sundance Estates
ADDRESS, CITY	2550 E Valley Pkwy, Escondido	1575 W. Valley Pkwy, Escondido	541 W. 15th Ave., Escondido	1301 S. Hale Ave, Escondido	1411-1415 S. Pine St, Escondido	900 Howard Ave, Escondido	1751 W. Citricado Pkwy, Escondido	2250 N. Broadway, Escondido
NO. SPACES	129	104	130	104	66	97	138	88
APPROX. AGE	49	48	79	41	45	52	50	43
AGE RESTRICTION	Unrestricted Age	Unrestricted Age	Unrestricted Age	Unrestricted Age	Unrestricted Age	Unrestricted Age	Age Restricted	Age Restricted
SINGLEWIDE SPACES (%)	0%	0%	12%	0%	55%	0%	0%	0%
SINGLEWIDE UNITS (%)	8%	8%	58%	9%	59%	8%	5%	0%
OCCUPANCY	100%	100%	100%	100%	100%	100%	100%	100%
FEATURES & AMENITIES	Pool, Clubhouse, Playground, Billiards	Pool, Clubhouse	Pool, Clubhouse	Pool, Clubhouse, Shuffleboard	Clubhouse, Pool	Clubhouse, Pool	Pool, Spa, Clubhouse	Pool, Spa, Clubhouse
VEHICLE STORAGE FEE	\$0.00	\$35.00	N/A	\$50.00	N/A	\$30.00	NA	NA
RENTAL RATES:								
RENT RANGE-LOW	\$331.25	\$450.00	\$325.00	\$356.00	\$325.00	\$575.00	\$675.00	\$675.00
RENT RANGE-HIGH	\$840.00	\$1,180.00	\$650.00	\$825.00	\$695.00	\$650.00	\$875.00	\$875.00
APPROX. AVG. RENT	\$627.92	\$850.00	\$525.00	\$612.00	\$630.00	\$615.00	\$693.00	\$693.00
TRANSFER RATE-LOW	\$580.00	\$1,250.00	\$595.00	\$750.00	\$675.00	\$750.00	\$675.00	\$675.00
TRANSFER RATE-HIGH	\$840.00	\$1,250.00	\$625.00	\$800.00	\$725.00	\$650.00	\$875.00	\$875.00
NEW MOVE-IN RATE-LOW	\$580.00	\$1,250.00	\$595.00	\$750.00	\$675.00	\$650.00	\$875.00	\$875.00
NEW MOVE-IN RATE-HIGH	\$840.00	\$1,250.00	\$625.00	\$800.00	\$725.00	\$650.00	\$875.00	\$875.00
LESSOR PAID SERVICES	Water	None	None	None	None	None	None	WST
ADJUSTMENT	\$0.00	\$20.00	\$20.00	\$20.00	\$2.00	\$20.00	\$20.00	\$40.00
SERVICE ADJUSTED RATES:								
RENT RANGE-LOW	\$331.25	\$470.00	\$345.00	\$376.00	\$327.00	\$595.00	\$695.00	\$695.00
RENT RANGE-HIGH	\$840.00	\$1,200.00	\$670.00	\$845.00	\$697.00	\$670.00	\$895.00	\$895.00
APPROX. AVG. RENT	\$627.92	\$870.00	\$545.00	\$632.00	\$632.00	\$635.00	\$713.00	\$713.00
TRANSFER RATE-LOW	\$580.00	\$1,270.00	\$615.00	\$770.00	\$677.00	\$670.00	\$695.00	\$695.00
TRANSFER RATE-HIGH	\$840.00	\$1,270.00	\$645.00	\$820.00	\$727.00	\$670.00	\$895.00	\$895.00
NEW MOVE-IN RATE-LOW	\$580.00	\$1,270.00	\$615.00	\$770.00	\$677.00	\$670.00	\$695.00	\$695.00
NEW MOVE-IN RATE-HIGH	\$840.00	\$1,270.00	\$645.00	\$820.00	\$727.00	\$670.00	\$895.00	\$895.00
RENTAL AGREEMENT INCREASES		MTM, 5yr, 10 yr. No recent increase	MTM, 5yr, 10 yr. Annually in July 2%-4%	MTM, 5 Yr 3.2% in 1/20	MTM, 5yr, 10 yr. Annually in Jan 3%	MTM, 1 yr lease No recent increase	MTM, Lease 3.4% in 1/20	MTM, Lease NA
RENT CONTROL	City of Escondido	City of Escondido	City of Escondido	City of Escondido	City of Escondido	City of Escondido	City of Escondido	City of Escondido
QUALITY	Good	Good	Average	Good	Average	Good	Good	Good
CONDITION	Good	Good	Good	Good	Good	Good	Good	Good
2019 AVG. RENT PER ESCONDIDO	\$612.03	\$852.29	\$519.48	\$612.00	\$630.23	\$481.93	\$673.68	\$1,012.35

File No. 20-098/Eastwood Meadows/Escondido, CA/ Bessire and Casenhizer, Inc.

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**Comments on Data-**All comparisons are from the subject's immediate market area, and all are subject to the City of Escondido rent control ordinance.

The rent control ordinance, as the result of a court decision, allows rents to be negotiated between an incoming tenant and the park management, but the City of Escondido has established rules and guidelines that discourage such negotiations, which limit the reliance that may be placed on recent rental transactions to indicate market rental transactions. The ordinance freezes rents at the level of January 1, 1986 and increases are only allowed under the ordinance if approved by the City. The rent increase approval process includes the filing of a "long form" application and a \$5,800 application fee, a review of the application by city staff and an inspection of the property for code violations, and a public hearing process<sup>11</sup>. The rent control board is given a narrow range of considerations that can be made before an increase (or no increase) is determined. The City has also provided a so-called "short form" application that allows the park to increase rent to the lower of 8% or 90% of the increase in the CPI for all tenants, although the City is allowed to determine that a lesser amount is appropriate. However, in order for the park owner to use the short-form application, the park cannot increase rent in a tenant to tenant transaction by more than 8% of the average rent in the park or 8% of the rent charged to the outgoing tenant. There is also a maximum rent that can be charged for controlled space, which is currently \$950/month. The "short form" process has been popular, and according to the City website, 185 applications have been approved.

The importance of this information in estimating market rent for mobile home parks in Escondido is that the rental rates resulting from transactions cannot be considered as market rental transactions for determining market rent if the short form restrictions determine the rent for incoming tenants.

**Qualitative Considerations-**The survey includes both all age and age restricted communities. Unlike design specific apartments, mobile home parks designated as senior parks do not have design restrictions that differ from all age parks, and in the City of Escondido, a number of formerly "55+" communities have been converted to all-age parks.

Of the parks surveyed, only Rental Data Nos. 2 and 8 charging rents that exceed the thresholds, and there have been transactions reported that have reached as high as \$1,180/month in Data No. 2 and \$1,365 in Data No. 8. The average rent in these parks is less, in the \$850 to \$1,000 range, but the average is pushed to a lower level by the large number of homesites that have not turned over. All of the remaining properties report incoming rent that falls into the "short form" restrictions.

If the amount of rent allowed to be charged is determined by a formula such as is required for the short form application, the rents that result from such a transaction can only be considered as indications of the lower level of market rents. The incoming tenant is able to accept or reject the predetermined rent, while the owner is only allowed to accept the lower rent level allowed. The consequence of not accepting the formula determined rent is the loss of near automatic CPI based increases for the remainder of the homesites. As a result, in this market the market rental rate for the subject must fall between the higher of the formulaic increases and the rents charged to incoming tenants in Rental Data Nos. 2 and 8.

The comparable rental data suggests a market rental rate in the range of \$895 (Data No. 7) to \$1,200 (Data No. 2) based on the preponderance of evidence taken from the survey. This includes the adjustment for water provided by the park owner in the subject.

<sup>11</sup> According to the City of Escondido, the average "long form" application contains 3,132 pages indicating the onerous nature of the process.

**JOHN P. NEET, MAI**

**Recent Transactions in Subject**-The most recent rental transactions that have been reported<sup>12</sup> in the subject include the following:

Space No.	Date of Transaction	Rental Rate
76	Jul-20	\$840
71	Apr-20	\$840
33	Apr-20	\$840
54	Feb-20	\$820
46	Aug-19	\$580

Source: Property Manager

These transactions were reported under the "short form" limitations and are considered indicative of the lower limit of market rents for the reasons stated. These transactions indicate that market rents for the subject are at least \$840/month. This is lower than the indications provided by Data No. 2.

**Market Rental Rates**-Based on this market data and analysis, I have concluded that a market rental rate opinion of **\$1,020.00 per month** is appropriate for the subject.

<sup>12</sup> Data reported by owner and confirmed with available information from provided rent roll. Independent review of rental agreement not made.

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**Appendix I- Current Rent Roll**

Space Count	Site Nos.	Phys. Occ. Site	COH	Rented COH	Provided Rent Roll	Physically Occupied	Income Producing	Site Rentals Only (No COH)	Comments	PGI from Site Rents (Current)
Totals	129	129	1	1	\$81,214	\$81,214	\$81,214	\$80,374		\$81,214
1	1	1			\$666.84	\$666.84	\$666.84	\$666.84		\$666.84
2	2	1			\$687.38	\$687.38	\$687.38	\$687.38		\$687.38
3	3	1			\$401.39	\$401.39	\$401.39	\$401.39		\$401.39
4	4	1			\$784.83	\$784.83	\$784.83	\$784.83		\$784.83
5	5	1			\$733.81	\$733.81	\$733.81	\$733.81		\$733.81
6	6	1			\$395.35	\$395.35	\$395.35	\$395.35		\$395.35
7	7	1			\$758.89	\$758.89	\$758.89	\$758.89		\$758.89
8	8	1			\$554.64	\$554.64	\$554.64	\$554.64		\$554.64
9	9	1			\$380.30	\$380.30	\$380.30	\$380.30		\$380.30
10	10	1			\$600.55	\$600.55	\$600.55	\$600.55		\$600.55
11	11	1			\$705.48	\$705.48	\$705.48	\$705.48		\$705.48
12	12	1			\$526.58	\$526.58	\$526.58	\$526.58		\$526.58
13	13	1			\$721.00	\$721.00	\$721.00	\$721.00		\$721.00
14	14	1			\$580.14	\$580.14	\$580.14	\$580.14		\$580.14
15	15	1			\$549.54	\$549.54	\$549.54	\$549.54		\$549.54
16	16	1			\$380.30	\$380.30	\$380.30	\$380.30		\$380.30
17	17	1			\$677.03	\$677.03	\$677.03	\$677.03		\$677.03
18	18	1			\$818.40	\$818.40	\$818.40	\$818.40		\$818.40
19	19	1			\$732.31	\$732.31	\$732.31	\$732.31		\$732.31
20	20	1			\$728.76	\$728.76	\$728.76	\$728.76		\$728.76
21	21	1			\$381.86	\$381.86	\$381.86	\$381.86		\$381.86
22	22	1			\$396.91	\$396.91	\$396.91	\$396.91		\$396.91
23	23	1			\$526.58	\$526.58	\$526.58	\$526.58		\$526.58
24	24	1			\$727.38	\$727.38	\$727.38	\$727.38		\$727.38
25	25	1			\$806.73	\$806.73	\$806.73	\$806.73		\$806.73
26	26	1			\$615.83	\$615.83	\$615.83	\$615.83		\$615.83
27	27	1			\$734.01	\$734.01	\$734.01	\$734.01		\$734.01
28	28	1			\$703.51	\$703.51	\$703.51	\$703.51		\$703.51
29	29	1			\$378.79	\$378.79	\$378.79	\$378.79		\$378.79
30	30	1			\$705.83	\$705.83	\$705.83	\$705.83		\$705.83
31	31	1			\$526.58	\$526.58	\$526.58	\$526.58		\$526.58
32	32	1			\$715.40	\$715.40	\$715.40	\$715.40		\$715.40
33	33	1			\$840.00	\$840.00	\$840.00	\$840.00		\$840.00
34	34	1			\$766.50	\$766.50	\$766.50	\$766.50		\$766.50
35	35	1			\$651.55	\$651.55	\$651.55	\$651.55		\$651.55
36	36	1			\$546.98	\$546.98	\$546.98	\$546.98		\$546.98
37	37	1			\$718.20	\$718.20	\$718.20	\$718.20		\$718.20
38	38	1			\$740.95	\$740.95	\$740.95	\$740.95		\$740.95
39	39	1			\$820.80	\$820.80	\$820.80	\$820.80		\$820.80
40	40	1			\$677.04	\$677.04	\$677.04	\$677.04		\$677.04
41	41	1			\$721.47	\$721.47	\$721.47	\$721.47		\$721.47
42	42	1			\$536.79	\$536.79	\$536.79	\$536.79		\$536.79
43	43	1			\$626.03	\$626.03	\$626.03	\$626.03		\$626.03
44	44	1			\$727.92	\$727.92	\$727.92	\$727.92		\$727.92
45	45	1			\$729.53	\$729.53	\$729.53	\$729.53		\$729.53
46	46	1			\$580.14	\$580.14	\$580.14	\$580.14	Dealer	\$580.14
47	47	1			\$703.74	\$703.74	\$703.74	\$703.74		\$703.74
48	48	1			\$656.63	\$656.63	\$656.63	\$656.63		\$656.63
49	49	1			\$766.50	\$766.50	\$766.50	\$766.50		\$766.50
50	50	1			\$365.23	\$365.23	\$365.23	\$365.23		\$365.23



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51	51	1			\$377.26	\$377.26	\$377.26	\$377.26	\$377.26
52	52	1			\$410.42	\$410.42	\$410.42	\$410.42	\$410.42
53	53	1			\$700.00	\$700.00	\$700.00	\$700.00	\$700.00
54	54	1			\$820.00	\$820.00	\$820.00	\$820.00	\$820.00
55	55	1			\$641.34	\$641.34	\$641.34	\$641.34	\$641.34
56	56	1			\$776.72	\$776.72	\$776.72	\$776.72	\$776.72
57	57	1			\$706.91	\$706.91	\$706.91	\$706.91	\$706.91
58	58	1			\$704.67	\$704.67	\$704.67	\$704.67	\$704.67
59	59	1			\$700.00	\$700.00	\$700.00	\$700.00	\$700.00
60	60	1			\$557.19	\$557.19	\$557.19	\$557.19	\$557.19
61	61	1			\$741.77	\$741.77	\$741.77	\$741.77	\$741.77
62	62	1			\$369.77	\$369.77	\$369.77	\$369.77	\$369.77
63	63	1			\$740.95	\$740.95	\$740.95	\$740.95	\$740.95
64	64	1			\$689.07	\$689.07	\$689.07	\$689.07	\$689.07
65	65	1			\$533.74	\$533.74	\$533.74	\$533.74	\$533.74
66	66	1			\$651.55	\$651.55	\$651.55	\$651.55	\$651.55
67	67	1			\$813.60	\$813.60	\$813.60	\$813.60	\$813.60
68	68	1	1	1	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00
69	69	1			\$389.34	\$389.34	\$389.34	\$389.34	\$389.34
70	70	1			\$383.97	\$383.97	\$383.97	\$383.97	\$383.97
71	71	1			\$840.00	\$840.00	\$840.00	\$840.00	\$840.00
72	72	1			\$756.75	\$756.75	\$756.75	\$756.75	\$756.75
73	73	1			\$586.62	\$586.62	\$586.62	\$586.62	\$586.62
74	74	1			\$689.07	\$689.07	\$689.07	\$689.07	\$689.07
75	75	1			\$600.55	\$600.55	\$600.55	\$600.55	\$600.55
76	76	1			\$840.00	\$840.00	\$840.00	\$840.00	\$840.00
77	77	1			\$692.52	\$692.52	\$692.52	\$692.52	\$692.52
78	78	1			\$715.25	\$715.25	\$715.25	\$715.25	\$715.25
79	79	1			\$684.30	\$684.30	\$684.30	\$684.30	\$684.30
80	80	1			\$626.03	\$626.03	\$626.03	\$626.03	\$626.03
81	81	1			\$750.67	\$750.67	\$750.67	\$750.67	\$750.67
82	82	1			\$753.94	\$753.94	\$753.94	\$753.94	\$753.94
83	83	1			\$752.61	\$752.61	\$752.61	\$752.61	\$752.61
84	84	1			\$380.30	\$380.30	\$380.30	\$380.30	\$380.30
85	85	1			\$710.35	\$710.35	\$710.35	\$710.35	\$710.35
86	86	1			\$386.33	\$386.33	\$386.33	\$386.33	\$386.33
87	87	1			\$756.18	\$756.18	\$756.18	\$756.18	\$756.18
88	88	1			\$384.78	\$384.78	\$384.78	\$384.78	\$384.78
89	89	1			\$370.25	\$370.25	\$370.25	\$370.25	\$370.25
90	90	1			\$820.00	\$820.00	\$820.00	\$820.00	\$820.00
91	91	1			\$549.54	\$549.54	\$549.54	\$549.54	\$549.54
92	92	1			\$712.55	\$712.55	\$712.55	\$712.55	\$712.55
93	93	1			\$715.40	\$715.40	\$715.40	\$715.40	\$715.40
94	94	1			\$722.18	\$722.18	\$722.18	\$722.18	\$722.18
95	95	1			\$797.69	\$797.69	\$797.69	\$797.69	\$797.69
96	96	1			\$808.19	\$808.19	\$808.19	\$808.19	\$808.19
97	97	1			\$733.63	\$733.63	\$733.63	\$733.63	\$733.63
98	98	1			\$709.21	\$709.21	\$709.21	\$709.21	\$709.21
99	99	1			\$331.25	\$331.25	\$331.25	\$331.25	\$331.25
100	100	1			\$753.39	\$753.39	\$753.39	\$753.39	\$753.39
101	101	1			\$631.14	\$631.14	\$631.14	\$631.14	\$631.14
102	102	1			\$377.29	\$377.29	\$377.29	\$377.29	\$377.29
103	103	1			\$534.66	\$534.66	\$534.66	\$534.66	\$534.66
104	104	1			\$792.73	\$792.73	\$792.73	\$792.73	\$792.73
105	105	1			\$371.27	\$371.27	\$371.27	\$371.27	\$371.27
106	106	1			\$387.10	\$387.10	\$387.10	\$387.10	\$387.10
107	107	1			\$718.58	\$718.58	\$718.58	\$718.58	\$718.58
108	108	1			\$386.29	\$386.29	\$386.29	\$386.29	\$386.29
109	109	1			\$590.34	\$590.34	\$590.34	\$590.34	\$590.34

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110	110	1	\$386.33	\$386.33	\$386.33	\$386.33	\$386.33
111	111	1	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
112	112	1	\$384.83	\$384.83	\$384.83	\$384.83	\$384.83
113	113	1	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
114	114	1	\$686.94	\$686.94	\$686.94	\$686.94	\$686.94
115	115	1	\$362.20	\$362.20	\$362.20	\$362.20	\$362.20
116	116	1	\$590.34	\$590.34	\$590.34	\$590.34	\$590.34
117	117	1	\$752.68	\$752.68	\$752.68	\$752.68	\$752.68
118	118	1	\$566.36	\$566.36	\$566.36	\$566.36	\$566.36
119	119	1	\$734.58	\$734.58	\$734.58	\$734.58	\$734.58
120	120	1	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
121	121	1	\$715.40	\$715.40	\$715.40	\$715.40	\$715.40
122	122	1	\$407.38	\$407.38	\$407.38	\$407.38	\$407.38
123	123	1	\$766.50	\$766.50	\$766.50	\$766.50	\$766.50
124	124	1	\$701.01	\$701.01	\$701.01	\$701.01	\$701.01
125	125	1	\$488.81	\$488.81	\$488.81	\$488.81	\$488.81
126	126	1	\$370.77	\$370.77	\$370.77	\$370.77	\$370.77
127	127	1	\$742.76	\$742.76	\$742.76	\$742.76	\$742.76
128	128	1	\$395.34	\$395.34	\$395.34	\$395.34	\$395.34
129	129	1	\$715.40	\$715.40	\$715.40	\$715.40	\$715.40

## **ADDENDA**

**PROVIDED RENT ROLL**

Eastwood Meadows  
2550 E. Valley Parkway  
Escondido  
CA  
92027

B and C

Rent Roll

FOR

7/2020

PRINTED ON

07/16/2020

## Attachment 1

CU #	Site #	Status	Resident	Account Summary			Current Charge Detail			Security Deposit	Base Rent	Market Rent
				Total Amount Due	Current Month Pay	Prev Mo End Bal	Current Month Chg	Base Rent	Utilities	Other Charges	Online Credits	Move In Date
1	1	MH Resident Occupied	1 Gonzalo Perez	\$0.00	-\$683.05	\$0.00	\$683.06	\$666.84	\$175.90	\$20.31	\$0.00	1-Aug-03
2	2	MH Resident Occupied	1 Ody Fabin	\$0.00	-\$809.80	\$0.00	\$809.80	\$807.38	\$101.91	\$20.31	\$0.00	1-Sep-05
3	3	MH Resident Occupied	1 Mara Ratic	\$0.00	-\$810.73	\$0.00	\$810.73	\$401.39	\$89.03	\$20.31	\$0.00	1-Dec-09
4	4	MH Resident Occupied	1 Rose Ann Rosa	\$0.00	-\$892.09	\$0.00	\$892.09	\$784.83	\$126.95	\$20.31	\$0.00	27-Oct-18
5	5	MH Resident Occupied	1 Cesar Silva	\$0.00	-\$809.83	\$0.00	\$809.85	\$733.81	\$145.73	\$20.31	\$0.00	27-Oct-18
6	6	MH Resident Occupied	1 Ashtoy Beltran	\$0.00	-\$854.08	\$0.00	\$854.08	\$835.35	\$138.72	\$20.31	\$0.00	1-Dec-14
7	7	MH Resident Occupied	1 Agustín Sanchez	\$0.00	-\$913.62	\$0.00	\$913.62	\$739.89	\$134.42	\$20.31	\$0.00	10-Dec-01
8	8	MH Resident Occupied	1 Barbara Coteles	\$0.00	-\$653.19	\$0.00	\$653.19	\$564.64	\$76.24	\$20.31	\$0.00	1-Oct-16
9	9	MH Resident Occupied	1 Evans Middleton	\$0.00	-\$818.06	\$0.00	\$818.06	\$380.30	\$217.45	\$20.31	\$0.00	3-Jun-09
10	10	MH Resident Occupied	1 Cheraline Stevens Lewis	\$0.00	-\$771.20	\$0.00	\$771.20	\$800.55	\$210.34	\$20.31	\$0.00	1-Nov-06
11	11	MH Resident Occupied	1 Martin Solo	\$0.00	-\$854.76	\$0.00	\$854.76	\$706.48	\$128.98	\$20.31	\$0.00	8-Mar-01
12	12	MH Resident Occupied	1 Jose Velazquez	\$0.00	-\$890.34	\$0.00	\$890.34	\$628.68	\$143.45	\$20.31	\$0.00	1-Sep-13
13	13	MH Resident Occupied	1 Ericka Guerrero	\$0.00	-\$879.02	\$0.00	\$879.02	\$721.00	\$137.71	\$20.31	\$0.00	1-Dec-08
14	14	MH Resident Occupied	1 Kathleen Ritten	\$0.00	-\$860.46	\$0.00	\$860.46	\$590.14	\$230.01	\$20.31	\$0.00	1-Sep-11
15	15	MH Resident Occupied	1 Andy Newman	\$0.00	-\$791.23	\$0.00	\$791.23	\$549.54	\$221.38	\$20.31	\$0.00	1-Jun-00
16	16	MH Resident Occupied	1 Tony Torres	\$0.00	-\$490.57	\$0.00	\$490.57	\$380.30	\$80.36	\$20.31	\$0.00	3-Jan-00
17	17	MH Resident Occupied	1 Domingo Saria	\$0.00	-\$1,147.52	\$0.00	\$1,147.52	\$677.03	\$370.18	\$100.31	\$0.00	2-Sep-07
18	18	MH Resident Occupied	1 Walter Szymon	\$0.00	-\$1,153.97	\$0.00	\$1,153.97	\$818.40	\$314.85	\$20.31	\$0.00	1-Dec-05
19	19	MH Resident Occupied	1 Wilson Young	\$0.00	-\$912.98	\$0.00	\$912.98	\$732.31	\$160.36	\$20.31	\$0.00	3-Jun-19
20	20	MH Resident Occupied	1 Roberto Sanchez	\$0.00	-\$872.21	\$0.00	\$872.21	\$728.76	\$123.14	\$20.31	\$0.00	1-Nov-11
21	21	MH Resident Occupied	1 Mortensen Kenneth	\$0.00	-\$614.71	\$0.00	\$614.71	\$381.86	\$212.64	\$20.31	\$0.00	1-Jun-13
22	22	MH Resident Occupied	1 Carl Abby	\$0.00	-\$501.42	\$0.00	\$501.42	\$398.91	\$84.20	\$20.31	\$0.00	1-Oct-08
23	23	MH Resident Occupied	1 Robert Ruda	\$0.00	-\$651.34	\$0.00	\$651.34	\$426.68	\$104.45	\$20.31	\$0.00	17-Jan-09
24	24	MH Resident Occupied	1 Martin Castaneda	\$0.00	-\$884.08	\$0.00	\$884.08	\$727.38	\$197.18	\$20.31	\$0.00	15-May-15
25	25	MH Resident Occupied	1 Karina Daniels	\$0.00	-\$1,185.73	\$0.00	\$1,185.73	\$808.73	\$388.89	\$20.31	\$0.00	23-Apr-18
26	26	MH Resident Occupied	1 Michelle Taylor	\$0.00	-\$844.81	\$0.00	\$844.81	\$676.83	\$207.97	\$20.31	\$0.00	1-Oct-07
27	27	MH Resident Occupied	1 Carmen Verdugo	\$0.00	-\$887.48	\$0.00	\$887.48	\$734.01	\$192.15	\$20.31	\$0.00	1-Feb-11
28	28	MH Resident Occupied	1 Hector Meneses	\$0.00	-\$837.48	\$0.00	\$837.48	\$703.91	\$137.66	\$20.31	\$0.00	1-Jun-10
29	29	MH Resident Occupied	1 Suzanne Cisle	\$0.00	-\$444.01	\$0.00	\$444.01	\$374.79	\$43.81	\$20.31	\$0.00	12-May-00
30	30	MH Resident Occupied	1 Manuel Romero	\$0.00	-\$843.22	\$0.00	\$843.22	\$705.89	\$217.08	\$20.31	\$0.00	1-Sep-13

Eastwood Meadows  
2550 E. Valley Parkway  
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## B and C

## Rent Roll

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Account Summary									
CD #	Site #	Status	Resident	Total Amount Due	Current Month Pay	Prorated End Bal	Current Month Chg	Base Rent	Current Charge Detail
31	31	Mt. Resident Occupied	1 Kathleen Wada	\$0.00	-\$806.51	\$0.00	\$806.51	\$526.58	Utilities
32	32	Mt. Resident Occupied	1 Javier Llamas	\$0.00	-\$816.57	\$0.00	\$816.57	\$715.40	Utilities
33	33	Mt. Resident Occupied	1 Cristobal Bautista	-\$0.48	-\$1,093.00	-\$0.90	\$1,093.42	\$728.11	Utilities
34	34	Mt. Resident Occupied	1 Janet Johns	\$0.00	-\$1,187.98	\$0.00	\$1,187.98	\$400.77	Utilities
35	35	Mt. Resident Occupied	1 Gustavo Martinez	\$0.00	-\$763.66	\$0.00	\$763.66	\$591.80	Utilities
36	36	Mt. Resident Occupied	1 Luis Sanchez	\$0.00	-\$856.93	\$0.00	\$856.93	\$592.24	Utilities
37	37	Mt. Resident Occupied	1 Frank Ravasaba	\$0.00	-\$970.04	\$0.00	\$970.04	\$718.20	Utilities
38	38	Mt. Resident Occupied	1 Delfino Mendida	\$0.00	-\$874.57	\$0.00	\$874.57	\$740.55	Utilities
39	39	Mt. Resident Occupied	1 Jose Sanchez	-\$0.31	-\$1,000.00	\$0.00	\$868.69	\$713.37	Utilities
40	40	Mt. Resident Occupied	1 Estel Parra	-\$0.50	-\$873.00	-\$10.00	\$882.53	\$787.04	Utilities
41	41	Mt. Resident Occupied	1 Stephen Koonce	\$0.00	-\$900.36	\$0.00	\$900.36	\$721.47	Utilities
42	42	Mt. Resident Occupied	1 Leticia Enriquez	\$0.00	-\$898.84	\$0.00	\$898.84	\$536.79	Utilities
43	43	Mt. Resident Occupied	1 Ignacio Bernardino	\$0.00	-\$753.83	\$0.00	\$753.83	\$741.54	Utilities
44	44	Mt. Resident Occupied	1 Juan Zavala	\$0.00	-\$900.86	\$0.00	\$900.86	\$727.82	Utilities
45	45	Mt. Resident Occupied	1 Fernando Sautano	\$0.00	-\$867.57	\$0.00	\$867.57	\$729.53	Utilities
46	46	Mt. Resident Occupied - R	1 public homes	\$7,504.83	\$0.00	\$6,851.52	\$653.33	\$520.14	Utilities
47	47	Mt. Resident Occupied	1 Larnon Jernany	\$0.00	-\$908.59	\$0.00	\$908.59	\$703.74	Utilities
48	48	Mt. Resident Occupied	1 Logan Darrell	\$0.00	-\$851.10	\$0.00	\$851.10	\$734.16	Utilities
49	49	Mt. Resident Occupied	1 Santiago Rocha	\$0.00	-\$1,022.72	\$0.00	\$1,022.72	\$756.50	Utilities
50	50	Mt. Resident Occupied	1 Roy Gray	\$0.00	-\$541.89	\$0.00	\$541.89	\$525.91	Utilities
51	51	Mt. Resident Occupied	1 Susan Bieleck	\$0.00	-\$519.41	\$0.00	\$519.41	\$537.26	Utilities
52	52	Mt. Resident Occupied	1 Amanda Sanchez	\$0.00	-\$810.88	\$0.00	\$810.88	\$717.93	Utilities
53	53	Mt. Resident Occupied	1 Irene Bernardino	\$0.00	-\$893.19	\$0.00	\$893.19	\$772.88	Utilities
54	54	Mt. Resident Occupied	1 Adelina Perez	\$0.00	-\$894.39	\$0.00	\$894.39	\$54.06	Utilities
55	55	Mt. Resident Occupied	1 Rachel and David Landolt	\$0.00	-\$1,032.75	\$0.00	\$1,032.75	\$571.10	Utilities
56	56	Mt. Resident Occupied	1 Felix Schotter	\$0.00	-\$804.20	\$0.00	\$804.20	\$776.72	Utilities
57	57	Mt. Resident Occupied	1 Hecel Agustin	\$0.00	-\$840.61	\$0.00	\$840.61	\$708.93	Utilities
58	58	Mt. Resident Occupied	1 Jose Arceiz	\$0.00	-\$982.14	\$0.00	\$982.14	\$704.67	Utilities
59	59	Mt. Resident Occupied	1 Raul Martinez	\$0.00	-\$893.97	\$0.00	\$893.97	\$720.00	Utilities
60	60	Mt. Resident Occupied	1 Brian Skoon	-\$0.00	-\$728.03	\$0.00	\$728.03	\$557.19	Utilities
									Other Charges
									Other Credits
									Move In
									Security Deposit
									Base Rent
									Market Rent
31	31	Mt. Resident Occupied	1 Kathleen Wada	\$0.00	-\$806.51	\$0.00	\$806.51	\$526.58	\$840.00
32	32	Mt. Resident Occupied	1 Javier Llamas	\$0.00	-\$816.57	\$0.00	\$816.57	\$715.40	\$840.00
33	33	Mt. Resident Occupied	1 Cristobal Bautista	-\$0.48	-\$1,093.00	-\$0.90	\$1,093.42	\$728.11	\$840.00
34	34	Mt. Resident Occupied	1 Janet Johns	\$0.00	-\$1,187.98	\$0.00	\$1,187.98	\$400.77	\$840.00
35	35	Mt. Resident Occupied	1 Gustavo Martinez	\$0.00	-\$763.66	\$0.00	\$763.66	\$591.80	\$840.00
36	36	Mt. Resident Occupied	1 Luis Sanchez	\$0.00	-\$856.93	\$0.00	\$856.93	\$592.24	\$840.00
37	37	Mt. Resident Occupied	1 Frank Ravasaba	\$0.00	-\$970.04	\$0.00	\$970.04	\$718.20	\$840.00
38	38	Mt. Resident Occupied	1 Delfino Mendida	\$0.00	-\$874.57	\$0.00	\$874.57	\$740.55	\$840.00
39	39	Mt. Resident Occupied	1 Jose Sanchez	-\$0.31	-\$1,000.00	\$0.00	\$868.69	\$713.37	\$840.00
40	40	Mt. Resident Occupied	1 Estel Parra	-\$0.50	-\$873.00	-\$10.00	\$882.53	\$787.04	\$840.00
41	41	Mt. Resident Occupied	1 Stephen Koonce	\$0.00	-\$900.36	\$0.00	\$900.36	\$721.47	\$840.00
42	42	Mt. Resident Occupied	1 Leticia Enriquez	\$0.00	-\$898.84	\$0.00	\$898.84	\$536.79	\$840.00
43	43	Mt. Resident Occupied	1 Ignacio Bernardino	\$0.00	-\$753.83	\$0.00	\$753.83	\$741.54	\$840.00
44	44	Mt. Resident Occupied	1 Juan Zavala	\$0.00	-\$900.86	\$0.00	\$900.86	\$727.82	\$840.00
45	45	Mt. Resident Occupied	1 Fernando Sautano	\$0.00	-\$867.57	\$0.00	\$867.57	\$729.53	\$840.00
46	46	Mt. Resident Occupied - R	1 public homes	\$7,504.83	\$0.00	\$6,851.52	\$653.33	\$520.14	\$840.00
47	47	Mt. Resident Occupied	1 Larnon Jernany	\$0.00	-\$908.59	\$0.00	\$908.59	\$703.74	\$840.00
48	48	Mt. Resident Occupied	1 Logan Darrell	\$0.00	-\$851.10	\$0.00	\$851.10	\$734.16	\$840.00
49	49	Mt. Resident Occupied	1 Santiago Rocha	\$0.00	-\$1,022.72	\$0.00	\$1,022.72	\$756.50	\$840.00
50	50	Mt. Resident Occupied	1 Roy Gray	\$0.00	-\$541.89	\$0.00	\$541.89	\$525.91	\$840.00
51	51	Mt. Resident Occupied	1 Susan Bieleck	\$0.00	-\$519.41	\$0.00	\$519.41	\$537.26	\$840.00
52	52	Mt. Resident Occupied	1 Amanda Sanchez	\$0.00	-\$810.88	\$0.00	\$810.88	\$717.93	\$840.00
53	53	Mt. Resident Occupied	1 Irene Bernardino	\$0.00	-\$893.19	\$0.00	\$893.19	\$772.88	\$840.00
54	54	Mt. Resident Occupied	1 Adelina Perez	\$0.00	-\$894.39	\$0.00	\$894.39	\$54.06	\$840.00
55	55	Mt. Resident Occupied	1 Rachel and David Landolt	\$0.00	-\$1,032.75	\$0.00	\$1,032.75	\$571.10	\$840.00
56	56	Mt. Resident Occupied	1 Felix Schotter	\$0.00	-\$804.20	\$0.00	\$804.20	\$776.72	\$840.00
57	57	Mt. Resident Occupied	1 Hecel Agustin	\$0.00	-\$840.61	\$0.00	\$840.61	\$708.93	\$840.00
58	58	Mt. Resident Occupied	1 Jose Arceiz	\$0.00	-\$982.14	\$0.00	\$982.14	\$704.67	\$840.00
59	59	Mt. Resident Occupied	1 Raul Martinez	\$0.00	-\$893.97	\$0.00	\$893.97	\$720.00	\$840.00
60	60	Mt. Resident Occupied	1 Brian Skoon	-\$0.00	-\$728.03	\$0.00	\$728.03	\$557.19	\$840.00

Eastwood Meadows  
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Account Summary										Current Charge Detail					
CU #	Sta #	Status	Resident	Total Amount Due	Current Month Pay	Prior Mo. End Bal	Current Month Chg	Base Rent	Utilities	Other Charges	Other Credits	Move In Date	Security Deposit	Base Rent	Market Rent
61	61	Mt. Resident Occupied	1 Diana Hutchinson	\$0.00	-\$50.00	\$0.00	\$850.09	\$741.77	\$88.01	\$20.31	\$0.00	1-Sep-15	\$0.00	\$741.77	\$840.00
62	62	Mt. Resident Occupied	1 Echeverre/Maria	\$0.00	-\$479.04	\$0.00	\$470.04	\$366.72	\$79.96	\$20.31	\$0.00	1-Feb-95	\$0.00	\$369.77	\$840.00
63	63	Mt. Resident Occupied	1 Hector Maldonado	\$0.00	-\$812.74	\$0.00	\$812.74	\$740.95	\$51.48	\$20.31	\$0.00	1-Apr-11	\$0.00	\$740.95	\$840.00
64	64	Mt. Resident Occupied	1 Luis Zuniga	\$0.00	-\$878.90	\$0.00	\$878.96	\$699.67	\$169.88	\$20.31	\$0.00	1-Aug-14	\$0.00	\$701.47	\$840.00
65	65	Mt. Resident Occupied	1 Elizabeth Cummins	\$0.00	-\$702.12	\$0.00	\$702.12	\$583.74	\$148.07	\$20.31	\$0.00	1-Jul-01	\$0.00	\$583.74	\$840.00
66	66	Mt. Resident Occupied	1 Ramona Aguayo	\$2.00	-\$848.72	\$0.00	\$848.72	\$681.55	\$174.86	\$20.31	\$0.00	1-Mar-03	\$0.00	\$651.55	\$840.00
67	67	Mt. Resident Occupied	1 Michael White	\$0.00	-\$1,027.40	\$0.00	\$1,027.00	\$813.60	\$193.09	\$20.31	\$0.00	1-Jan-19	\$0.00	\$813.60	\$840.00
68	68	Mt. Resident Occupied	1 Barbara Cartwright	\$1.50	-\$900.00	\$0.00	\$898.50	\$644.00	\$28.10	\$20.31	\$0.00	24-Sep-20	\$0.00	\$644.00	\$840.00
69	69	Mt. Resident Occupied	1 Ernest Kodyan	\$0.00	-\$324.00	\$0.00	\$324.00	\$306.34	\$174.35	\$20.31	\$0.00	6-Sep-77	\$0.00	\$389.04	\$840.00
70	70	Mt. Resident Occupied	1 Robert Hatch	\$0.00	-\$582.97	\$0.00	\$582.97	\$380.97	\$178.69	\$20.31	\$0.00	28-Feb-94	\$0.00	\$383.97	\$840.00
71	71	Mt. Resident Occupied	1 Javier Lirioquez	\$0.00	-\$830.47	\$0.00	\$830.47	\$644.00	\$70.16	\$20.31	\$0.00	8-Apr-20	\$0.00	\$644.00	\$840.00
72	72	Mt. Resident Occupied	1 Melton Rojas	\$0.28	-\$340.00	\$0.33	\$339.75	\$756.75	\$182.85	\$20.31	\$0.00	18-Sep-16	\$0.00	\$756.75	\$840.00
73	73	Mt. Resident Occupied	1 Gloria Aroniz	\$0.00	-\$892.09	\$0.00	\$892.09	\$586.62	\$85.16	\$20.31	\$0.00	1-Jul-70	\$0.00	\$586.62	\$840.00
74	74	Mt. Resident Occupied	1 Minerva Vargas	\$0.00	-\$875.54	\$0.00	\$875.54	\$689.07	\$186.16	\$20.31	\$0.00	15-Sep-05	\$0.00	\$689.07	\$840.00
75	75	Mt. Resident Occupied	1 Maria Campillo	\$0.00	-\$730.07	\$0.00	\$730.07	\$600.55	\$109.21	\$20.31	\$0.00	16-Apr-96	\$0.00	\$600.55	\$840.00
76	76	Mt. Resident Occupied	1 Jane Henry	-\$91.01	-\$896.00	\$0.00	\$896.00	\$640.00	\$37.05	\$21.30	\$0.00	2-Jul-20	\$0.00	\$640.00	\$840.00
77	77	Mt. Resident Occupied	1 Karen Hall	\$0.00	-\$842.20	\$0.00	\$842.20	\$692.52	\$129.37	\$20.31	\$0.00	1-Oct-10	\$0.00	\$692.52	\$840.00
78	78	Mt. Resident Occupied	1 Maribeth Chavez	\$0.00	-\$835.54	\$0.00	\$835.54	\$715.25	\$99.96	\$20.31	\$0.00	1-Oct-10	\$0.00	\$715.25	\$840.00
79	79	Mt. Resident Occupied	1 Suzanne Mordon	\$0.00	-\$865.44	\$0.00	\$865.44	\$684.30	\$160.83	\$20.31	\$0.00	1-Aug-11	\$0.00	\$684.30	\$840.00
80	80	Mt. Resident Occupied	1 Ilene Hujnib	\$0.00	-\$794.67	\$0.00	\$794.67	\$679.03	\$148.27	\$20.31	\$0.00	1-Jul-07	\$0.00	\$679.03	\$840.00
81	81	Mt. Resident Occupied	1 Laura James	\$0.00	-\$1,084.44	\$0.00	\$1,084.44	\$750.67	\$323.46	\$20.31	\$0.00	1-Jan-14	\$0.00	\$750.67	\$840.00
82	82	Mt. Resident Occupied	1 Antonio Guerrero	\$0.00	-\$872.81	\$0.00	\$872.81	\$753.94	\$89.59	\$20.31	\$0.00	1-Mar-14	\$0.00	\$753.94	\$840.00
83	83	Mt. Resident Occupied	1 Barbara Benjeter	\$0.00	-\$945.81	\$0.00	\$945.81	\$752.61	\$172.89	\$20.31	\$0.00	1-Aug-15	\$0.00	\$752.61	\$840.00
84	84	Mt. Resident Occupied	1 Sharon Penance	\$0.00	-\$880.89	\$0.00	\$880.89	\$380.30	\$380.26	\$20.31	\$0.00	1-Jun-04	\$0.00	\$380.30	\$840.00
85	85	Mt. Resident Occupied	1 Sue Nash	\$0.00	-\$867.07	\$0.00	\$867.07	\$710.35	\$126.41	\$20.31	\$0.00	31-Aug-17	\$0.00	\$723.23	\$840.00
86	86	Mt. Resident Occupied	1 Jean Wingee	\$0.00	-\$663.11	\$0.75	\$663.16	\$686.36	\$157.62	\$20.31	\$0.00	1-Oct-92	\$0.00	\$686.36	\$840.00
87	87	Mt. Resident Occupied	1 Casiano Mendoza Lopez	\$0.00	-\$916.59	\$0.00	\$916.59	\$765.18	\$140.10	\$20.31	\$0.00	18-Jan-16	\$0.00	\$765.18	\$840.00
88	88	Mt. Resident Occupied	1 Fran Fabian	\$0.00	-\$556.74	\$0.00	\$556.74	\$386.78	\$151.65	\$20.31	\$0.00	1-Jun-86	\$0.00	\$386.78	\$840.00
89	89	Mt. Resident Occupied	1 Ermasine Ponce	\$0.00	-\$331.55	\$0.00	\$331.55	\$370.26	\$140.90	\$20.31	\$0.00	1-Jan-80	\$0.00	\$370.25	\$840.00
90	90	Mt. Resident Occupied	1 Juan Gabriel Lopez	\$0.00	-\$1,088.76	\$0.00	\$1,088.76	\$820.00	\$228.45	\$20.31	\$0.00	3-Jul-20	\$0.00	\$820.00	\$840.00

Eastwood Meadows  
2550 E. Valley Parkway  
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Account Summary									
Cd #	Str #	Status	Resident	Total Amount Due	Current Month Pay	Pror Mo End Bal	Current Month Chg	Base Rent	Current Change Detail
91	01	Mlt Resident Occupied	1 Rick Jorda	\$0.00	-\$185.28	\$0.00	\$815.28	\$549.54	Utilities \$245.43
92	02	Mlt Resident Occupied	1 Joy Andrews	\$0.00	-\$387.93	\$0.00	\$607.93	\$712.55	Charges \$20.31
93	03	Mlt Resident Occupied	1 Mayquel Medina	\$0.00	-\$908.50	\$0.00	\$108.50	\$175.40	Credits \$0.00
94	04	Mlt Resident Occupied	1 Billy Wilson	\$0.00	-\$949.45	\$0.00	\$849.45	\$108.69	1-Jul-17 \$172.79
95	05	Mlt Resident Occupied	1 Stephen Lewis	\$789.20	\$0.00	-\$170.39	\$959.59	\$141.59	1-Sep-14 \$20.31
96	06	Mlt Resident Occupied	1 Pearl B Reese	\$0.00	-\$394.95	\$0.00	\$394.95	\$166.45	1-Jan-15 \$20.31
97	07	Mlt Resident Occupied	1 Mario Latsama	\$0.00	-\$634.67	\$0.00	\$634.67	\$80.63	1-Jul-17 \$20.31
98	08	Mlt Resident Occupied	1 Mitch Johnston	\$0.00	-\$906.64	\$0.00	\$906.64	\$207.12	1-Apr-15 \$20.31
99	09	Mlt Resident Occupied	1 Patsy Lancaster	\$0.00	-\$566.06	\$0.00	\$566.06	\$214.50	1-Aug-05 \$20.31
100	100	Mlt Resident Occupied	1 Hector Lopez	\$0.00	-\$630.69	\$0.00	\$630.69	\$160.18	1-Oct-03 \$20.31
101	101	Mlt Resident Occupied	1 Lizbeth Hannon	\$0.00	-\$535.57	\$0.00	\$535.57	\$279.24	1-Aug-05 \$20.31
102	102	Mlt Resident Occupied	1 Edrick Morales	\$0.00	-\$703.83	\$0.00	\$703.83	\$141.87	1-Dec-03 \$20.31
103	103	Mlt Resident Occupied	1 Danna Dipeoluomo	\$0.00	-\$1,100.00	\$0.00	\$1,100.00	\$148.88	1-Jun-06 \$20.31
104	104	Mlt Resident Occupied	1 Jose Renteria	\$18.72	-\$1,100.00	\$0.00	\$1,100.00	\$263.68	1-Dec-07 \$20.31
105	105	Mlt Resident Occupied	1 Holy Poppet	\$0.00	-\$526.39	\$0.00	\$526.39	\$20.31	1-Jun-06 \$20.31
106	106	Mlt Resident Occupied	1 Matthew Richard	\$0.00	-\$477.60	\$0.00	\$477.60	\$70.49	1-Jun-06 \$20.31
107	107	Mlt Resident Occupied	1 Margarito Perez Chavez	\$0.00	-\$810.85	\$0.00	\$810.85	\$71.86	1-Feb-13 \$20.31
108	108	Mlt Resident Occupied	1 Kaitlyn Mator	\$576.24	\$0.00	-\$0.87	\$575.11	\$172.51	1-Aug-06 \$20.31
109	109	Mlt Resident Occupied	1 Gonzalo Badenas	\$0.00	-\$812.38	\$0.00	\$812.38	\$207.73	1-Dec-06 \$20.31
110	110	Mlt Resident Occupied	1 Tamara Jaramila	\$0.00	-\$385.30	\$0.00	\$385.30	\$176.95	1-Jun-06 \$20.31
111	111	Mlt Resident Occupied	1 Gloria Ariza	\$0.00	-\$1,087.17	\$0.00	\$1,087.17	\$268.86	12-Sep-19 \$20.31
112	112	Mlt Resident Occupied	1 George Wells	\$0.00	-\$1,026.04	\$0.00	\$1,026.04	\$120.60	1-Jun-06 \$20.31
113	113	Mlt Resident Occupied	1 Arnolda Guzman	\$0.00	-\$389.87	\$0.00	\$389.87	\$178.56	1-Apr-19 \$20.31
114	114	Mlt Resident Occupied	1 Graciela Hernandez	\$0.00	-\$877.32	\$0.00	\$877.32	\$270.07	1-Jun-06 \$20.31
115	115	Mlt Resident Occupied	1 Antonio Villalobos	\$0.00	-\$508.14	\$0.00	\$508.14	\$125.63	1-Mar-00 \$20.31
116	116	Mlt Resident Occupied	1 Guadalupe Camacho	\$0.00	-\$740.76	\$0.00	\$740.76	\$109.10	1-Jun-06 \$20.31
117	117	Mlt Resident Occupied	1 Ramon Ontiveros	\$0.00	-\$395.08	\$0.00	\$395.08	\$122.09	1-May-11 \$20.31
118	118	Mlt Resident Occupied	1 Mary Luperino	\$0.00	-\$904.45	\$0.00	\$904.45	\$97.78	1-Jun-09 \$20.31
119	119	Mlt Resident Occupied	1 Daisy Serrano	\$0.00	-\$387.77	\$0.00	\$387.77	\$177.88	1-Jan-14 \$20.31
120	120	Mlt Resident Occupied	1 antoneta	\$0.00	-\$397.77	\$0.00	\$397.77	\$166.43	28-Oct-19 \$20.31
									Security Deposit \$0.00
									Base Rent \$549.54
									Market Rent \$712.55
									\$715.40
									\$722.16
									\$737.69
									\$808.18
									\$793.63
									\$709.23
									\$331.25
									\$753.39
									\$631.14
									\$377.29
									\$534.66
									\$792.73
									\$371.27
									\$387.10
									\$718.58
									\$386.29
									\$590.34
									\$386.33
									\$600.00
									\$384.65
									\$800.00
									\$586.94
									\$362.20
									\$390.33
									\$752.68
									\$586.36
									\$734.55
									\$800.00
									\$840.00



Eastwood Meadows  
2550 E. Valley Parkway  
Escondido  
CA  
92027

B and C

Rent Roll

FOR

7/2/20

PRINTED ON

07/16/2020

## Account Summary

## Current Charge Detail

CR #	Site #	Status	Resident	Total Amount Due	Current Month Pay	Prior Mo. End Bal.	Current Month Chg	Base Rent	Utilities	Other Charges	Other Credits	Move In Date	Security Deposit	Base Rent	Market Rent
121	121	MH- Resident Occupied	Jose Medina	\$0.00	-\$835.61	\$0.00	\$835.61	\$715.40	\$99.50	\$20.31	\$0.00	1-Sep-11	\$0.00	\$715.40	\$840.00
122	122	MH- Resident Occupied	Donna Martin	\$0.00	-\$465.88	\$0.00	\$465.88	\$407.38	\$38.19	\$20.31	\$0.00	1-Jun-14	\$0.00	\$407.38	\$840.00
123	123	MH- Resident Occupied	Luis Velazquez	\$0.00	-\$942.83	\$0.00	\$942.83	\$768.50	\$156.02	\$20.31	\$0.00	1-Sep-17	\$0.00	\$768.50	\$840.00
124	124	MH- Resident Occupied	Humberto Palmonin	\$0.00	-\$831.38	\$0.00	\$831.38	\$701.01	\$140.05	\$20.31	\$0.00	1-Mar-13	\$0.00	\$701.01	\$840.00
125	125	MH- Resident Occupied	Irma Areola	-\$300.00	-\$947.87	\$0.00	\$947.87	\$488.61	\$188.65	\$70.31	-\$100.00	1-Aug-98	\$0.00	\$488.61	\$840.00
126	126	MH- Resident Occupied	Marco Mendez	\$0.00	-\$476.94	\$0.00	\$476.94	\$370.77	\$65.86	\$20.31	\$0.00	5-Jan-98	\$0.00	\$370.77	\$840.00
127	127	MH- Resident Occupied	Juan Rodriguez	\$0.00	-\$908.42	\$0.00	\$908.42	\$742.76	\$143.35	\$20.31	\$0.00	1-May-14	\$0.00	\$742.76	\$840.00
128	128	MH- Resident Occupied	Susan Salgado	\$0.00	-\$730.44	\$0.00	\$730.44	\$395.34	\$313.78	\$20.31	\$0.00	1-Aug-89	\$0.00	\$395.34	\$840.00
129	129	MH- Resident Occupied	Jorge Alvarez	\$0.00	-\$897.06	\$0.00	\$897.06	\$716.40	\$181.38	\$20.31	\$0.00	1-Oct-13	\$0.00	\$716.40	\$840.00
Total:				\$8,482.06	-\$103,104.52	\$6,888.28	\$104,618.40	\$81,213.76	\$20,643.88	\$2,900.98	-\$200.00		\$487.46	\$161,291.26	\$708,350.00

Attachment "1"

## **AUTHORIZATION**

**JOHN P. NEET, MAI**

APPRAISAL &amp; CONSULTING SERVICES FOR MANUFACTURED HOUSING COMMUNITIES AND RV PARKS

July 14, 2020

Mr. Keith Casenhiser  
 Bessire and Casenhiser, Inc.  
 430 S. San Dimas Ave.  
 San Dimas, CA 91773

Re: Eastwood Meadows MH Community, 2550 E Valley Parkway, Escondido, CA  
 Escondido MHP West, 2700 E. Valley Parkway, Escondido, CA

Mr. Casenhiser:

I am pleased to submit a proposal to provide the following consulting services regarding the captioned property:

Scope of Work: To provide the following analysis and opinions for support of a discretionary rent increase application for the subject property:

- 1) Market rent survey and opinion of appropriately supported rent under rules and ordinances of Escondido, CA for the purposes of establishing appropriate rent for Long Form Application for rent increase. Separate reports issued for each property.

Timing: Within 15 working days of receiving requested information (see below).

Appraisal Fee: \$4,500 to be paid upon completion. Client agrees that unpaid amounts more than 30 days past due will be charged interest at the maximum rate permitted by applicable law. Note that this fee only applies to the scope of work described above, and additional work will be governed by the attached Consulting Agreement or separate authorization. This fee does not include attendance or testimonies, and does not include review of reports prepared by other parties.

## Requested Information:

- a) Rent Roll applicable to date of request.
- b) Name and phone number of contact person for additional information requests.
- c) Any information that you believe should be considered in the analysis.

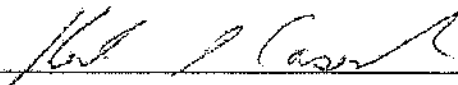
Please call if any of the above requested information is not readily available. If you have any questions, please call me at 951-461-7755. A signed copy of this agreement may be faxed to me at 951-346-3558 or emailed to [appraisals@johnneet.com](mailto:appraisals@johnneet.com) to initiate file set up. I look forward to working with you in this appraisal assignment.

Sincerely,



John P. Neet, MAI

Accepted by:



Date 7/16/2020

26845 JEFFERSON AVENUE, SUITE A  
 (951) 461-7755 FAX (951) 346-3558

MURRIETA, CA 92562  
[valuations@johnneet.com](mailto:valuations@johnneet.com)

# JOHN P. NEET, MAI

APPRAISAL & CONSULTING SERVICES FOR MANUFACTURED HOUSING COMMUNITIES AND RV PARKS

## MARKET RENTAL VALUE APPRAISAL-SCOPE OF WORK

The normal scope of work for a complete market rental value appraisal consists of the following tasks and analyses.

### Physical Inspections

The property will be inspected by a member of the firm as identified in the Certification statement in the appraisal who is qualified to complete an appraisal inspection. The inspection will include a visit to the neighborhood to determine current land use and economic trends, and a site visit. The inspection of the site will be sufficiently thorough to describe the subject site and improvements to the extent necessary for an appraisal assignment. This inspection will only include areas of the site and improvements that are immediately accessible, and will not include areas that are not normally accessible to the public. An appraisal inspection is not synonymous with a physical needs assessment; code compliance inspection, mechanical inspection, or other inspection typically conducted by engineers or licensed inspectors. Properties considered as comparable market data points will be viewed by a member of the firm.

### Research

The scope of the research will be determined by the appraiser and will be sufficient to support appraisal conclusions. Current market conditions in the geographic market area and in the market specific to the existing development and use will be investigated. Other areas of inquiry will include: 1) significant legal restrictions on the use or income generating ability of the property, 2) sufficient rental data to support an estimate of market rental rates for the subject, and 3) sufficient comparable sales data regarding mobile homes in the subject and other parks necessary to support conclusions regarding property rights transferred from the property owner to the tenant under any rent control scheme that might be present. The selection of and the quantity of market data points considered will be the responsibility of the appraiser.

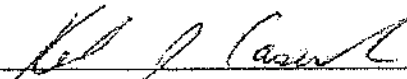
### Analysis and Projections

The analysis will be sufficiently detailed to support the conclusions of the analysis. The analysis will be based largely on the property survey methodology as outlined in the Uniform Standards of Professional Appraisal Practice (USPAP) and The Appraisal of Real Estate, 12<sup>th</sup> Edition Published by the Appraisal Institute. The value indications reached by the applicable approaches will be reconciled into an estimate of market rental value.

### Issued Report of Appraisal Analysis and Conclusions

The appraisal report will be written in per the requirements of USPAP Standard 2 for "self contained", "summary", or "restricted" reports as determined by agreement between the appraiser and client. A "restricted use" appraisal report will be authorized for the clients use only, and may not be distributed to persons other than the client.

Accepted by (Client Signature) \_\_\_\_\_



Date 7/16/2020

26845 JEFFERSON AVENUE, SUITE A  
MURRIETA, CA 92562  
(951) 461-7755 Fax (51) 346-3558

P.O. Box 1379  
LAKE ELSINORE, CA 92531  
valuations@johnneet.com

## PROFESSIONAL SERVICES AGREEMENT

This agreement is entered into as of the dates set forth at the end of this Agreement by and between *John P. Neet, MAI* (hereinafter "Consultant") and *Bessire & Casenhiser, Inc.* (hereinafter "Client"). If the client is an attorney or firm, and the party responsible for payment of fees is another person or entity, both parties must sign.

Matter: Long form rent increase application for Eastwood Meadows and Mobileparks West

### 1. RETENTION

- 1.1 Consultant will be available to commence work for a Client upon receipt of a retainer.
- 1.2 Consultant agrees not to work for any other person or party involved in this case on matters relating to this case for two weeks after he is verbally retained, or upon acceptance of the retainer set forth below. Should the two weeks lapse without receipt of a retainer, Consultant is free to accept work from any other party.

### 2. SERVICES TO BE PERFORMED

- 2.1 Consultant agrees to perform consulting and/or expert witness services as requested by Client and in connection with such services agrees to perform such investigation, document review, studies and research so as to be able to consult with Client and/or advise Client as an expert witness with respect to Consultant's findings. Consultant agrees to verbally report his facts, conclusions and findings to Client and, if desired by Client, Consultant will prepare a written report and cause it to be sent or delivered to client. Consultant also agrees to assist in trial preparation and to testify as an expert witness in those areas in which he is qualified.
- 2.2 The full scope of Consultant's work will be determined as the matter proceeds, and will be subject to the needs and requests of Client. Consultant and Client agree that Consultant will be performing services to this Agreement as an Independent Contractor.
- 2.3 Upon request, Consultant will provide an estimate of the time and costs it will take to perform the work outlined by the Client. If it becomes apparent to Consultant that he will need to exceed the estimates provided to complete his work, he will provide Client with a revised estimate and shall proceed only after being granted permission by Client.

---

### 3. CONFIDENTIALITY

- 3.1 Consultant agrees to retain all non-public information obtained from Client as confidential and agrees not to release or discuss any of such information unless Consultant has obtained the prior consent of Client or is otherwise forced, compelled, or required to disclose this information by operation of law or applicable government authority.

### 4. COMPENSATION

- 4.1 Fees are billed to the Client by the tenth of an hour with a minimum charge of .2 of an hour as follows:
  - 4.1.1 Travel time at TWO HUNDRED FIFTY dollars (\$250.00) per hour. (Not charged for appearances in San Diego or Riverside Counties).
  - 4.1.2 Testimony or appearance at public hearing, trial or deposition or other at THREE HUNDRED FIFTY dollars (\$350) per hour. This rate applies to time spent waiting to testify as well as actual time testifying. There is no reduction in hourly rate if testimony on a specific day is cancelled or postponed.
  - 4.1.3 All other work including research, report preparation and telephone calls, TWO HUNDRED FIFTY dollars (\$250) per hour.
- 4.2 When in the local area away from the Consultant's office, time is billed from the time of departure

from Consultant's office until the time of return.

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4.4 A minimum retainer of \$1,000.00 is charged for each case. This amount is a non-refundable minimum fee charged. Billings for services performed or expenses incurred will be charged against the retainer until such time as it is exhausted.

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4.6 Notwithstanding the Agreement of Consultant to bill Client at an hourly rate in one tenth of an hour increments for services performed, the following minimum fees will be due, whether or not Consultant is required to spend the amount of time necessary to result in these minimum fees if time was charged on an hourly basis. The minimum fees and types of services exclusive of travel to which they apply are as follows:

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4.8 Certain professional work will be completed on a "fixed-fee" basis, with the fee disclosed to the client in a separate "scope of work" agreement, and hourly rates will not be charged for that portion of the work.

## 5. EXPENSES

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7.1 This Agreement may be terminated by Client upon 15 days written notice for any reason. Upon termination of Consultants services by Client, Client shall immediately pay all fees and expenses incurred by Consultant, subject to receipt of an appropriate bill.

7.2 Consultant may terminate this Agreement upon fifteen (15) days written notice if payments are not made within 60 days of the date billing is mailed. This does not relieve Client in any way from payment for services rendered or expenses incurred.

**8. DISPUTE RESOLUTION**

8.1 The parties agree that any action which is required to be filed to enforce the terms of this Agreement may be filed in Riverside County, State of California but this shall not preclude either party from bringing an action in any other county which represents the proper venue for such an action.

8.2 In the event that either party is required to retain the services of an attorney to enforce the provisions of this Agreement, then in such case the Client agrees to pay reasonable attorney's fees and all costs and expenses incurred by Consultant including collection costs, provided that Consultant is the prevailing party in said matter either by settlement, litigation or otherwise.

**9. GOVERNING LAW**

9.1 All actions arising out of the performance of this Agreement shall be governed by the laws of the State of California.

The parties do hereby execute this Agreement on the date set forth below.

Date - \_\_\_\_\_  
John P. Neet, Consultant

Date - Mark J. Casper  
Client Signature

Date - \_\_\_\_\_  
Person Responsible for Payment (If different than named client)

## PROFESSIONAL SERVICES AGREEMENT

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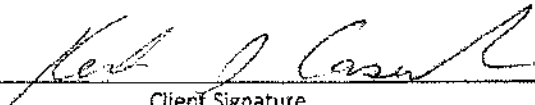
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Date - \_\_\_\_\_  
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## **PROFESSIONAL QUALIFICATIONS/CURRICULUM VITAE**

**PROFESSIONAL QUALIFICATIONS**  
**JOHN P. NEET, MAI**

**LICENSES AND MEMBERSHIPS:****Appraisal Institute**

Member-Designation No. 7728; currently certified under the Appraisal Institute's mandatory continuing education requirements

**Licensed Real Estate Appraiser**

California Certified General Appraiser No. AG003494, Certified through 3/14/2022

Arizona Certified General Appraiser No. 31052, Certified through 4/30/2021

Nevada Certified General Appraiser No. A.0004661-CG Certified through 5/31/2021

Oregon Certified General Appraiser No. C001020, Certified through 3/31/2022

Washington Certified General Appraiser No. 1102053, Certified through 3/14/2022

Idaho Certified General Appraiser No. CGA-3435, Certified through 3/14/2021

Colorado Certified General Appraiser No. CG100047400, Certified through 12/31/2020

Texas Certified General Appraiser No. TX 1380441G, Certified through 5/31/2021

Temporary Certifications Obtained in New Mexico, Minnesota, Utah, South Dakota, Wisconsin

**Licensed Real Estate Broker**

Texas Brokers License No. 322708 (Inactive)

**EXPERIENCE:**

1988-Present

**John P. Neet, MAI, Real Estate Appraiser & Consultant**

Owner of firm specializing in valuation and consultation with a primary concentration on manufactured housing communities, mobile home parks, and RV parks, leasehold and quasi-leasehold valuations, public acquisition valuations, valuations for rated and un-rated bond issues and resident conversions, MHC & RVP subdivisions, expert testimony, and appraisal review. Non-appraisal experience includes cash flow projections, rent control financial analysis and consultancy, market studies and analysis, and financial performance analysis for manufactured housing communities and RV parks. Qualified as an expert in United States District Court, in state courts in Orange, Riverside, San Diego, and San Bernardino Counties in California and Federal Bankruptcy Courts in California, Texas, and Nevada.

1981-1987

**Terrence F. Wood & Co. Corpus Christi, Texas**

Appraisal and review of all property types; special emphasis on income producing, development, and resort properties; expert testimony in bankruptcy and foreclosure proceedings. Qualified as expert in district courts and Federal Bankruptcy Courts.

1978-1980

**Home Savings and Loan Los Angeles, California**

Chief Appraiser, Conventional Loans-Manager in charge of training and review of appraisal staff.  
 Staff Appraiser-valuation of single and multi-family properties.

**EDUCATION:****CALIFORNIA STATE UNIVERSITY AT NORTHRIDGE**

Business Administration

**APPRAISAL INSTITUTE**

Courses 101, 102, and 201 (SREA)

Courses 1-A, 1-B, 2-1, 2-2, 2-3 (AIREA)

Courses 410, 420, 700 (AI)

**INTERNATIONAL RIGHT OF WAY ASSOCIATION**

Easement Valuation

**RECENT SEMINARS:**

USPAP Updates, FIRREA Requirements, Standards of Professional Practice Updates, Litigation Practices, Green Buildings & Wind/Solar Power in Real Estate Applications, HP12-C Seminar, Land Regulations, Easement Valuations, Retail Market, Limited Appraisals and Report Writing, Annual Regional Economic Forecast Workshops & Seminars, Manufactured Housing Community Law Seminars and Operations seminars, Regression Analysis, Condominium Conversions, Highest & Best Use Analysis.



**2023 ANNUAL  
PERMIT TO OPERATE**

PERMIT NO. 0023-05

DATED : 2/8/2023

0

**CITY OF ESCONDIDO – CODE COMPLIANCE  
ENFORCEMENT AGENCY**

**AMENDED**

PARK ID NO.
37-0797

**Park Name and Address**

**Eastwood Meadows Mobile  
Home Park  
2550 E. Valley Pkwy.  
Escondido, CA 92027**

CONDITIONAL  
USES:

INC. or UNC.	MOBILEHOME LOTS WITH DRAINS	RECREATIONAL VEHICLE LOTS WITH DRAINS	LOTS WITHOUT DRAINS	TOTAL LOTS
INC				129

Permit to Operate Fee	\$140.00
129 Spaces @ \$10.00	\$1,290.00
Annual State Fee	\$400.00
Park Maint. 129 @ \$4.00	\$516.00

**OWNER:**

Bart Thomsen  
Eastwood Meadows MHP, LLC  
301 E. 17<sup>th</sup> St., Ste. 208  
Costa Mesa, CA 92627

THIS PERMIT IS ISSUED IN ACCORDANCE WITH THE PROVISIONS OF THE CALIFORNIA HEALTH AND SAFETY CODE AND IS SUBJECT TO SUSPENSION OR REVOCATION AS PROVIDED THEREIN. THIS PERMIT IS NOT TRANSFERABLE. THE ENFORCEMENT AGENCY SHALL BE NOTIFIED WITHIN 30 DAYS OF ANY CHANGE OF NAME, OWNERSHIP, OR OPERATOR.

**POST IN A CONSPICUOUS PLACE**

HCD 503B (7/04)

**THIS PERMIT EXPIRES DECEMBER 31, 2023**

**Crystal Bembry**

---

**From:** Chad  
**Sent:** Thursday, July 6, 2023 7:09 PM  
**To:** Dominique Clark  
**Cc:** Eric W. Bunge; Tara Matthews; Keith; Margaret; Crystal Bembry; Holly Nelson  
**Subject:** Re: Eastwood Meadows - Income & Expense Documentation - Update 5.18.23

Thank you!

Sent from my iPhone

On Jul 6, 2023, at 6:46 PM, Dominique Clark <dclark@webrsg.com> wrote:

Hi Chad,

As Holly mentioned in her 6/27 email, she is out of the office until July 18<sup>th</sup>. However, I was able to confirm with other City staff today that changing the applicant name to Bessire & Casenhiser would be fine since it would match the manager listed on the Permit to Operate.

Thank you,

**Dominique Clark**

**<image001.png>**

714.316.2143 (Direct)

California DRE License #01989248

**From:** Chad <chad@bessire-casenhiser.com>  
**Date:** Wednesday, July 5, 2023 at 4:44 PM  
**To:** Holly Nelson <hnelson@escondido.org>, Dominique Clark <dclark@webrsg.com>  
**Cc:** Eric W. Bunge <ebunge@escondido.org>, Tara Matthews <tmatthews@webrsg.com>, Keith <kcasen@bessire-casenhiser.com>, Margaret <margaret@bessire-casenhiser.com>, Crystal Bembry <cbembry@bessire-casenhiser.com>  
**Subject:** RE: Eastwood Meadows - Income & Expense Documentation - Update 5.18.23

Good afternoon. Considering the information you noted below and the fact that we have been managing the property for many years, would it be acceptable to simply change the applicant name to Bessire & Casenhiser?

Either Keith Casenhiser or I have been the applicant on every short form application for the last 20 years and this has not been an issue.

Please let me know.

Thank you.

**Chad Casenhiser**  
*Vice President of Operations*  
 DRE #01705695

<image002.jpg>

**BESSIRE AND CASENHISER, INC.**  
*manufactured housing management and investments*

430 S. San Dimas Ave.  
 San Dimas, CA 91773

Office #: (909) 594-0501, ext. 36  
 Email: [chad@bessire-casenhiser.com](mailto:chad@bessire-casenhiser.com)

<image003.jpg>

**From:** Holly Nelson <hnelson@escondido.org>

**Sent:** Tuesday, June 27, 2023 9:32 AM

**To:** Chad <chad@bessire-casenhiser.com>; 'Dominique Clark' <dclark@webrsg.com>

**Cc:** Eric W. Bunge <ebunge@escondido.org>; 'Tara Matthews' <tmatthews@webrsg.com>; Keith <kcasen@bessire-casenhiser.com>; Margaret <margaret@bessire-casenhiser.com>; Crystal Bemby <cbembry@bessire-casenhiser.com>

**Subject:** RE: Eastwood Meadows - Income & Expense Documentation - Update 5.18.23

Hi Chad,

The City's rent control ordinance defines "Owner" as: "the owner or operator of a mobilehome park or an agent or representative authorized to act on said owner's or operator's behalf in connection with the maintenance or operation of such park." EMC 29-101. An "owner" can file a rent increase application. EMC 29-104.

If Escondido Mobilepark West Two is leasing the property and is acting as the operator of the mobilehome park, then yes, they would fit the definition of "owner" contained in the City's code, and can submit the rent increase application.

In reviewing the Permit to Operate, the mobilehome park lists "BESSIRE AND CASENHISER" as the manager, and they are the ones who seem to be handling the application, so it would seem that they are authorized to act on the operator's behalf.

Can you please provide the City with documentation that reflects the relationship between Escondido Mobilepark West Two and Eastwood Meadows Mobilehome Park LLC (that could be a copy of the lease or whatever other document they have that reflects that relationship), and documentation that shows that Escondido Mobilepark West Two has authority to operate the park (since the current Permit to Operate only mentions Eastwood Meadows Mobilehome Park LLC)?

Thank you,  
 Holly

<image004.jpg>

Holly Nelson, LCSW  
 Housing & Neighborhood Services Manager  
 City Manager's Office | City of Escondido  
 Direct: 760-839-4518



Confidentiality Statement: This communication contains information that may be confidential, and it may also be legally privileged or otherwise exempt from required disclosure. If you are not the intended recipient, please do not read, distribute or copy this communication and please delete the message from your computer.

**From:** Holly Nelson  
**Sent:** Monday, June 26, 2023 12:06 PM  
**To:** 'Chad' <[chad@bessire-casenhiser.com](mailto:chad@bessire-casenhiser.com)>; Dominique Clark <[dclark@webrsg.com](mailto:dclark@webrsg.com)>  
**Cc:** Eric W. Bunge <[ebunge@escondido.org](mailto:ebunge@escondido.org)>; Tara Matthews <[tmatthews@webrsg.com](mailto:tmatthews@webrsg.com)>; Keith <[kcasen@bessire-casenhiser.com](mailto:kcasen@bessire-casenhiser.com)>; Margaret <[margaret@bessire-casenhiser.com](mailto:margaret@bessire-casenhiser.com)>; Crystal Bembry <[cbembry@bessire-casenhiser.com](mailto:cbembry@bessire-casenhiser.com)>  
**Subject:** RE: Eastwood Meadows - Income & Expense Documentation - Update 5.18.23

Hi Chad,

We are looking into this matter, but hope to have an answer for you soon.

Thank you,  
Holly

<image004.jpg>

Holly Nelson, LCSW  
Housing & Neighborhood Services Manager  
City Manager's Office | City of Escondido  
Direct: 760-839-4518  
[www.escondido.org](http://www.escondido.org)

Confidentiality Statement: This communication contains information that may be confidential, and it may also be legally privileged or otherwise exempt from required disclosure. If you are not the intended recipient, please do not read, distribute or copy this communication and please delete the message from your computer.

**From:** Chad <[chad@bessire-casenhiser.com](mailto:chad@bessire-casenhiser.com)>  
**Sent:** Friday, June 23, 2023 2:00 PM  
**To:** Dominique Clark <[dclark@webrsg.com](mailto:dclark@webrsg.com)>  
**Cc:** Eric W. Bunge <[ebunge@escondido.org](mailto:ebunge@escondido.org)>; Tara Matthews <[tmatthews@webrsg.com](mailto:tmatthews@webrsg.com)>; Keith <[kcasen@bessire-casenhiser.com](mailto:kcasen@bessire-casenhiser.com)>; Margaret <[margaret@bessire-casenhiser.com](mailto:margaret@bessire-casenhiser.com)>; Holly Nelson <[hnelson@escondido.org](mailto:hnelson@escondido.org)>; Crystal Bembry <[cbembry@bessire-casenhiser.com](mailto:cbembry@bessire-casenhiser.com)>  
**Subject:** Re: Eastwood Meadows - Income & Expense Documentation - Update 5.18.23

Is there any update on how we should handle this? I would really like to get this completed since we are going on two years since we started this process.

Sent from my iPhone

On Jun 21, 2023, at 12:33 PM, Dominique Clark <[dclark@webrsg.com](mailto:dclark@webrsg.com)> wrote:

Understood, thank you. We'll be in touch soon.

**Dominique Clark**



**BESSIRE AND CASENHISER, INC.**  
*manufactured housing management and investments*

DATE: July 17, 2023  
TO: City of Escondido  
FROM: Chad Casenhiser  
SUBJECT: ***Eastwood Meadows — Rent Increase Application (Water Meter Explanation)***

On your response to our latest submission of the long-form rent increase application, you requested clarification on the number of water meters installed and the number of residents being charged for water at the end of 2021. Please be advised that, to date, we have installed water meters on 48 homes and 26 of those homes are being charged for water. Of those 26 being charged for water, 20 of them were being charged at the end of 2021. Please see the attached list for those being charged.


























It is our intention to continue installing water meters on a quarterly basis until all homes have a water meter. However, please note that we will not begin charging those with meters until there is a turnover. If we decide to start charging existing tenants for water we understand that we will need to reduce the rent for those residents at that time.

If you have any questions, please contact me.

CC/cb  
EM: Rent Increase: AFTCE – Water Meter Explanation

cc: 40-03A



Water	15	Maria Carmen Sanchez Ledesma	Resident Occupied	8/16/2021		20170	20911	741	\$15.05		1000 Gals	1000 Gals
	Water	18	Walter Symons	Resident Occupied	5/3/2019			15498	15653	155	\$8.74	1000 Gals
	Water	25	Kawka Demara	Resident Occupied	3/23/2018		107415	109496	2081	\$29.51		1000 Gals
	Water	29	Aubrie Hopkins	Resident Occupied	6/29/2021			11324	11815	491	\$12.36	1000 Gals
	Water	33	Cristobal bautista	Resident Occupied	3/26/2020			47439	48908	1469	\$22.81	1000 Gals
	Water	34	Jarel Jones	Resident Occupied	8/8/2017			38098	38608	510	\$12.56	1000 Gals
	Water	39	Lucia Gudino Delgado	Resident Occupied	7/29/2022			26934	29378	2444	\$33.21	1000 Gals
	Water	46	Vince Urbina	Resident Occupied	9/30/2020			9324	9460	136	\$8.52	1000 Gals
	Water	49	Santiago Rocha	Resident Occupied	9/1/2017			48972	49671	699	\$14.60	1000 Gals
	Water	54	Adejina Perez	Resident Occupied	2/1/2020			20827	21351	524	\$12.71	1000 Gals
	Water	56	Felix Sanchez	Resident Occupied	8/1/2017			46591	47060	469	\$12.12	1000 Gals
	Water	67	Della Villegas Porfirio	Resident Occupied	4/18/2022			19425	19667	262	\$9.89	1000 Gals
	Water	71	Javier Urquidez	Resident Occupied	4/8/2020			22008	22296	288	\$10.17	1000 Gals
	Water	72	Febi Magana	Resident Occupied	8/24/2022			7489	7936	447	\$11.89	1000 Gals
	Water	76	Janee Henry	Resident Occupied	7/1/2020			40844	43232	2388	\$32.73	1000 Gals
	Water	86	Kyle Powers	Resident Occupied	8/16/2021			4234	4419	185	\$9.06	1000 Gals
	Water	90	Juan Gabriel Lopez	Resident Occupied	1/31/2020			23816	24440	624	\$13.80	1000 Gals
	Water	95	Stephen Coutts	Resident Occupied	6/1/2018			9060	9137	77	\$7.88	1000 Gals
	Water	96	Pearlie Reese	Resident Occupied	7/1/2017			21266	21497	229	\$9.54	1000 Gals
	Water	98	Jose C Zamora	Resident Occupied	3/23/2023	Y		16222	17430	1208	\$20.10	1000 Gals
	Water	104	Jose Ramirez	Resident Occupied	4/1/2018			21387	21534	147	\$8.65	1000 Gals
	Water	108	Lisa Lauren Lipsey	Resident Occupied	3/14/2023			906	1086	186	\$9.09	1000 Gals
	Water	111	Gloria Ambriz	Resident Occupied	9/12/2019			29551	30657	1106	\$18.99	1000 Gals
	Water	113	Silbiano Lemus Leal	Resident Occupied	8/8/2022			15460	15837	377	\$11.12	1000 Gals
	Water	120	eric lopez	Resident Occupied	10/24/2019			15307	15664	357	\$10.91	1000 Gals
	Water	123	LUISA M. RODRIGUEZ	Resident Occupied	6/11/2021			19833	20116	283	\$10.11	1000 Gals

OCCUPIED - SET TO NO BILL - NO RESULTS



**BESSIRE AND CASENHISER, INC.**  
*manufactured housing management and investments*

DATE: August 11, 2023

TO: City of Escondido

FROM: Chad Casenhiser

SUBJECT: ***Eastwood Meadows — Rent Increase Application – Long-Term Lease Execution***

SPACE #	CURRENT RENT	LEASE EXECUTED DATE	EXPIRATION DATE OF LONG-TERM LEASE
5	\$852.14	12/1/2019	11/30/2024
18	\$958.18	6/3/2019	5/31/2024
54	\$955.29	2/7/2019	1/31/2025
59	\$800.41	8/1/2019	7/31/2024
64	\$787.91	8/1/2019	7/31/2024
74	\$787.91	9/1/2019	8/31/2024
81	\$865.73	1/1/2019	12/31/2024
82	\$871.25	5/1/2019	4/30/2024
90	\$955.29	2/1/2020	1/31/2025
94	\$838.63	12/1/2019	11/30/2024
111	\$914.76	9/12/2019	9/11/2024
119	\$847.18	1/1/2020	12/31/2025
120	\$915.04	10/24/2019	9/30/2024
127	\$858.33	5/1/2019	4/30/2024

If you have any questions, please contact me.

CC/cb  
 EM: Rent Increase: AFTCE – Long-Term Lease Execution

cc: 40-03A



## Timeline of Application

Date	Action	Days Since Previous Action	Notes
9/17/2021	City receives Original Application.	N/A	
10/14/2021	City issues Incomplete Letter #1.	27	Primary issues noted: Insufficient documentation of increase in water costs; additional information needed about capital improvement expenditures and property tax expenses
10/21/2021	Applicant responds to Incomplete Letter #1.	7	
11/18/2021	City issues Incomplete Letter #2.	28	Primary issues noted: Water expenses reported by the Applicant were overstated due to including costs for both Eastwood Meadows and Mobile Park West
2/18/2022	Applicant submits Revised Application #1.	92	In Revised Application #1, the Applicant reported significantly lower water expenses due to City staff pointing out that the Original Application included water expenses for both Eastwood Meadows and Mobile Park West.
2/24/2022	City retains RSG to review application.	6	
4/6/2022	Applicant submits payment to City for RSG fees.	41	
5/25/2022	RSG issues Incomplete Letter #3.	49	The City staff lead for the Application transitioned from Belinda Rojas to Holly Nelson after Ms. Rojas' last day with the City on 4/6/2022.  Primary issues noted: Year-end financial statements and invoice and proof of payment for each reported expenses needed for the base year (2017) and the final year of RSG's analysis (2020 or 2021)
6/1/2022	City, RSG, and Applicant representatives meet via Zoom to discuss Incomplete Letter #3. Following the Zoom meeting, the Applicant emailed the City and RSG year-end financial statements for 2017 to 2021.	7	
6/9/2022	RSG issues Incomplete Letter #4.	8	Incomplete Letter #4 superseded Incomplete Letter #3, based on the discussion in the 6/1/2022 Zoom meeting.  Primary issues noted: Invoice and proof of payment for each 2017 and 2021 expense in 10 specified expense categories in which expenses (1) increased more than inflation between 2017 and 2021 and (2) increased more than \$5,000 between 2017 and 2021
7/15/2022	Applicant responds to Incomplete Letter #4.	36	
7/22/2022	RSG issues Incomplete Letter #5.	7	Primary issues noted: Several discrepancies between the total expenses reported on the 2017 and 2021 year-end financial statements and the invoices provided
8/18/2022	Applicant responds to Incomplete Letter #5.	27	
9/16/2022	RSG issues Incomplete Letter #6.	29	Primary issues noted: Additional information needed about the 2017 and 2021 utility income and expenses and capital improvement expenses; duplicate expenses

Date	Action	Days Since Previous Action	Notes
10/19/2022	Applicant responds to Incomplete Letter #6.	33	
11/18/2022	RSG notifies Applicant that the application is now complete.	30	
11/23/2022	RSG notifies Applicant that the hearing is tentatively scheduled for 1/11/23.	5	
12/6/2022	RSG emails Applicant about discrepancies in Application re: the number of spaces affected by the proposed rent increase and the number of long-term leases exempt from the City's Ordinance.	13	
12/8/2022	Applicant notifies RSG that they would like to increase the number of spaces affected by the proposed rent increase.	2	
12/14/2022	City notifies Applicant that revising the application requires a new 30-day review period to deem the application complete.	6	
12/15/2022	Applicant notifies City and RSG that they are withdrawing Revised Application #1 and that a revised application is forthcoming.	1	
1/9/2023	Applicant submits Revised Application #2.	25	In Revised Application #2, the Applicant increases the number of spaces affected by the proposed increase from 81 to 95 and reduces the number of spaces subject to a long-term lease from 43 to 24.
1/30/2023	RSG issues Incomplete Letter #7.	21	Primary issues noted: Reimbursements were owed to five households that the Applicant had stated were exempt from rent control that were subject to rent control due to executing their long-term leases after 2/13/2020
2/3/2023	Applicant submits Revised Application #3.	4	In Revised Application #3, the Applicant increases the number of spaces affected by the proposed increase from 95 to 100.
3/3/2023	RSG emails Applicant clarifying questions about Revised Application #3.	28	
3/6/2023	Applicant responds to RSG's clarifying questions.	3	
3/24/2023	RSG issues Incomplete Letter #8.	18	Primary issues noted: Discrepancies between information provided in the Application and the 2022 Mobilehome Park Annual Rent Control Survey provided for the Park
4/17/2023	Applicant responds to Incomplete Letter #8.	24	
5/17/2023	RSG emails Applicant clarifying questions about their response to Incomplete Letter #8.	30	
5/18/2023	Applicant responds to RSG's clarifying questions.	1	
6/14/2023	RSG issues Incomplete Letter #9.	27	Primary issues noted: Final corrections needed to the Application to prepare it for public viewing (e.g., correction of park owner name, completion of blank sections, final versions of 2017 and 2021 year-end financial statements)
7/24/2023	Applicant submits Revised Application #4.	40	In Revised Application #4, the Applicant increases the number of spaces affected by the proposed increase from 100 to 104 and reduces the number of spaces subject to a long-term lease from 24 to 15.

Date	Action	Days Since Previous Action	Notes
8/7/2023	RSG issues Incomplete Letter #10.	14	Primary issues noted: Additional corrections needed to the Application to prepare it for public viewing (e.g., corrections to the total property tax and water expenses reported; corrected 2021 year-end financial statements)
8/11/2023	Applicant emails electronic version of Revised Application #5 for City/RSG's preliminary review.	4	
8/18/2023	RSG emails Applicant about one minor correction needed to Revised Application #5 and two additional invoices needed.	7	
8/21/2023	Applicant emails updated electronic version of Revised Application #5 for City/RSG's preliminary review.	3	
8/24/2023	RSG notifies Applicant that electronic version of Revised Application #5 needs no further corrections.	3	
8/28/2023	Applicant submits hard copy of Revised Application #5.	4	In Revised Application #5, the Applicant increases the number of spaces affected by the proposed increase from 104 to 105 and reduces the number of spaces subject to a long-term lease from 15 to 14.
8/28/2023	RSG notifies Applicant that the application is now complete.	0	
11/1/2023	Board holds hearing.	65	The 60-day deadline for the Board to hold a hearing was October 27, 2023. The City initially scheduled the hearing on October 25, 2023, which was before the deadline. However, the Applicant had a scheduling conflict on October 25, 2023, and requested via an email dated September 14, 2023, that the hearing be postponed to November 1, 2023.
<b>TOTAL</b>		<b>775</b>	



Housing & Neighborhood Services Division  
201 North Broadway, Escondido, CA 92025  
Phone: 760-839-4841

September 19, 2023

Resident  
Eastwood Meadows Mobilehome Park  
2550 E. Valley Parkway  
Escondido, CA 92027

Re: Notice of Eastwood Meadows Mobilehome Park's Long-Form Rent Increase Application and 30-day Comment Period

Dear Resident:

A long-form application was submitted to the City of Escondido on September 17, 2021 by Eastwood Meadows Mobilehome Park ("Park") requesting a rent increase. The application has been reviewed and determined to be complete on August 28, 2023. The Park is requesting an increase of up to \$200 per space, per month not to exceed the maximum space rent of \$1,012. There are 104 spaces impacted by this request. The City hired a third-party consultant, RSG, to evaluate the Park's financial statements from 2017 – 2021 and provide a recommendation.

You are receiving this letter, because in accordance with Section 1 of the City's Mobilehome Rent Review Board Guidelines, all affected residents have a right to review the application, any supporting documents and submit a written comment during the thirty (30) day comment period. The application and all supporting documents are available at your Park's Office, the City's website at <https://escondido.org/pending-applications>, and the Housing Division's front counter at City Hall on Monday – Friday from 8 a.m. to 5:30 p.m.

Please provide any written responses/comments related to the application to Danielle Lopez, City of Escondido, Housing and Neighborhood Services Division, 201 North Broadway, Escondido, CA 92025, or [dmlopez@escondido.org](mailto:dmlopez@escondido.org). All written comments must be received by the City by **October 19, 2023**.

**City staff and RSG will hold an in-person meeting on Monday, October 9 at 6:00 p.m. in the Park Clubhouse.** Please feel free to attend this meeting and ask any questions you have regarding the hearing process or discuss any concerns. A resident representative will be chosen at this meeting. This designated representative will be given an opportunity to speak on behalf of the affected tenants at the rent review board public hearing.

**The Mobilehome Rent Review Board will consider the long-form application at the public hearing held on November 1, 2023 at 5 p.m.,** at the City Council Chambers, 201 North Broadway, Escondido. If you wish to present information or speak to the Board about the request, you may fill out a speaker's slip available in the lobby of the Council Chambers and give it to the City Clerk. If you are protesting the long-form application, you should register in the lobby prior to the opening of the public hearing.

If you have any questions, please call 760-839-4518 or email me at [dmlopez@escondido.org](mailto:dmlopez@escondido.org)

Sincerely,

Danielle Lopez  
Housing & Neighborhood Services



Page 2

19 de septiembre de 2023

Residente  
Eastwood Meadows Mobilehome Park

Re: Notificación de la solicitud de aumento de alquiler a largo plazo de Eastwood Meadows Mobilehome Park y período de comentarios de 30 días

Estimado residente:

El 17 de septiembre de 2021, Eastwood Meadows Mobilehome Park ("Parque") presentó una solicitud de formato largo a la Ciudad de Escondido solicitando un aumento de renta. La solicitud ha sido revisada y se determinó que estaba completa el 28 de agosto de 2023. El Parque está solicitando un aumento de hasta \$200 por espacio, por mes que no excedería la renta máxima de \$1,012 por espacio. Hay 104 espacios afectados por esta solicitud. La Ciudad contrató a un consultor externo, RSG, para evaluar los estados financieros del Parque de 2017 a 2021 y proporcionar una recomendación.

Usted está recibiendo esta carta, porque de acuerdo con la Sección 1 de las Directrices de la Junta de Revisión de Alquiler de Casas Móviles de la Ciudad, todos los residentes afectados tienen derecho a revisar la solicitud, los documentos de apoyo, y presentar un comentario por escrito durante el período de treinta (30) días de comentarios. La aplicación y todos los documentos de apoyo están disponibles en la Oficina de su Parque, el sitio web de la Ciudad en <https://escondido.org/pending-applications>, y el mostrador de la División de Vivienda en el ayuntamiento de la ciudad de lunes a viernes de 8 a.m. a 5:30 p.m.

Por favor proporcione cualquier respuesta/comentario por escrito relacionado con la solicitud a Danielle Lopez, City of Escondido, Housing and Neighborhood Services Division, 201 North Broadway, Escondido, CA 92025, o [dmlopez@escondido.org](mailto:dmlopez@escondido.org). Todos los comentarios por escrito deben ser recibidos por la Ciudad antes del **19 de octubre de 2023.**

**El personal de la ciudad y RSG tendrán una reunión en persona el lunes 9 de octubre a las 6:00 p.m. en la Casa Club del Parque.** Por favor, no dude en asistir a esta reunión y hacer cualquier pregunta que tenga sobre el proceso de audiencia o discutir cualquier preocupación. En esta reunión se elegirá a un representante de los residentes. Este representante designado tendrá la oportunidad de hablar en nombre de los inquilinos afectados en la audiencia pública de la junta de revisión de alquileres.

**La Junta de Revisión de Alquiler de Casas Móviles considerará la solicitud de forma larga en la audiencia pública que se llevará a cabo el 1 de noviembre de 2023 a las 5 p.m.,** en las Cámaras del Consejo de la Ciudad, 201 North Broadway, Escondido. Si desea presentar información o hablar con un representante sobre la solicitud, puede llenar un formulario de hablante disponible en el pasillo de las Cámaras del Concejo y entregarlo al secretario municipal. Si protesta contra la solicitud de forma larga, deberá inscribirse en el recibidor por la entrada antes del inicio de la audiencia pública.

Si tiene alguna pregunta, llame al 760-839-4518 o envíeme un correo electrónico a [dmlopez@escondido.org](mailto:dmlopez@escondido.org).

Atentamente,

Danielle López  
Vivienda y Servicios Urbanos



Housing & Neighborhood Services  
201 North Broadway, Escondido, CA 92025  
Phone: 760-839-4841

October 23, 2023

2550 E. Valley Parkway  
Escondido, CA 92027

## RESIDENT NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council of the City of Escondido, sitting as the Mobilehome Rent Review Board, will hold a public hearing to consider the following item:

### **A long-form rental increase application for Eastwood Meadows**

A copy of the application is available for review at <https://www.escondido.org/pending-applications>, Eastwood Meadows Mobilehome Park Office or the Housing & Neighborhood Services Division at City Hall, 201 N. Broadway. A copy of the staff report will be available at the Housing counter five days prior to the hearing date.

A public hearing is scheduled for **November 1, 2023, at 5 p.m.** in the City Council Chambers, 201 N. Broadway, Escondido, CA 92025 to determine whether or not a rent increase will be granted for your park.

If you are protesting the long-form application, you should register in the foyer prior to the opening of the public hearing. The purpose of the hearing is for the Rent Review Board to obtain input from the owner and tenants about why an increase should or should not be granted. If you challenge the decision of the Board in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Rent Review Board at or prior to the public hearing.

You may also submit your feedback to Danielle Lopez at [dmlopez@escondido.org](mailto:dmlopez@escondido.org) or call 760-839-4518 and this information will be included in the City Council presentation.

At the hearing, the Rent Review Board may make a determination about the rent increase or they may request additional information from the owner or tenants. If additional information is requested, a new hearing will be scheduled. If an increase is granted, the owner must notify you in writing of the amount of the increase at least (90) days before the increase goes into effect.

Sincerely,

*Danielle Lopez*

Danielle Lopez  
Interim Housing & Neighborhood Services Manager

23 de octubre del 2023

2550 E. Valley Parkway  
Escondido, CA 92027

## AVISO PARA RESIDENTES DE AUDIENCIA PÚBLICA

POR LA PRESENTE SE NOTIFICA que el Concejo Municipal de la Ciudad de Escondido, siendo la Comisión Evaluadora que Revisan las Rentas de Casas Móviles, tendrá una audiencia pública para considerar el siguiente punto:

### La aplicación de forma-larga de aumento de renta para Eastwood Meadows

Una copia de la aplicación está disponible para revisión en <https://www.escondido.org/pending-applications>, la oficina de Eastwood Meadows Mobilehome Park o División de Vivienda y Servicios al Vecindario en el Ayuntamiento, 201 N. Broadway. Una copia del reporte del personal estará disponible en el mostrador de la División de Vivienda cinco días antes de la fecha de la audiencia.

Una audiencia pública está programada para el **1 de noviembre del 2023 a las 5 p.m.** en la Sala Consistorial del Concejo Municipal, 201 N. Broadway, Escondido, CA 92025 para determinar si se otorgará o no un aumento de renta para su parque.

Si usted está protestando esta aplicación de forma-larga, debe registrarse en el vestíbulo antes de que comience la audiencia pública. El propósito de la audiencia es que la Comisión Evaluadora que Revisa las Rentas obtenga información del propietario y los inquilinos sobre por qué se debe o no se debe otorgar un aumento. Si impugna la decisión de la Comisión Evaluadora ante la corte, puede quedar limitado a proponer solo aquellos asuntos que usted u otra persona haya propuesto en la audiencia pública descrita en este aviso, o en la correspondencia escrita entregada a la Comisión Evaluadora que Revisa las Rentas durante o antes de la audiencia pública.

También puede enviar sus comentarios a Danielle Lopez a [dmlopez@escondido.org](mailto:dmlopez@escondido.org) o llamar al 760-839-4518 y esta información se incluirá en la presentación al Concejo Municipal.

En la audiencia, la Comisión Evaluadora de Revisión de Rentas puede tomar una determinación sobre el aumento de renta o pueden solicitar información adicional del propietario y / o inquilinos antes de tomar una decisión. Si se solicita información adicional, se programará una nueva audiencia. Si se concede un aumento, el propietario debe notificarle por escrito de la cantidad del aumento al menos (90) días antes de que el aumento entre en vigencia.

Sinceramente,

*Danielle Lopez*

Danielle Lopez,  
Gerente de Vivienda y Servicios al Vecindario (Interina)



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**Via Electronic Mail**

To: Mobilehome Park Rental Review Board  
CITY OF ESCONDIDO

From: Tara Matthews, Principal  
Dominique Clark, Director  
RSG, INC.

Date: September 21, 2023

**SUBJECT: EASTWOOD MEADOWS LONG-FORM RENT INCREASE ANALYSIS**

On September 17, 2021, City of Escondido ("City") staff received a Long-Form Mobilehome Park Application for Space Rent Increase ("Original Application") for Eastwood Meadows ("Park"), an all-age mobilehome park with 129 spaces located at 2550 E. Valley Parkway, Escondido, CA 92027. On August 28, 2023, City staff received a final revised version of the Original Application ("Application"). In the Application and supplemental documents submitted by the Park owner (and/or representatives of the Park owner) ("Applicant"), the Applicant requested a rent increase ranging from \$12.23 to \$200.00 per month for 105 of the 115 rent-controlled spaces in the Park. The Applicant is not requesting a rent increase for the remaining 10 rent-controlled spaces – 9 of which are currently charged rents of \$890.00 or more and 1 of which is occupied by a park-owned mobilehome.

Based on a review of the City's Mobilehome Rent Control Ordinance (City of Escondido Municipal Code Chapter 29, Article 5) ("Ordinance") and Mobilehome Rent Review Board Guidelines ("Guidelines"), as well as the documents submitted by the Applicant, RSG calculates the following just, fair, and reasonable rent increases for the Park:

- Permanent Increase: **\$34.48** per space per month for the 105 spaces included in the Application. Note that this amount exceeds the Applicant's request for three spaces (25, 95, and 104). Thus, RSG recommends that the Board approve a permanent rent increase of up to \$34.48.
- Temporary Increase for Capital Improvements: **\$10.57** per space per month for a period of 15 years, or 180 months for the 115 rent-controlled spaces in the Park. RSG

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recommends that the Board consider requiring the Applicant to itemize this capital improvement rent increase separately on the monthly resident billing statements. Note that the calculation of this rent increase accounts for all 129 spaces in the Park (all of which benefit from the capital improvements) but the Board has the authority to approve rent increases for only the 115 rent-controlled spaces.

This memo details the following:

1. Overview of the application processes for mobilehome park rent increases in Escondido;
2. Background information about the Park;
3. Summary of the Applicant's rent increase request;
4. Timeline of processing the Application;
5. RSG's analysis of the 11 factors to be considered by the Mobilehome Park Rental Review Board ("Board") in determining just, fair, and reasonable rent increases, pursuant to Section 29-104(g) of the Ordinance;
6. The methodology for calculating just, fair, and reasonable rent increases for long-form rent increase applications;
7. RSG's calculation of a just, fair, and reasonable permanent rent increase; and
8. RSG's calculation of a just, fair, and reasonable temporary rent increase as reimbursement for capital improvement expenditures.

## **APPLICATION PROCESSES FOR MOBILEHOME PARK RENT INCREASES IN ESCONDIDO**

### Short-Form Application Process

Owners of mobilehome parks in Escondido may request a rent increase using the "short-form" application process if (1) it has been at least one year since the last rent increase application was deemed complete and (2) the park owner's request applies to 100% of rent-controlled spaces in the park. In a short-form application, a park owner may request an increase of the lesser of 90% of the increase in the Consumer Price Index ("CPI") since the last rent increase granted by the Board, or 8%. The Board must presume that a rent increase of up to 90% of the increase in the CPI since the last rent increase granted by the Board is a just, fair, and reasonable increase. However, the Board may consider other factors at the request of either the park owner or the affected residents in determining that a lesser increase is just, fair, and reasonable.

Pursuant to Section 12 of the Guidelines, a park owner cannot submit a short-form application in the following two scenarios:

1. It has been more than two years since the last rent increase was granted by the Board; or
2. The Board has determined that the park owner increased space rents upon the closure of an in-place transfer or other conveyance of a rent-controlled mobilehome beyond the limits detailed in Section 12(M) of the Guidelines ("vacancy control"). In this scenario, the park owner cannot use the short-form application process for five years.

### Long-Form Application Process

The alternative to the short-form application process is the long-form application process. Any park owner can submit a long-form application if it has been at least one year since the last rent increase application was deemed complete. Typically, a park owner utilizes the long-form application process when they are ineligible for the short-form application process and/or they are requesting a rent increase that is higher than the amount allowable through the short-form process (the lesser of 90% of the increase in the CPI since the last rent increase granted by the Board or 8%). The City last processed a long-form application in 2016 for Sundance Mobilehome Park.

While the Board typically considers only CPI in the short-form application process, the Board must consider at least 11 factors in the long-form process. Section 29-104(g) of the Ordinance states that the Board must consider the following 11 factors, in addition to any other factors it considers relevant, in determining just, fair, and reasonable rent increases requested via the long-form application process:

1. Changes in the CPI for All Urban Consumers in the San Diego Metropolitan Area published by the U.S. Bureau of Labor Statistics;
2. The rent lawfully charged for comparable mobilehome spaces in the City;
3. The length of time since the last hearing and final determination by the Board on a rent increase application (or the last rent increase if no previous rent increase application has been made);
4. The completion of any capital improvements or rehabilitation work related to the mobilehome space(s) specified in the rent increase application, and the cost thereof, including such items of cost, including materials, labor, construction interest, permit fees, and other items as the Board deems appropriate;
5. Changes in property taxes or other taxes related to the subject mobilehome park;

6. Changes in the rent paid by the applicant for the lease of the land on which the subject mobilehome park is located;
7. Changes in the utility charges for the subject mobilehome park paid by the applicant and the extent, if any, of reimbursement from the tenants.
8. Changes in reasonable operating and maintenance expenses;
9. The need for repairs caused by circumstances other than ordinary wear and tear;
10. The amount and quality of services provided by the applicant to the affected tenant; and
11. Any existing written lease lawfully entered into between the applicant and the affected tenants.

#### Rent Increase Process for Reimbursement of Capital Improvement Expenditures

Pursuant to Section 8 of the Guidelines, park owners may submit to the City a rent increase application that is based in part or entirely on the cost of capital improvements and/or rehabilitation work. Section 29-101(b) of the Ordinance defines a capital improvement as “the installation of new improvements and facilities and/or the replacement or reconstruction of existing improvements and facilities which consist of more than ordinary maintenance and/or repairs.” Section 29-104(h) of the Ordinance requires that a rent increase granted by the Board as a result of one or more capital improvements be temporary so as not to continue beyond the time necessary for reasonable amortization of the cost of the improvement, including interest. Section 8(b) of the Guidelines further clarifies that a reasonable amortization period is commensurate with the expected life of the improvement based on standard depreciation tables used to determine tax deductions.

### **BACKGROUND ON EASTWOOD MEADOWS**

#### Overview of Park

Eastwood Meadows is an all-age mobilehome park located at 2550 E. Valley Parkway, Escondido, CA 92027. The Park has 129 spaces, which are currently occupied by 119 double-wide mobilehomes and 10 single-wide mobilehomes. The Park's amenities include a recreation building with an office, exercise room, and kitchen; a laundry building with coin-operated washing machines and dryers; a car wash area; a swimming pool; and a playground.

The following section details the billing structure for Park utilities as reported by the Applicant:

- Trash: Residents are billed by the Park. They are charged a monthly flat fee based on the trash company's rates and the master bill from the company. In 2021, the fee was \$26.39 per space per month.
- Gas: Residents are billed by the Park based on their individual meter readings. Note that the rates charged to the residents are approved by the California Public Utilities Commission ("CPUC"), which regulates natural gas utility rates and services provided by the natural gas supplier (San Diego Gas & Electric Company, or "SDG&E"). The CPUC allows rates to include a differential to be collected from Park residents that is to be used for system maintenance.
- Electricity: Eastwood Meadows is adjacent to another mobilehome park owned by the Applicant called Mobile Park West. The two parks are billed together for electricity, sewer, and water. For electricity, management allocates one-third of the cost to Eastwood Meadows and two-thirds to Mobile Park West based on the master meter bill, but Eastwood Meadows residents are sub-metered and billed by the Park based on their individual meter readings.
- Sewer: Residents are billed by the Park. They are billed a fee that varies from month to month, but each resident is billed the same amount based on that month's master bill divided by the number of spaces in the Park. As mentioned above, Eastwood Meadows and Mobile Park West are billed together for electricity, sewer, and water. For sewer, management allocates 29% of the cost to Eastwood Meadows and 71% to Mobile Park West based on the number of spaces in each community.
- Water: As mentioned above, Eastwood Meadows and Mobile Park West are billed together for electricity, sewer, and water. For water, management allocates 29% of the cost to Eastwood Meadows and 71% to Mobile Park West based on the number of spaces in each community. Historically, water had not been sub-metered and billed to residents. However, the Applicant is in the process of installing water meters to bill residents based on their usage. Upon turnover of spaces, new residents are being charged based on usage. As a result, only newer residents are being charged for water and the cost of water is still included in the rent for most residents.



### Last Rent Increase for Park

The Application is the fourteenth application for a rent increase filed for the Park since the Ordinance was implemented in 1988. The last rent increase application for the Park was a short-form application deemed complete in April 2018. The applicant requested a rent increase based on 75% of the change in the CPI between December 31, 2015, and December 31, 2017, or 3.57% (an average of \$17.58 per space). On June 6, 2018, the Board adopted Resolution No. RRB 2018-06 to approve the applicant's rent increase as requested.

### **APPLICANT'S RENT INCREASE REQUEST**

In the Application, the Applicant proposes to increase rents for 105 of the 129 spaces in the Park. The Applicant's proposed monthly rent increase varies by space and is equal to the lesser of (a) \$200.00 or (b) the amount needed to increase the rent to \$890.00. Based on the Application, the Applicant's rent increase request is based upon various factors, including the following:

- The change in CPI since the last Board-approved rent increase for the Park;
- The length of time since the Board last approved a rent increase for the Park;
- Capital improvement expenditures incurred in 2021;
- The increase in property taxes following the sale of the land in 2018;
- The recent increase in water costs; and
- A September 2020 appraisal that supports a market space rent value of \$1,270.00 per month.

The 24 spaces for which the Applicant is not requesting a rent increase include the following three types of spaces:

- 14 spaces that are subject to leases longer than 12 months ("long-term leases");
- 9 spaces that are rent-controlled but already have rents at or above \$890.00; and
- 1 space that is rent-controlled but occupied by a park-owned mobilehome (Space 68).

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Pursuant to California Civil Code Section 798.17, households subject to a long-term lease are not subject to the Ordinance if the lease was executed prior to February 13, 2020, and has not yet expired. According to the Applicant, the households occupying the 14 spaces shown in Table 1 executed long-term leases prior to February 2013, 2020 that have not yet expired. Thus, the Applicant believes that these 14 spaces are exempt from the Ordinance.

**Table 1: 14 Spaces Subject to Long-Term Leases Executed Prior to February 13, 2020**

Space	Rent as of 8/11/2023 <sup>1</sup>	Date of Execution of Long-Term Lease <sup>2</sup>	Date of Expiration of Long-Term Lease <sup>1</sup>
5	\$852.14	12/1/2019	11/30/2024
18	\$958.18	6/3/2019	5/31/2024
54	\$955.29	2/7/2020	1/31/2025
59	\$800.41	8/1/2019	7/31/2024
64	\$787.91	8/1/2019	7/31/2024
74	\$787.91	9/1/2019	8/31/2024
81	\$865.73	1/1/2019	12/31/2024
82	\$871.25	5/1/2019	4/30/2024
90	\$955.29	2/1/2020	1/31/2025
94	\$838.63	12/1/2019	11/30/2024
111	\$914.76	9/12/2019	9/11/2024
119	\$847.18	1/1/2020	12/31/2025
120	\$915.04	10/24/2019	9/30/2024
127	\$858.33	5/1/2019	4/30/2024

<sup>1</sup> Source: Application

<sup>2</sup> Source: Park's Mobilehome Park Annual Rent Control Survey submitted to the City for the July 1, 2021 through June 30, 2022 period

Table 2 shows the nine spaces that are subject to the Ordinance that already have rents of \$890.00 or more.

**Table 2: Nine Spaces Subject to Ordinance with Rents of \$890 or More**

<b>Space</b>	<b>Rent as of 8/28/2023<sup>1</sup></b>
2	\$890.00
15	\$890.00
29	\$890.00
39	\$950.00
67	\$950.00
88	\$890.00
108	\$961.20
113	\$935.75
123	\$890.00

<sup>1</sup> Source: Application

## **TIMELINE OF APPLICATION**

Initially, the Applicant submitted a short-form application to the City in 2021. However, City staff ultimately determined that the Applicant was not eligible for the short-form application process, because rents for several spaces in the Park had been increased beyond the allowable 8% following in-place transfers. As stated above, Section 12(M) of the Guidelines states that a park owner agrees to not use the short-form application process for five years if the Board determines that the park owner increased space rent beyond 8% upon the closure of an in-place transfer. This disallowance prompted the Applicant to file a long-form application.

The Applicant first filed the long-form application on September 17, 2021. The length of time from the submission of the Original Application on September 17, 2021 to the Board hearing on the Application on November 1, 2023 was 2 years and 45 days, or 775 days. Exhibit A shows a detailed breakdown of the 775 days, based on RSG's records. In the 775-day period, RSG issued 10 letters deeming the materials submitted by the Applicant incomplete ("Incomplete Letters") and the Applicant submitted a revised application five times. Table 3 summarizes the issues noted in each of the 10 Incomplete Letters.

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**Table 3: Issues Noted in Letters Deeming Application Incomplete**

Incomplete Letter #	Date	Primary Issues Noted
1	10/14/2021	Insufficient documentation of increase in water costs; additional information needed about capital improvement expenditures and property tax expenses
2	11/18/2021	Water expenses reported by the Applicant were overstated due to including costs for both Eastwood Meadows and Mobile Park West
<b>2/18/2022: APPLICANT SUBMITS REVISED APPLICATION #1</b>		
3	5/25/2022	Year-end financial statements and invoice and proof of payment for each reported expenses needed for the base year (2017) and the final year of RSG's analysis (2020 or 2021)
4	6/9/2022	Invoice and proof of payment needed for each 2017 and 2021 expense in 10 specified expense categories in which expenses (1) increased more than inflation between 2017 and 2021 and (2) increased more than \$5,000 between 2017 and 2021 (this request superseded the request in Incomplete Letter #4 for an invoice and proof of payment for all base year and current year expenses)
5	7/22/2022	Several discrepancies between the total expenses reported on the 2017 and 2021 year-end financial statements and the invoices provided
6	9/16/2022	Additional information needed about the 2017 and 2021 utility income and expenses and capital improvement expenses; duplicate expenses
<b>11/18/2022: RSG DEEMS REVISED APPLICATION #1 COMPLETE</b>		
<b>12/15/2022: APPLICANT WITHDRAWS REVISED APPLICATION #1</b>		
<b>1/9/2023: APPLICANT SUBMITS REVISED APPLICATION #2</b>		
7	1/30/2023	Reimbursements were owed to five households that the Applicant had stated were exempt from rent control that were subject to rent control due to executing their long-term leases after 2/13/2020
<b>2/3/2023: APPLICANT SUBMITS REVISED APPLICATION #3</b>		
8	3/24/2023	Discrepancies between information provided in the Application and the 2022 Mobilehome Park Annual Rent Control Survey provided for the Park
9	6/14/2023	Final corrections needed to the Application to prepare it for public viewing (e.g., correction of park owner name, completion of blank sections, final versions of 2017 and 2021 year-end financial statements)
<b>7/24/2023: APPLICANT SUBMITS REVISED APPLICATION #4</b>		
10	8/7/2023	Additional corrections needed to the Application to prepare it for public viewing (e.g., corrections to the total property tax and water expenses reported; corrected 2021 year-end financial statements)
<b>8/28/2023: APPLICANT SUBMITS REVISED APPLICATION #5</b>		
<b>8/28/2023: RSG DEEMS REVISED APPLICATION #5 COMPLETE</b>		

Note that, on November 18, 2022, RSG notified the Applicant that the first revised version of the application ("Revised Application #1") was deemed complete. On November 23, 2022, RSG notified the Applicant that a Board hearing on the application was tentatively scheduled for January 11, 2023. The City then notified residents in a letter dated December 8, 2022 that (1) the application had been deemed complete, (2) a resident meeting was scheduled on December 19,

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2022, (3) written comments were due from residents by January 7, 2023, and (4) 86 spaces in the Park would be impacted by the Applicant's request for a rent increase of up to \$200.00. However, as RSG was preparing our memo in advance of the January 11, 2023 hearing, we noticed inconsistencies in Revised Application #1 about the number of spaces affected by the proposed rent increase and the number of long-term leases exempt from the City's Ordinance. On December 6, 2022, RSG contacted the Applicant about these inconsistencies, which ultimately led to the Applicant withdrawing Revised Application #1 on December 15, 2022, and submitting additional revisions. The City notified residents in a letter dated December 15, 2022 of the withdrawal and the cancellation of the December 19, 2022 resident meeting.

Pursuant to Section 29-104(e) of the Ordinance, the Board is required to hold a hearing on a long-form rent increase application within 60 days after the application is deemed complete. If the hearing is held past the 60-day deadline, the Board must approve a temporary rent increase to compensate the applicant for the delay. RSG deemed the final version of the Application complete on August 28, 2023. Thus, the 60-day deadline for the Board to hold a hearing is October 27, 2023. The City initially scheduled the hearing on October 25, 2023, which was before the deadline. However, the Applicant had a scheduling conflict on October 25, 2023, and requested via an email dated September 14, 2023, that the hearing be postponed to November 1, 2023. The City granted this request. Because the delay of hearing was due to the Applicant's request, RSG believes a temporary rent increase to compensate the Applicant for the delay is not needed.

### **ANALYSIS OF FACTORS FOR DETERMINING JUST, FAIR, AND REASONABLE RENT INCREASES**

The following section details RSG's analysis of the 11 factors to be considered by the Board in determining just, fair, and reasonable rent increases, pursuant to Section 29-104(g) of the Ordinance.

Analysis of the 11 factors requires first determining a base year and current year for the purposes of the Application. Section 10(K) of the Guidelines states that, "in its evaluation of information submitted to support a rent increase application, the Board may consider information, facts and circumstances arising since the last application for a rent increase was deemed complete." Based on City records, the last rent increase application for the Park was deemed complete in April 2018. That application resulted in an increase approved by the Board on June 6, 2018, based on 75% of the change in the CPI between December 2015 and December 31, 2017. Thus, RSG considers 2017 to be the appropriate base year.

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The final year of the analysis is typically the most recently completed calendar year as of the date when the application was submitted. The Original Application was submitted in 2021, which would result in a current year of 2020. However, in our March 25, 2022 letter deeming Revised Application #1 incomplete ("Incomplete Letter #3"), RSG provided the Applicant the option to update the base year to 2021. The Applicant provided RSG the back-up documentation for 2021 expenses, so RSG considers 2021 to be the appropriate current year.

Factor No. 1: Changes in the CPI for All Urban Consumers in San Diego Metropolitan Area published by the U.S. Bureau of Labor Statistics.

The CPI is the most widely used measure of inflation. As previously mentioned, the last rent increase application for the Park was a short-form application that resulted in an increase approved on June 6, 2018, based on 75% of the change in the CPI between December 31, 2015, and December 31, 2017. In calculating that rent increase, City staff utilized the CPI figure for the San Diego-Carlsbad Metropolitan Area (on a 1982-84 base) for the second half of 2017 (284.464) to reflect the CPI as of December 31, 2017. Accordingly, RSG used 284.464 as the base year CPI for the purposes of this Application.

For the current year CPI, RSG used the CPI figure for the San Diego-Carlsbad Metropolitan Area (on a 1982-84 base) for the second half of 2021 (325.241) to reflect the CPI as of December 31, 2021 (see Exhibit B for CPI data).<sup>1</sup>

Based on the above information, the percent change in the CPI relevant to this Application is calculated as follows:

Current Year CPI (2021)	=	325.241
Base Year CPI (2017)	=	<u>284.464</u>
Difference in CPI	=	40.777

Therefore:

$$\frac{40.777 \text{ (difference in CPI)}}{284.464 \text{ (Base Year CPI)}} \times 100 = \underline{14.335\%} \text{ (Percent change in the CPI)}$$

Section 7 of the Guidelines states the following requirement for long-form rent increase applications: "the Board shall take into account no more than 60% of increases in the CPI which portion of the CPI shall include costs properly associated with the operation of a mobilehome park

<sup>1</sup> Note that RSG used the CPI figures for the second half of 2017 and the second half of 2021 rather than the full years of 2017 to 2021 to be consistent with the City's practices.

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(such as property taxes, fuel, and utilities)." Accordingly, 60% of the 14.335% change in CPI between the base year CPI and current year CPI is **8.601%**.

Factor No. 2: The rent lawfully charged for comparable mobilehome spaces in the City of Escondido.

Based on information published on the City's website, the City has 19 mobilehome parks with rent-controlled spaces. Among the 19 parks, the average space rent for rent-controlled resident-owned mobilehomes at each park ranged from \$315.80 to \$843.30 as of July 1, 2021. Eastwood Meadows' average was \$591.37, which was the eighth highest of the 19 parks. In other words, 7 parks had a higher average rent, and 11 parks had a lower average rent.

Factor No. 3: The length of time since either the last hearing and final determination by the Board on a rent increase application or the last rent increase if no previous rent increase application has been made.

The Board last granted a rent increase to Eastwood Meadows at the Board's meeting on June 6, 2018, which is approximately 5 years and 5 months prior to the November 1, 2023 hearing on this Application.

Factor No. 4: The completion of any capital improvements or rehabilitation work related to the mobilehome space(s) specified in the rent increase application, and the cost thereof, including such items of cost, including materials, labor, construction interest, permit fees, and other items as the Board deems appropriate.

The 2021 Park expenses reported by the Applicant include \$199,430.00 of expenses incurred for asphalt resurfacing, sealing, and re-striping. RSG considers these expenditures to meet the definition of a capital improvement provided in Section 29-101 of the Ordinance. Pursuant to Section 29-104(h) of the Ordinance, RSG recommends that the Board exclude these expenses from the calculation of the permanent rent increase and approve a separate temporary rent increase that does not continue beyond the time necessary for reasonable amortization of the cost of those improvements, including interest. Later in this memo, RSG calculates the just, fair, and reasonable temporary rent increase warranted to reimburse the Applicant for these capital improvement expenses.

Factor No. 5: Changes in property taxes or other taxes related to the subject mobilehome park.

The land on which the Park is located was sold to new owners in September 2018, triggering property reassessment. As a result, the Park's property taxes increased significantly. As shown in Table 4, property taxes increased \$93,183 (or 508.1%) between 2017 and 2021. According to the Applicant, even though the Applicant leases the land on which the Park is located, the Applicant is responsible for all operations and expenses, including property taxes.

**Table 4: Change in Property Taxes (2017 to 2021)**

	2017	2021	Change (\$)	Change (%)
Property Taxes	\$ 18,340	\$ 111,523	\$ 93,183	508.1%

Factor No. 6: Changes in the rent paid by the applicant for the lease of the land on which the subject mobilehome park is located.

As shown in Table 5, the land lease for the Park increased \$15,089 (or 14.0%) between 2017 and 2021.

**Table 5: Change in Land Lease Payments (2017 to 2021)**

	2017	2021	Change (\$)	Change (%)
Land Lease	\$ 107,433	\$ 122,522	\$ 15,089	14.0%

Factor No. 7: Changes in the utility charges for the subject mobilehome park paid by the applicant and the extent, if any, of reimbursement from the tenants.

Table 6 shows the changes in utilities paid for the Park between 2017 and 2021. The amounts shown are net of reimbursements from residents. Note that gas usage is shown as \$0 in 2017 and 2021, because the Applicant reported income from residents that exceeded expenses for both years. RSG considers it reasonable that the amount collected from residents for gas usage exceeds the amount of expenses billed by the gas company (although RSG cannot confirm whether the residents were charged the correct rates). As stated previously, SDG&E supplies natural gas to the Park. The CPUC, which regulates natural gas utility rates and services provided by SDG&E, allows rates to include a differential to be collected from Park residents that is to be used for system maintenance.



Also note that the cost of water in the Park has increased significantly between 2017 and 2021. As stated by the City's Interim Director of Utilities, prior to approximately five years ago, the Park's water meter was buried in a vault and was not able to be read for many years. During that period, the City assumed a conservative water usage for billing purposes. Approximately five years ago, City staff worked closely with Park management to raise the water meter above ground and replace it with a new meter. Since the new water meter was installed, it has become clear that the water usage assumed for billing purposes while the previous meter could not be read was significantly less than the actual water usage during that time. Thus, the Park was significantly underbilled for many years and has experienced in a significant increase in water bills now that the meter can be read.

**Table 6: Change in Utility Costs Net of Resident Reimbursements (2017 to 2021)**

	2017*	2021*	Change (\$)	Change (%)
Electricity (Common Areas)	\$ 27,395	\$ 4,883	\$ (22,512)	-82.2%
Sewer (Common Areas)	\$ 1,167	\$ 1,821	\$ 654	56.1%
Gas	\$ -	\$ -	\$ -	-
Water	\$ 16,782	\$ 67,519	\$ 50,737	302.3%
Trash Collection	\$ 9,217	\$ 3,450	\$ (5,767)	-62.6%

\*Amounts shown are net of reimbursement from residents.

Factor No. 8: Changes in reasonable operating and maintenance expenses.

As shown as Table 7, operating expenses increased a total of \$114,339 (or 24.1%) between 2017 and 2021. It should be noted that property taxes, land lease payments, and utility costs (which have just been reviewed above) are again included in these figures for comparison purposes to show the total increases and decreases in Park operating expenses by expense category.

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**Table 7: Change in Park Operating Expenses (2017 to 2021)**

	<u>2017*</u>	<u>2021*</u>	<u>Change (\$)</u> <u>2017 to 2021</u>	<u>Change (%)</u> <u>2017 to 2021</u>
Property Management	\$42,187	\$51,964	\$9,777	23.2%
On-site Management	\$102,024	\$64,461	(\$37,563)	-36.8%
Gas	\$0	\$0	\$0	-
Electric (Common Area)	\$27,395	\$4,883	(\$22,512)	-82.2%
Cable TV	\$536	\$1,959	\$1,423	265.4%
Water	\$16,782	\$67,519	\$50,737	302.3%
Sewer	\$1,167	\$1,821	\$654	56.1%
Trash	\$9,217	\$3,450	(\$5,767)	-62.6%
Grounds & Landscaping	\$24,218	\$55,674	\$31,456	129.9%
Buildings - General	\$16,953	\$7,929	(\$9,024)	-53.2%
Pool/Jacuzzi	\$7,475	\$10,635	\$3,160	42.3%
Utilities Repair	\$19,154	\$6,088	(\$13,066)	-68.2%
Streets & Driveways	\$28,616	\$16,229	(\$12,388)	-43.3%
Vehicle Repair & Maintenance	\$5,207	\$4,387	(\$820)	-15.7%
Business Licenses/Permits	\$2,928	\$2,869	(\$59)	-2.0%
Legal Expenses	\$397	\$50	(\$347)	-87.4%
Accounting, Data Processing & CPA	\$20,732	\$25,906	\$5,174	25.0%
Rent Control Fees	\$0	\$7,800	\$7,800	-
Security Guard Service	\$5,940	\$8,460	\$2,520	42.4%
Land Lease	\$107,433	\$122,522	\$15,089	14.0%
Depreciation	\$0	\$0	\$0	-
Real & Personal Property Taxes	\$18,340	\$111,658	\$93,318	508.8%
Franchise Tax Board	\$800	\$800	\$0	0.0%
Property & General Liability Insurance	\$8,933	\$9,325	\$392	4.4%
Miscellaneous	\$8,207	\$2,591	(\$5,615)	-68.4%
<b>TOTAL</b>	<b>\$474,641</b>	<b>\$588,981</b>	<b>\$114,339</b>	<b>24.1%</b>

\*Yellow highlighting denotes that RSG disallowed or amended some expenses in the category. See Exhibit C for details.

The major expense increases (above \$10,000) were in the following four categories: property taxes, water, grounds and landscaping, and land lease payments. The major expense decreases (above \$10,000) were in the following four categories: on-site management, electricity for common areas, utilities repair, and street and driveway maintenance.

Per RSG's request, the Applicant provided 2017 and 2021 year-end financial statements, as well as an invoice for all expense categories that (1) increased more than the rate of inflation between 2017 and 2021 and (2) increased more than \$5,000 between 2017 and 2021. Please refer to Exhibit C for a list of adjustments RSG made to the expense amounts reported by the Applicant

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based on our review of the year-end financial statements and invoices provided. Note that the 2017 and 2021 year-end financial statements are provided in Exhibit 4 to the Application.

Factor No. 9: The need for repairs caused by circumstances other than ordinary wear and tear.

To RSG's knowledge, no repairs were caused by circumstances other than ordinary wear and tear.

Factor No. 10: The amount and quality of services provided by the applicant to the affected tenant.

Pursuant to Section 1 of the Guidelines, the City's Code Compliance Division must inspect the common areas of the park and submit a report concerning the condition of the facilities prior to the Board hearing on the Application. The report includes a summary of any past violations and corrective actions. This report is provided as an attachment to the staff report for the Board hearing on the Application.

Factor No. 11: Any existing written lease lawfully entered into between the applicant and the affected tenant.

To RSG's knowledge, there are no issues related to leases between the Applicant and the residents of the 105 rent-controlled spaces.

Additional Factors: Change in rental income.

Section 29-104(g) permits the Board to consider "any other factors it considers relevant" in addition to the above 11 factors. The additional factor that RSG has considered relevant in our analysis is the increase in rental income between 2017 and 2021. As shown in Table 8, Park rent increase increased \$112,763 (or 12.7%) between 2017 and 2021, thus offsetting 98.6% of the increase in operating expenses during that period.

**Table 8: Change in Park Rental Income (2017 to 2021)**

	2017	2021	Change (\$)	Change (%)
Rental Income	\$ 885,091	\$ 997,854	\$ 112,763	12.7%

## METHODOLOGY FOR CALCULATING JUST, FAIR, AND REASONABLE RENT INCREASES FOR LONG-FORM RENT INCREASE APPLICATIONS

For several previous long-form rent increase applications, the City retained Dr. Kenneth Baar to provide an expert analysis of each application pursuant to the criteria set forth in the Ordinance. To calculate the just, fair, and reasonable rent increases for each of those applications, Dr. Baar used the Maintenance of Net Operating Income ("MNOI") methodology. In his report for the last long-form application processed by the City for the Sundance Mobilehome Park in 2016, Dr. Baar stated the following about the MNOI methodology: "Since the mid-1990's, the Escondido Rent Board has usually used an MNOI standard in order to determine allowable rents and the courts have upheld the use of this type of standard. Under the MNOI standard, park owners have a right to rent increases that cover operating cost increases and provide growth in net operating income indexed by an inflation factor." Additionally, Dr. Baar states, "While the Escondido ordinance does not set forth a specific fair return standard, the criteria set forth in the Escondido ordinance support the use of an MNOI standard. A prominent commonality among the criteria [...] is that they relate to increases in park operating expenses and inflation (the Consumer Price Index), factors which are central under the MNOI standard."

City staff requested that RSG continue the use of the MNOI methodology to calculate the just, fair, and reasonable rent increase for this Application. The MNOI methodology entails the following steps:

- **STEP 1: Determine the net operating income ("NOI") in the base year ("Base Year NOI").** Typically, the NOI of a business is revenue less operating expenses. However, for the purpose of this Application, RSG calculates NOI as the Park's rental revenue minus the Park's operating expenses. RSG excludes from the calculation Park income other than rental revenue so that the change in the other income has no impact on the amount of the just, fair, and reasonable rent increase. This methodology prevents a decrease in late fees from resulting in a higher rent increase, for example. Thus, RSG calculates the Base Year NOI as rental income in the base year less operating expenses in the base year.



- **STEP 2: Increase the Base Year NOI by the income from the last Board-approved rent increase to determine the Adjusted Base Year NOI.** To ensure that the Applicant maintains the Park NOI achieved after the last rent increase that the Board determined to be just, fair, and reasonable, the Adjusted Base Year NOI is the sum of the Base Year NOI (from Step 1 above) and the income generated from the last Board-approved rent increase.



- **STEP 3: Calculate the Fair Current Year NOI.** The Fair Current Year NOI is the amount of NOI that the park owner would need to receive in the current year to maintain the NOI achieved after the last Board-approved rent increase, adjusted for 60% of inflation. The Fair Current Year NOI is equal to the Adjusted Base Year NOI (from Step 2 above) multiplied by the sum of 1 and 60% of the change in CPI between the base year and the current year, per Section 7 of the Guidelines.



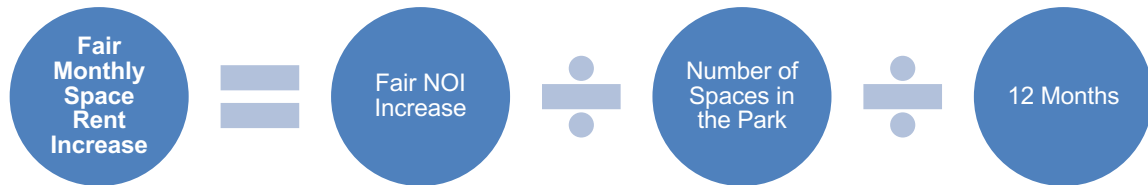
- **STEP 4: Calculate the Actual Current Year NOI.** The Actual Current Year NOI is equal to the rental income in the current year less operating expenses in the current year.



- **STEP 5: Calculate the Fair NOI Increase.** The Fair NOI Increase is the increase in the Actual Current Year NOI needed (if any) to achieve the Fair Current Year NOI from Step 3. It is a simple calculation of the Fair Current Year NOI (from Step 3 above) less the Actual Current Year NOI (from Step 4 above).



- **STEP 6: Calculate the Fair Monthly Space Rent Increase.** The Fair Monthly Space Rent Increase is the monthly rent increase amount per space warranted for the park (if any) to ensure the park owner receives the Fair Current Year NOI (from Step 3 above). It is calculated as the Fair NOI Increase (from Step 5 above) divided by the number of spaces in the park and 12 months.



### RSG CALCULATION OF JUST, FAIR, AND REASONABLE PERMANENT RENT INCREASE

Based on the MNOI methodology outlined above, RSG calculates a just, fair, and reasonable permanent rent increase of **\$34.48**. RSG's calculation is as follows:

#### *Step 1: Determine the Base Year NOI*

As previously mentioned, RSG considers the appropriate base year for this Application to be 2017, because the last rent increase approved for the Park in 2018 was based on the change in CPI through December 2017. As shown in Table 9, RSG calculates a Base Year NOI of **\$410,449.68**. Note that Table 7 above shows the breakdown of the 2017 operating expenses.

**Table 9: Calculation of Base Year NOI**

2017 Rental Income	\$ 885,091.00
2017 Operating Expenses	<u>\$ (474,641.32)</u>
Base Year NOI	\$ 410,449.68

#### *Step 2: Determine the Adjusted Base Year NOI*

As shown in Table 10, RSG calculates an Adjusted Base Year NOI of **\$425,638.80**. Note that the calculation of the annual income generated from the last Board-approved rent increase is based on information in the staff report for the last rent increase approved for the Park in 2018. According to the staff report, the Board approved an average monthly rent increase of \$17.58 for 72 spaces in the Park (\$17.58 average monthly rent increase \* 72 spaces \* 12 months = \$15,189.12).

**Table 10: Calculation of Adjusted Base Year NOI**

Base Year NOI	\$ 410,449.68
<u>Annual Income from 2018 Rent Increase</u>	<u>\$ 15,189.12</u>
Adjusted 2017 Base Year NOI	\$ 425,638.80

*Step 3: Calculate the Fair Current Year NOI*

As detailed above in the section about the analysis of the 11 factors (see Factor No. 1), 60% of the change in CPI between 2017 and 2021 is 8.601%. Multiplying the \$425,638.80 Adjusted Base Year NOI (see Step 2) by the sum of 100% and 8.601% (or 1.08601) results in a Fair Current Year NOI of **\$462,247.99**.

*Step 4: Calculate the Actual Current Year NOI*

As previously mentioned, the current year for the purposes of this Application is 2021. As shown in Table 11, RSG calculates an Actual Current Year NOI of **\$408,873.34**. Note that Table 7 above shows the breakdown of the 2021 operating expenses.

**Table 11: Calculation of Actual Current Year NOI**

2021 Rental Income	\$ 997,854.04
<u>2021 Operating Expenses</u>	<u>\$ (588,980.70)</u>
Actual Current Year NOI	\$ 408,873.34

*Step 5: Calculate the Fair NOI Increase*

As shown in Table 12, RSG calculates a Fair NOI Increase of **\$53,374.65** based on the difference between the Fair Current Year NOI (see Step 3) and the Actual Current Year NOI (see Step 4).

**Table 12: Calculation of Fair NOI Increase**

Fair Current Year NOI	\$ 462,247.99
<u>Actual Current Year NOI</u>	<u>\$ (408,873.34)</u>
Fair NOI Increase	\$ 53,374.65



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*Step 6: Calculate the Fair Monthly Space Rent Increase*

RSG divided the Fair NOI Increase of \$53,374.65 (see Step 5) by the 129 spaces in the Park and 12 months to calculate a Fair Monthly Space Increase of **\$34.48 per space per month**. Table 13 summarizes all six steps of RSG's calculation of the just, fair, and reasonable permanent rent increase. Note that the calculation accounts for all 129 spaces in the Park even though the Applicant requested a rent increase for only 105 spaces. RSG's calculation is based on the equal distribution of the impact of the change in inflation and Park operating expenses among all spaces in a park, regardless of the number of spaces impacted by the Applicant's rent increase request, the number of spaces subject to the Ordinance, and the current rent of each space. The Applicant has chosen on their own accord not to increase the rents of 10 rent-controlled spaces. For the 14 spaces not subject to the Ordinance, the Applicant has the right to increase those rents via their lease agreements with each of those households.

**Table 13: RSG's Calculation of Just, Fair, and Reasonable Permanent Rent Increase**

<b>Calculation of Adjusted Base Year NOI</b>	
(A) Base Year NOI (2017):	\$410,449.68
(B) Income from Last Board-Approved Rent Increase (approved on June 6, 2018)	\$15,189.12
<b>(C) Adjusted Base Year NOI (2017) (A + B)</b>	<b>\$425,638.80</b>
<b>Calculation of Fair Current Year NOI</b>	
(D) Base Year CPI (2017 HALF2):	284.464
(E) Current Year CPI (2021 HALF2):	325.241
(F) % Change Between Base Year CPI (D) & Current Year CPI (E):	14.335%
(G) Percentage of CPI Attributed to Costs Related to Operation of Mobilehome Park	60.000%
(H) Adjusted % Change Between Base Year & Current Year CPI (F * G):	8.601%
<b>(I) FAIR CURRENT YEAR NOI (C * (100% + H)):</b>	<b>\$462,247.99</b>
<b>Calculation of Fair NOI Increase</b>	
(I) Fair Current Year NOI:	\$462,247.99
(J) Actual Current Year NOI:	\$408,873.34
<b>(K) FAIR NOI INCREASE (I - J):</b>	<b>\$53,374.65</b>
<b>Fair Monthly Space Rent Increase</b>	
(K) Fair NOI Increase:	\$53,374.65
(L) Number of Spaces in Park:	129
(M) Number of Months in Year:	12
<b>2021 JUST, FAIR &amp; REASONABLE RENT INCREASE (per space per month) (K / L / M):</b>	<b>\$34.48</b>

## **RSG CALCULATION OF JUST, FAIR, AND REASONABLE TEMPORARY RENT INCREASE AS REIMBURSEMENT FOR CAPITAL IMPROVEMENT EXPENDITURES**

In addition to a \$34.48 permanent rent increase, RSG determined that a temporary rent increase is warranted to reimburse the Applicant for \$199,430.00 of 2021 capital improvement expenditures related to asphalt resurfacing, sealing, and re-striping. Pursuant to Section 29-104(h) of the Ordinance and Section 8(b) of the Guidelines, any capital improvement expenditure must be amortized based on the expected life of the improvement based on standard depreciation tables used to determine tax deductions. Based on the U.S. Internal Revenue Service ("IRS") Publication 946, which details how to depreciate property for income tax purposes, RSG determined that an appropriate amortization period for road improvements is 15 years. Additionally, Section 29-104(h) of the Ordinance states that amortization of the cost of the improvement should include interest. RSG assumed that a reasonable interest rate to apply to the capital improvement expenditures in the Application would be the 30-year fixed interest rate on home mortgages as of the date of the submission of the Original Application on September 17, 2021, which was 2.86%<sup>2</sup>.

The total amount of principal and interest owed on \$199,430.00 at 2.86% over 15 years is a total of \$245,490.96, or \$16,366.06 per year, which is equal to **\$10.57 per space per month for 15 years**. Note that the calculation accounts for all 129 spaces in the Park even though the Board has the authority to approve rent increases for only the 115 rent-controlled spaces. The Applicant has the right to recover the remaining reimbursable amount from the 14 spaces that are not subject to rent control via the lease agreements that the Applicant has with each of those households. Assuming the Applicant provides the required 90-day notice of this capital improvement rent increase on December 1, 2023, the capital improvement rent increase would be collected over the period of March 2024 to February 2039.

## **EXHIBITS**

- A. Timeline of Application (Pages to A-1 to A-3)
- B. CPI & Freddie Mac Data Relevant to the Application (Pages B-1 to B-3)
- C. Report of 2017 and 2021 Expenses Removed or Amended by RSG (Pages C-1 to C-6)

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<sup>2</sup> RSG used the interest rate published by the Federal Home Loan Mortgage Corporation ("Freddie Mac") in its Primary Mortgage Market Survey ("PMMS"). See Exhibit B for Freddie Mac data.

## Exhibit A: Timeline of Application

Date	Action	Days Since Previous Action	Notes
9/17/2021	City receives Original Application.	N/A	
10/14/2021	City issues Incomplete Letter #1.	27	Primary issues noted: Insufficient documentation of increase in water costs; additional information needed about capital improvement expenditures and property tax expenses
10/21/2021	Applicant responds to Incomplete Letter #1.	7	
11/18/2021	City issues Incomplete Letter #2.	28	Primary issues noted: Water expenses reported by the Applicant were overstated due to including costs for both Eastwood Meadows and Mobile Park West
2/18/2022	Applicant submits Revised Application #1.	92	In Revised Application #1, the Applicant reported significantly lower water expenses due to City staff pointing out that the Original Application included water expenses for both Eastwood Meadows and Mobile Park West.
2/24/2022	City retains RSG to review application.	6	
4/6/2022	Applicant submits payment to City for RSG fees.	41	
5/25/2022	RSG issues Incomplete Letter #3.	49	The City staff lead for the Application transitioned from Belinda Rojas to Holly Nelson after Ms. Rojas' last day with the City on 4/6/2022.  Primary issues noted: Year-end financial statements and invoice and proof of payment for each reported expenses needed for the base year (2017) and the final year of RSG's analysis (2020 or 2021)
6/1/2022	City, RSG, and Applicant representatives meet via Zoom to discuss Incomplete Letter #3. Following the Zoom meeting, the Applicant emailed the City and RSG year-end financial statements for 2017 to 2021.	7	
6/9/2022	RSG issues Incomplete Letter #4.	8	Incomplete Letter #4 superseded Incomplete Letter #3, based on the discussion in the 6/1/2022 Zoom meeting.  Primary issues noted: Invoice and proof of payment for each 2017 and 2021 expense in 10 specified expense categories in which expenses (1) increased more than inflation between 2017 and 2021 and (2) increased more than \$5,000 between 2017 and 2021
7/15/2022	Applicant responds to Incomplete Letter #4.	36	
7/22/2022	RSG issues Incomplete Letter #5.	7	Primary issues noted: Several discrepancies between the total expenses reported on the 2017 and 2021 year-end financial statements and the invoices provided
8/18/2022	Applicant responds to Incomplete Letter #5.	27	
9/16/2022	RSG issues Incomplete Letter #6.	29	Primary issues noted: Additional information needed about the 2017 and 2021 utility income and expenses and capital improvement expenses; duplicate expenses

Date	Action	Days Since Previous Action	Notes
10/19/2022	Applicant responds to Incomplete Letter #6.	33	
11/18/2022	RSG notifies Applicant that the application is now complete.	30	
11/23/2022	RSG notifies Applicant that the hearing is tentatively scheduled for 1/11/23.	5	
12/6/2022	RSG emails Applicant about discrepancies in Application re: the number of spaces affected by the proposed rent increase and the number of long-term leases exempt from the City's Ordinance.	13	
12/8/2022	Applicant notifies RSG that they would like to increase the number of spaces affected by the proposed rent increase.	2	
12/14/2022	City notifies Applicant that revising the application requires a new 30-day review period to deem the application complete.	6	
12/15/2022	Applicant notifies City and RSG that they are withdrawing Revised Application #1 and that a revised application is forthcoming.	1	
1/9/2023	Applicant submits Revised Application #2.	25	In Revised Application #2, the Applicant increases the number of spaces affected by the proposed increase from 81 to 95 and reduces the number of spaces subject to a long-term lease from 43 to 24.
1/30/2023	RSG issues Incomplete Letter #7.	21	Primary issues noted: Reimbursements were owed to five households that the Applicant had stated were exempt from rent control that were subject to rent control due to executing their long-term leases after 2/13/2020
2/3/2023	Applicant submits Revised Application #3.	4	In Revised Application #3, the Applicant increases the number of spaces affected by the proposed increase from 95 to 100.
3/3/2023	RSG emails Applicant clarifying questions about Revised Application #3.	28	
3/6/2023	Applicant responds to RSG's clarifying questions.	3	
3/24/2023	RSG issues Incomplete Letter #8.	18	Primary issues noted: Discrepancies between information provided in the Application and the 2022 Mobilehome Park Annual Rent Control Survey provided for the Park
4/17/2023	Applicant responds to Incomplete Letter #8.	24	
5/17/2023	RSG emails Applicant clarifying questions about their response to Incomplete Letter #8.	30	
5/18/2023	Applicant responds to RSG's clarifying questions.	1	
6/14/2023	RSG issues Incomplete Letter #9.	27	Primary issues noted: Final corrections needed to the Application to prepare it for public viewing (e.g., correction of park owner name, completion of blank sections, final versions of 2017 and 2021 year-end financial statements)
7/24/2023	Applicant submits Revised Application #4.	40	In Revised Application #4, the Applicant increases the number of spaces affected by the proposed increase from 100 to 104 and reduces the number of spaces subject to a long-term lease from 24 to 15.

Date	Action	Days Since Previous Action	Notes
8/7/2023	RSG issues Incomplete Letter #10.	14	Primary issues noted: Additional corrections needed to the Application to prepare it for public viewing (e.g., corrections to the total property tax and water expenses reported; corrected 2021 year-end financial statements)
8/11/2023	Applicant emails electronic version of Revised Application #5 for City/RSG's preliminary review.	4	
8/18/2023	RSG emails Applicant about one minor correction needed to Revised Application #5 and two additional invoices needed.	7	
8/21/2023	Applicant emails updated electronic version of Revised Application #5 for City/RSG's preliminary review.	3	
8/24/2023	RSG notifies Applicant that electronic version of Revised Application #5 needs no further corrections.	3	
8/28/2023	Applicant submits hard copy of Revised Application #5.	4	In Revised Application #5, the Applicant increases the number of spaces affected by the proposed increase from 104 to 105 and reduces the number of spaces subject to a long-term lease from 15 to 14.
8/28/2023	RSG notifies Applicant that the application is now complete.	0	
11/1/2023	Board holds hearing.	65	The 60-day deadline for the Board to hold a hearing was October 27, 2023. The City initially scheduled the hearing on October 25, 2023, which was before the deadline. However, the Applicant had a scheduling conflict on October 25, 2023, and requested via an email dated September 14, 2023, that the hearing be postponed to November 1, 2023.
<b>TOTAL</b>		<b>775</b>	

**CPI for All Urban Consumers (CPI-U)**  
**Original Data Value**

**Series Id:** CUURS49ESA0  
**Not Seasonally Adjusted**  
**Series Title:** All items in San Diego-Carlsbad, CA, all urban  
**Area:** San Diego-Carlsbad, CA  
**Item:** All items  
**Base Period:** 1982-84=100  
**Years:** 2013 to 2023

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2013													260.317	258.955	261.679
2014													265.145	265.251	265.039
2015													269.436	267.346	271.526
2016													274.732	272.628	276.837
2017											285.961		283.012	281.561	284.464
2018	288.331		290.810		289.243		295.185		295.883		293.858		292.547	290.076	295.018
2019	295.761		297.226		300.303		299.333		301.033		301.520		299.433	298.147	300.718
2020	302.564		302.589		301.317		305.611		304.443		306.334		303.932	302.040	305.823
2021	307.688		315.035		317.141		323.906		324.138		326.422		319.761	314.282	325.241
2022	332.990		339.852		343.502		347.462		350.721		348.145		344.416	339.886	348.945
2023	354.453		358.026		361.339		362.412							358.515	

[https://data.bls.gov/timeseries/CUURS49ESA0?amp%253bdata\\_tool=XGtable&output\\_view=data&include\\_graphs=true](https://data.bls.gov/timeseries/CUURS49ESA0?amp%253bdata_tool=XGtable&output_view=data&include_graphs=true)

B-1

Week	U.S. 30 yr FRM	30 yr fees & points	U.S. 15 yr FRM	15 yr fees & points	U.S. 5/1 ARM	5/1 ARM fees & points	U.S. 30 yr FRM/ 5/1 ARM margin	30 yr FRM/ 5/1 ARM spread
1/7/21	2.65	0.70	2.16	0.60	2.75	0.30	2.75	-0.10
1/14/21	2.79	0.70	2.23	0.70	3.12	0.40	2.75	-0.33
1/21/21	2.77	0.70	2.21	0.60	2.80	0.40	2.75	-0.03
1/28/21	2.73	0.70	2.20	0.60	2.80	0.30	2.75	-0.07
2/4/21	2.73	0.70	2.21	0.60	2.78	0.30	2.75	-0.05
2/11/21	2.73	0.70	2.19	0.60	2.79	0.20	2.75	-0.06
2/18/21	2.81	0.70	2.21	0.70	2.77	0.20	2.75	0.04
2/25/21	2.97	0.60	2.34	0.60	2.99	0.10	2.75	-0.02
3/4/21	3.02	0.60	2.34	0.70	2.73	0.30	2.75	0.29
3/11/21	3.05	0.60	2.38	0.60	2.77	0.30	2.75	0.28
3/18/21	3.09	0.70	2.40	0.70	2.79	0.30	2.75	0.30
3/25/21	3.17	0.70	2.45	0.60	2.84	0.20	2.75	0.33
4/1/21	3.18	0.70	2.45	0.60	2.84	0.30	2.75	0.34
4/8/21	3.13	0.70	2.42	0.60	2.92	0.10	2.75	0.21
4/15/21	3.04	0.70	2.35	0.70	2.80	0.40	2.75	0.24
4/22/21	2.97	0.70	2.29	0.60	2.83	0.30	2.75	0.14
4/29/21	2.98	0.70	2.31	0.70	2.64	0.30	2.75	0.34
5/6/21	2.96	0.60	2.30	0.60	2.70	0.30	2.75	0.26
5/13/21	2.94	0.70	2.26	0.60	2.59	0.30	2.75	0.35
5/20/21	3.00	0.60	2.29	0.70	2.59	0.30	2.75	0.41
5/27/21	2.95	0.70	2.27	0.60	2.59	0.20	2.75	0.36
6/3/21	2.99	0.60	2.27	0.60	2.64	0.20	2.75	0.35
6/10/21	2.96	0.70	2.23	0.60	2.55	0.20	2.75	0.41
6/17/21	2.93	0.70	2.24	0.60	2.52	0.30	2.75	0.41
6/24/21	3.02	0.70	2.34	0.70	2.53	0.30	2.75	0.49
7/1/21	2.98	0.60	2.26	0.70	2.54	0.30	2.75	0.44
7/8/21	2.90	0.60	2.20	0.70	2.52	0.20	2.75	0.38
7/15/21	2.88	0.70	2.22	0.60	2.47	0.30	2.75	0.41
7/22/21	2.78	0.70	2.12	0.70	2.49	0.40	2.75	0.29
7/29/21	2.80	0.70	2.10	0.70	2.45	0.30	2.75	0.35
8/5/21	2.77	0.60	2.10	0.60	2.40	0.40	2.75	0.37
8/12/21	2.87	0.70	2.15	0.70	2.44	0.30	2.75	0.43
8/19/21	2.86	0.70	2.16	0.60	2.43	0.30	2.75	0.43
8/26/21	2.87	0.60	2.17	0.60	2.42	0.20	2.75	0.45
9/2/21	2.87	0.60	2.18	0.60	2.43	0.30	2.75	0.44
9/9/21	2.88	0.70	2.19	0.60	2.42	0.30	2.75	0.46
9/16/21	2.86	0.70	2.12	0.60	2.51	0.10	2.75	0.35
9/23/21	2.88	0.70	2.15	0.60	2.43	0.30	2.75	0.45
9/30/21	3.01	0.70	2.28	0.60	2.48	0.30	2.75	0.53
10/7/21	2.99	0.70	2.23	0.70	2.52	0.30	2.75	0.47
10/14/21	3.05	0.70	2.30	0.70	2.55	0.20	2.75	0.50
10/21/21	3.09	0.70	2.33	0.70	2.54	0.30	2.75	0.55
10/28/21	3.14	0.70	2.37	0.70	2.56	0.30	2.75	0.58
11/4/21	3.09	0.70	2.35	0.60	2.54	0.30	2.75	0.55
11/10/21	2.98	0.70	2.27	0.60	2.53	0.40	2.75	0.45
11/18/21	3.10	0.70	2.39	0.60	2.49	0.30	2.75	0.61
11/24/21	3.10	0.70	2.42	0.70	2.47	0.30	2.75	0.63
12/2/21	3.11	0.60	2.39	0.60	2.49	0.30	2.75	0.62
12/9/21	3.10	0.70	2.38	0.70	2.45	0.30	2.75	0.65

12/16/21	3.12	0.60	2.34	0.70	2.45	0.30	2.75	0.67
12/23/21	3.05	0.70	2.30	0.70	2.37	0.40	2.75	0.68
12/30/21	3.11	0.70	2.33	0.70	2.41	0.50	2.75	0.70

Attachment "5"

Item6.

*Although Freddie Mac attempts to provide reliable, useful information in this document Freddie Mac does not guarantee that the information is accurate, current or suitable for any particular purpose. Estimates contained in this document are those of Freddie Mac currently and are subject to change without notice.*

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**Exhibit C:**  
**Explanation of RSG Adjustments to Expenses Included in Application**

**2017 EXPENSES**

1. Gas. Decreased \$25,123.65. The Applicant reports \$25,123.65 of 2017 gas expenses, all of which RSG disallows from the calculation of the just, fair, and reasonable rent increase warranted. The Applicant states that Park residents are billed by the Park for gas based on their individual meter readings. For gas usage in 2017, the Applicant reported \$41,567.20 of income from residents, which exceeds the \$25,123.65 of expenses. Since the Applicant was already reimbursed by the Park residents for more than 100% of the 2017 gas expenses, RSG excludes 100% of the gas expenses from the rent increase calculation. Note that RSG considers it reasonable that the amount of income collected from residents for 2017 gas usage exceeds the amount of expenses billed by the gas company (although RSG cannot confirm whether the residents were charged the correct rates). San Diego Gas & Electric Company ("SDG&E") supplies natural gas to the Park. The California Public Utilities Commission ("CPUC"), which regulates natural gas utility rates and services provided by SDG&E, allows rates to include a differential to be collected from Park residents that are to be used for system maintenance.
2. Gas System Repair. Decreased \$12,198.17. The Applicant reports \$12,198.17 of 2017 gas system repair expenses, all of which RSG disallows from the calculation of the just, fair, and reasonable rent increase warranted. As stated in the previous bullet point, the amount of income collected from residents for 2017 gas usage exceeds the amount of expenses billed by the gas company. The differential is to be used for system maintenance, such as the \$12,198.17 of 2017 gas system repair expenses.
3. Electricity. Decreased \$114,938.04. The Applicant reports \$142,396.62 of 2017 electricity expenses, \$114,938.04 of which RSG disallows from the calculation of the just, fair, and reasonable rent increase warranted. The Applicant states that Park residents are billed by the Park for electricity based on their individual meter readings. For electricity usage in 2017, the Applicant reported \$114,938.04 of income from residents and stated that the remaining expenses were electricity costs for common areas. RSG excluded from the rent increase calculation the \$114,938.04 of electricity expenses that was already reimbursed by the Park residents.
4. Electricity. Decreased \$63.74. While the Applicant reports \$142,396.62 of 2017 electricity expenses, RSG calculates that the expenses totaled \$142,332.88 (\$63.74 lower) based on the bills that the Applicant provided to RSG. RSG excluded from the rent increase calculation the unsubstantiated amount of \$63.74. The table below shows a breakdown of RSG's calculation of the \$142,332.88 total.

<b>Billing Period/ Expense Description</b>	<b>Total Invoiced Amount</b>	<b>Percentage Allocated to Eastwood Meadows</b>	<b>Amount Allocated to Eastwood Meadows</b>
December 6, 2016 to January 6, 2017	\$27,634.61	33.3%	\$9,211.54
Fee for Pre-arranged Outage	\$1,465.00	100.0%	\$1,465.00
January 6, 2017 to February 6, 2017	\$25,707.61	33.3%	\$8,569.20

February 6, 2017 to March 8, 2017	\$21,423.96	33.3%	\$7,141.32
March 8, 2017 to April 6, 2017	\$7,718.71	33.3%	\$2,572.90
April 6, 2017 to May 8, 2017	\$24,056.16	33.3%	\$8,018.72
May 8, 2017 to June 7, 2017	\$25,105.11	33.3%	\$8,368.37
Cost of New Meters	\$1,067.67	100.0%	\$1,067.67
June 7, 2017 to July 7, 2017	\$56,119.15	33.3%	\$18,706.38
July 7, 2017 to August 7, 2017	\$85,460.02	33.3%	\$28,486.67
August 7, 2017 to September 6, 2017	\$71,071.01	33.3%	\$23,690.34
September 6, 2017 to October 5, 2017	\$21,311.19	33.3%	\$7,103.73
October 5, 2017 to November 3, 2017	\$30,522.82	33.3%	\$10,174.27
November 3, 2017 to December 5, 2017	\$23,270.28	33.3%	\$7,756.76
<b>TOTAL</b>	<b>\$421,933.30</b>		<b>\$142,332.88</b>

5. Water. Decreased \$139.19. The Applicant reports \$16,921.16 of 2017 water expenses, \$139.19 of which RSG disallows from the calculation of the just, fair, and reasonable rent increase warranted. The Applicant states that only a small number of Park residents had water meters in 2017 and were billed based on their individual meter readings. For the remaining Park residents (which were the majority), the cost of water was included in their base rent. For water usage in 2017, the Applicant reported \$139.19 of income from residents. RSG excluded from the rent increase calculation the \$139.19 of water expenses that was already reimbursed by Park residents.
6. Sewer. Decreased \$33,696.45. The Applicant reports \$34,863.42 of 2017 sewer expenses, \$33,696.45 of which RSG disallows from the calculation of the just, fair, and reasonable rent increase warranted. For sewer in 2017, the Applicant reported \$33,696.45 of income from residents. RSG excluded from the rent increase calculation the \$33,696.45 of sewer expenses that was already reimbursed by the Park residents.
7. Trash. Decreased \$22,420.74. The Applicant reports \$31,840.53 of 2017 trash expenses, \$22,420.74 of which RSG disallows from the calculation of the just, fair, and reasonable rent increase warranted because the Applicant reported \$22,420.74 of income from residents for trash in 2017. RSG excluded from the rent increase calculation the \$22,420.74 of trash expenses that was already reimbursed by the Park residents.
8. Trash. Decreased \$202.58. RSG disallowed \$202.58 because the amount of 2017 trash expenses reported by the Applicant included two duplicate expenses in the amount of \$202.58, each related to a 2/28/2017 Escondido Disposal Inc. invoice.
9. Depreciation. Decreased \$16,594.00. RSG disallowed \$16,594.00 of depreciation based on the standard practice of excluding depreciation from calculations of just, fair, and

reasonable rent increases for mobilehome parks due to depreciation being a non-cash expense. The ordinances of some communities (City of Oceanside for example) expressly prohibit the inclusion of depreciation in calculations of just, fair, and reasonable rent increases for mobilehome parks.

<b>TOTAL 2017 EXPENSES REPORTED BY APPLICANT:</b>	<b>\$700,017.88</b>
<b>TOTAL ADJUSTMENTS BY RSG:</b>	<b>(\$225,376.56)</b>
<b>TOTAL ADJUSTED 2017 EXPENSES PER RSG:</b>	<b>\$474,641.32</b>

### **2021 EXPENSES**

1. Gas. Decreased \$31,987.84. The Applicant reports \$31,987.84 of 2021 gas expenses, all of which RSG disallows from the calculation of the just, fair, and reasonable rent increase warranted. The Applicant states that Park residents are billed by the Park for gas based on their individual meter readings. For gas usage in 2021, the Applicant reported \$57,858.88 of income from residents, which exceeds the \$31,987.84 of expenses. Since the Applicant was already reimbursed by the Park residents for more than 100% of the 2017 gas expenses, RSG excludes 100% of the gas expenses from the rent increase calculation. Note that RSG considers it reasonable that the amount of income collected from residents for 2021 gas usage exceeds the amount of expenses billed by the gas company (although RSG cannot confirm whether the residents were charged the correct rates). SDG&E supplies natural gas to the Park. The CPUC, which regulates natural gas utility rates and services provided by SDG&E, allows rates to include a differential to be collected from Park residents that are to be used for system maintenance.

RSG notes that we recategorized \$1,368.80 from the Water expense category to the Gas category (more details are provided under #4 below), which increases the total 2021 gas expenses to \$33,356.64. However, this increased amount is still less than the \$57,858.88 of income collected from residents for 2021 gas usage.

2. Gas System Repair. Decreased \$1,481.07. The Applicant reports \$1,481.07 of 2021 gas system repair expenses, all of which RSG disallows from the calculation of the just, fair, and reasonable rent increase warranted. As stated in the previous bullet point, the amount of income collected from residents for 2021 gas usage exceeds the amount of expenses billed by the gas company. The differential is to be used for system maintenance, such as the \$1,481.07 of 2021 gas system repair expenses.
3. Electricity. Decreased \$155,312.91. The Applicant reports \$177,027.99 of 2021 electricity expenses, \$155,312.91 of which RSG disallows from the calculation of the just, fair, and reasonable rent increase warranted. The Applicant states that Park residents are billed by the Park for electricity based on their individual meter readings. For electricity usage in 2017, the Applicant reported \$155,312.91 of income from residents and stated that the remaining expenses were electricity costs for common areas. RSG excluded from the rent increase calculation the \$155,312.91 of electricity expenses that was already reimbursed by the Park residents.
4. Electricity. Decreased \$16,832.39. While the Applicant reports \$177,027.99 of 2017 electricity expenses, RSG calculates that the expenses totaled \$160,195.60 (\$16,832.39 lower) based on the bills that the Applicant provided to RSG. RSG excluded from the rent

increase calculation the unsubstantiated amount of \$16,832.39. The table below shows a breakdown of RSG's calculation of the \$160,195.60 total.

<b>Billing Period/ Expense Description</b>	<b>Total Invoiced Amount</b>	<b>Percentage Allocated to Eastwood Meadows</b>	<b>Amount Allocated to Eastwood Meadows</b>
Dec 6, 2020 to Jan 6, 2021	\$40,050.03	33.3%	\$13,350.01
Jan 6, 2021 to Feb 4, 2021	\$34,152.94	33.3%	\$11,384.31
Feb 4, 2021 to Mar 8, 2021	\$39,430.19	33.3%	\$13,143.40
Mar 8, 2021 to Apr 9, 2021	\$38,781.06	33.3%	\$12,927.02
Apr 9, 2021 to May 7, 2021	\$35,643.06	33.3%	\$11,881.02
May 8, 2021 to June 8, 2021	\$40,769.02	33.3%	\$13,589.67
June 9, 2021 to Jul 8, 2021	\$58,092.80	33.3%	\$19,364.27
July 9, 2021 to Aug 7, 2021	\$50,574.81	33.3%	\$16,858.27
Aug 7, 2021 to Sep 7, 2021	\$48,157.90	33.3%	\$16,052.63
Sep 8, 2021 to Oct 6, 2021	\$58,854.42	33.3%	\$19,618.14
Oct 7, 2021 to Nov 5, 2021	\$36,080.57	33.3%	\$12,026.86
<b>TOTAL</b>	<b>\$480,586.80</b>		<b>\$160,195.60</b>

5. Water. Decreased \$5,755.99. The Applicant reports \$78,224.02 of 2021 water expenses, \$5,755.99 of which RSG disallows from the calculation of the just, fair, and reasonable rent increase warranted because of reimbursement already received from Park residents. The Applicant states that only a small number of Park residents had water meters in 2021 and were billed based on their individual meter readings. For the remaining Park residents (which were the majority), the cost of water was included in their base rent. For water usage in 2021, the Applicant reported \$5,755.99 of income from residents. RSG excluded from the rent increase calculation the \$5,755.99 of water expenses that was already reimbursed by Park residents.
6. Water. Decreased \$1,368.80. RSG recategorized \$1,368.80 from the Water expense category to the Gas category. The water expenses include a Pacific States Utility Company invoice dated 3/05/2021 for \$2,099.46, which includes \$1,152.00 for gas meters, \$613.92 for water meters, \$196.68 for shipping, and \$136.86 for sales taxes. RSG reclassified the gas meters expense of \$1,152.00 to the Gas expense category. RSG also split the shipping expense and sales taxes between the Water and Gas expense categories in proportion to the cost of the meters (35% for Water – \$116.74; 65% for Gas – \$216.80).

7. Water. Increased \$901.87. For the City of Escondido invoice due November 5, 2021, the Applicant categorized 29% of the \$3,109.89 of "Water Service" expenses (\$901.87) to the Eastwood Meadows Sewer expense category. RSG recategorized this expense to the Water expense category.
8. Water. Decreased \$4,481.79. RSG disallowed \$4,481.79 because the amount of 2021 water expenses reported by the Applicant included two duplicate expenses in the amount of \$4,481.79 each related to a 7/29/2021 and 8/30/2021 City of Escondido invoices.
9. Sewer. Decreased \$58,215.14. The Applicant reports \$64,578.62 of 2017 sewer expenses, \$58,215.14 of which RSG disallows from the calculation of the just, fair, and reasonable rent increase warranted. For sewer in 2021, the Applicant reported \$58,215.14 of income from residents. RSG excluded from the rent increase calculation the \$58,215.14 of sewer expenses that was already reimbursed by the Park residents.
10. Sewer. Decreased \$901.87. For the City of Escondido invoice due November 5, 2021, the Applicant categorized 29% of the \$3,109.89 of "Water Service" expenses (\$901.87) to the Eastwood Meadows Sewer expense category. RSG recategorized this expense to the Water expense category.
11. Sewer. Decreased \$3,640.48. RSG disallowed \$3,640.48 because the amount of 2021 sewer expenses reported by the Applicant included two duplicate expenses in the amount of \$4,481.79 each related to a 7/29/2021 and 8/30/2021 City of Escondido invoices.
12. Trash. Decreased \$34,386.66. The Applicant reports \$37,837.04 of 2021 trash expenses, \$34,386.66 of which RSG disallows from the calculation of the just, fair, and reasonable rent increase warranted. For trash in 2021, the Applicant reported \$34,386.66 of income from residents. RSG excluded from the rent increase calculation the \$34,386.66 of trash expenses that was already reimbursed by the Park residents.
13. Street Patching & Repairs. Decreased \$199,430.00. The Applicant reports \$199,430.00 of 2021 street patching and repairs expenses, all of which RSG disallows from the calculation of the permanent just, fair, and reasonable rent increase warranted. The expenses are for asphalt replacement, sealcoating, and re-striping, which RSG considers to be capital improvement expenses. Section 29-101 of the City of Escondido's Mobilehome Rent Control Ordinance defines capital improvements as "the installation of new improvements and facilities and/or the replacement or reconstruction of existing improvements and facilities which consist of more than ordinary maintenance and/or repairs." Pursuant to Section 29-104(h) of the Ordinance, RSG excluded these expenses from the calculation of the permanent rent increase and recommends that the Mobilehome Park Rental Review Board approve a separate temporary rent increase that does not continue beyond the time necessary for reasonable amortization of the cost of those improvements.
14. Depreciation. Decreased \$34,472.00. RSG disallowed \$34,472.00 of depreciation based on the standard practice of excluding depreciation from calculations of just, fair, and reasonable rent increases for mobilehome parks due to depreciation being a non-cash expense. The ordinances of some communities (City of Oceanside for example) expressly prohibit the inclusion of depreciation in calculations of just, fair, and reasonable rent increases for mobilehome parks.

<b>TOTAL 2021 EXPENSES REPORTED BY APPLICANT:</b>	<b>\$1,136,345.77</b>
<b>TOTAL ADJUSTMENTS BY RSG:</b>	<b>(\$547,365.07)</b>
<b>TOTAL ADJUSTED 2021 EXPENSES PER RSG:</b>	<b>\$588,980.70</b>



**DATE:**           **October 10, 2023**

**TO:**             **HONORABLE CHAIRMAN AND MEMBERS OF THE RENT CONTROL BOARD**

**FROM:**       **MONICA PINAGLIA, CODE COMPLIANCE SUPERVISOR** *mp*

**SUBJECT:**   **EASTWOOD MEADOWS MHP- RENT CONTROL**

Eastwood Meadows Mobile Home Park was inspected on October 10, 2023 with the lighting inspection conducted the prior evening. The code compliance inspection is required as part of the mobile home park's rent control application process. There were seven general park violations and no lighting violations found and noted in the attached inspection report.

The resident meeting was held on October 9, 2023 and was attended by sixty-nine residents, four park management staff, three city employees and one consultant. There were no code case issues brought forth in the resident meeting.

Cc:   Christopher W. McKinney – Deputy City Manager  
      Danielle Lopez - Manager of the Housing and Neighborhood Services Division



**October 10, 2023**

**MOBILEHOME PARK RENT CONTROL**  
**CODE ENFORCEMENT INSPECTION REPORT**

**Park Name:** Eastwood Meadows Mobile Home Park  
C/O Manager Gisela Balderas  
2550 E. Valley Parkway  
Escondido, CA. 92027

**Park Owner:** Bessire & Casenhiser Inc.  
C/o Mikhail Murray  
430 S. Dimas Ave  
San Dimas CA 91773

**Park Manager:** Gisela Balderas      **Phone:** (760) 747-5437

**Inspection Date:** 10-10-2023      **Inspector:** Stephen Jacobson

The following report is based on the inspection of the mobile home park conducted under provisions outlined in the California Code of Regulations, Title 25, Division I, Chapter 2 and the Escondido Zoning Code, Article 45. This inspection report only addresses health and safety issues that are related to areas for which maintenance, repair and operations is the responsibility of the owners and managers of the park.

**General Violations:**

1. There are overgrown tree branches encroaching into the roadway located at space numbers 38,57 & 66. **25 CCR 1608 (J)**
2. The fire hydrant located at space 36 does not have the required fire lane curb painting requirements. **(ESC Fire Department Prevention Standards) and CVC Code 2500.1**



3. The fire lane in front of the club house does not have the required fire lane curb painting requirements. **(ESC Fire Department Prevention Standards) and CVC Code 2500.1**
4. The exit signs in the club house do not meet the minimum height requirement of 6'8 inches. **CBC 1013 & 1003.3.1**
5. There are portions of the park's exterior wood fence that are in disrepair located behind spaces 121, 122, 124 127 & 128. **25 CCR 1102(a);**
6. There is a portion of block wall that is missing and is in disrepair located behind space 121. **25 CCR 1102(a);**
7. There is a portion of fencing that is missing and is in disrepair located behind space 126. **25 CCR 1102(a);**

**Areas of the park requiring illumination per 25 CCR 1108:**

**(Lighting Inspection conducted the evening of 10-9-2023)**

1. No lighting violations were found.



**Code Enforcement Division**  
**201 North Broadway, Escondido, CA 92025**  
**Phone: 760-839-4650 Fax: 760-432-6819**

October 23, 2023

Eastwood Meadows Mobile Home Park  
C/O Manager- Gisela Balderas  
2550 E Valley Parkway  
Escondido CA 92027

Bessire & Casenhiser Inc.  
C/O Mikhail Murray  
430 S. Dimas Ave  
San Dimas, CA 91773

Dear Sirs/Madams,

This notice is to formally advise you that the violations that were noted during the rent control inspection on October 10, 2023 have been corrected.

We appreciate having the parks cooperation during this process. Our mutual efforts are important in maintaining safe and healthy parks in our city. Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in dark ink, appearing to be "MP" or similar initials, written in a cursive style.

Monica Pinaglia  
Code Compliance Manager

CC: Christopher W. McKinney -- Deputy City Manager  
Danielle Lopez -- Housing & Neighborhood Services Manager



# STAFF REPORT

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November 1, 2023  
File Number 0250-55

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## SUBJECT

### TOW COMPANY APPEALS HEARING

## DEPARTMENT

POLICE DEPARTMENT

## RECOMMENDATION

Request the City Council approve Resolution Nos. 2023-138 and 2023-139 denying the appeals of Quality East County Inc./Quality Towing East Quality Towing ("Quality Towing") and Tow and Transport Inc./Roadway Towing & Recovery ("Roadway Towing") challenging their non-selection for a City towing contract.

Staff Recommendation: Approval (Police Department: Edward Varso, Chief of Police )

Presenter: Edward Varso, Chief of Police

## FISCAL ANALYSIS

No fiscal impact.

## PREVIOUS ACTION

On June 21, 2023, the City Council adopted Resolution No. 2023-75 authorizing the Mayor to execute Police Tow Service contracts with Al's Towing, Inc.; A-Z Enterprises, Inc.; Allied Gardens Towing, Inc.; and Johnathan's Towing, Inc. to provide police tow services for the City of Escondido.

## BACKGROUND

Under contract with the City, local tow companies provide Police towing, impound and referral services. Police tows and impounds include towing of vehicles at the direction of the Police Department where the consent of the vehicle owner is not required under existing law, including the towing of motor vehicles which are illegally parked, abandoned, are evidence of a crime, or are otherwise subject to the authority of the Police Department. Referral tows include vehicles towed by the Police Department at the request of the vehicle owner. The previous contracts expired on June 30, 2023.

In April 2023, City staff requested proposals from local companies for a new contract to begin on July 1, 2023 (Attachment "1"). Proposals were due on May 11, 2023, and six companies responded to the City's



# CITY of ESCONDIDO

## STAFF REPORT

request, including Al's Towing, Inc.; A-Z Enterprises, Inc.; Allied Gardens Towing, Inc.; Johnathan's Towing, Inc.; Quality Towing; and Roadway Towing.

Quality East County, Inc. dba Quality Towing submitted their responsive application on May 8, 2023 (Attachment "2") and Tow & Transport Inc., dba Roadway Towing and Recovery submitted their responsive application on April 13, 2023 (Attachment "3"). Upon receipt of the responses, the Police Department established a multi-disciplinary inspection team represented by City personnel. This team conducted on-site inspections, financial record review, and evaluated submittals to determine compliance with the RFP documents. On-site inspections included evaluation of tow companies buildings and lots, and a review of vehicles listed against specific criteria listed in the RFP. All proposals were evaluated in strict accordance with the evaluation criteria set forth in the RFP.

Based on the inspections and review of the information submitted, the following companies entered into contracts with the City of Escondido:

- Al's Towing, Inc.
- A-Z Enterprises, Inc.
- Allied Gardens Towing, Inc.
- Johnathan's Towing, Inc.

The RFP include criteria and a points system to help the City select the tow companies best able to meet the services required by the City. The four selected vendors scored above 97 points. Quality Towing and Roadway scored 67 and 62 points respectively.

Escondido Municipal Code Chapter 27 provides the process to select towing companies. The municipal code authorizes the chief of police, when selecting a company or companies to provide towing services, to consider a company's proposed quality of service, potential income to the city, the length and nature of the applicant's experience, the applicant's financial responsibility, and any other factor which will safeguard the public interest. RFP No. 23-17 initiated the selection process for towing vendors effective July 1, 2023 and provided prospective vendors with information and requirements to enable the vendor to meet City standards. RFP responses deviating in any way from the requirements and submission formats may be declared non-responsive at the City's discretion. The RFP General Conditions read in part:

6. Inaccuracies or Misinterpretations: Subject to the City's sole discretion, the City may terminate a prospective vendor from the RFP process or terminate any agreement with the Prospective vendor if the City determines that said Prospective vendor has: (i) made a material misstatement, (ii) made a material misrepresentation, or (iii) provided materially inaccurate information.

9. Right to Reject Proposal.: The City reserves the right to reject any or all proposals, to waive any non-material irregularities or combination of



# CITY of ESCONDIDO

## STAFF REPORT

items. The City is not obligated to explain or justify its selection or rejection of any Prospective vendor.

14. City Provisions to Prevail: The terms of this RFP and the terms of any agreement resulting from this RFP shall govern the services. Any standard terms and conditions of the successful vendor shall not be acceptable to the City unless expressly agreed to by the City by separate document. The City reserves the right to reject a proposal containing unacceptable conditions as non-responsive as a condition of evaluation or award of the proposal.

On June 22, 2023, the Escondido Police Chief wrote to the non-selected vendors and provided the inspection details (Attachments "5" and "6"). On June 28 and 29, 2023, both Quality Towing and Roadway appealed the decision. The appeal letters are attached to this Staff Report as Attachments "7" and "8".

Although the City's understanding that consideration of information provided after submission deadline is not appropriate, no new information provided contradicted the information obtained by the Chief of Police during the inspection and selection process. Quality Towing's June 28, 2023, 110 page letter (Attachment "9") emphasized the many areas of compliance with City requirements but failed to address the lack of information or the facility shortfalls identified during the site inspection.

In his appeal, President of Roadway Towing, Frannk Khati, has asked for an independent review of the inspection. The City's process does not provide for such a remedy. On the day of the City inspection, the Roadway Towing facility did not meet the City standards and Roadway Towing could not provide the inspectors with information required and listed in the RFP.

However, the Chief of Police individually interviewed each member of the inspection team and reviewed all available documents. Based on the evidence that was provided, the Escondido Chief of Police remains convinced that he selected the best four vendors, and the Quality Towing and Roadway Towing did not meet all of the City's objective and subjective evaluation criteria.

If approved by your action today, additional contracts will not be offered to Quality Towing or Roadway Towing.

### RESOLUTIONS

- a. Resolution No. 2023-138
- b. Resolution No. 2023-139



# CITY of ESCONDIDO

## STAFF REPORT

### ATTACHMENTS

- a. Attachment "1 – Notice of Request for Proposals ("RFP") No. 232-17 – Police Tow, Impound, and Referral Tow Services dated April 12, 2023.
  - a. EXHIBIT A to RFP No. 23-17 – Police Tow, Impound, and Referral Tow Services, Sample Two Service Agreement [please combine with item a]
- b. Attachment "2" – Quality East County, Inc. dba Quality Towing RFP Application dated May 8, 2023.
- c. Attachment "3" –Tow & Transport Inc., dba Roadway Towing and Recovery RFP Application dated April 13, 2023.
- d. Attachment "4" – Mattia Law letter dated June 21, 2023, Re: Notice of Request for Proposals ("RFP") No. 23-17 – Police Tow, Impound and Referral Tow Services on behalf of Quality East County, Inc. [Recommend link because of graphics and photos.
- e. Attachment "5" – Escondido Police Chief letter to Quality East County Inc. dated June 22, 2023
- f. Attachment "6" – Escondido Police Chief letter to Tow & Tow Transport dated June 22, 2023
- g. Attachment "7" – Application to Appeal a Decision to the City Council, Applicant Quality East County Inc. dated June 28, 2023
- h. Attachment "8" – Application to Appeal a Decision to the City Council, Applicant Frank Khati, dated June 27, 2023.
- i. Attachment "9" –Quality Towing, Quality East County, Inc, letter dated June 28, 2023 re Appeal Letter RFP No. 23-17 \_ Police Tow, Impound, and Referral Tow Services dated June 28, 2023

## RESOLUTION NO. 2023-138

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
ESCONDIDO, CALIFORNIA, DENYING THE APPEAL OF  
QUALITY EAST COUNTY INC./QUALITY TOWING

WHEREAS, Escondido Municipal Code Chapter 27, Towing Services, provides a process for the Escondido Police Department to provide a fair and impartial means of selecting towing companies to provide such services to the police department; and

WHEREAS, Escondido Municipal Code Section 27-3 gives the Escondido Police Chief the discretion to select a company or companies to provide towing service; and

WHEREAS, on April 12, 2023, the City of Escondido released Request For Proposal ("RFP") No. 23-17 asking for qualified vendors to submit proposals to provide police tow, impound, and referral tow services for the City of Escondido; and

WHEREAS, RFP No. 23-17 included a sample towing contract with 25 pages of subjective and objective standards for potential vendors to meet, and evaluation criteria to help the City select tow companies that will be able to meet or exceed the services required by the City; and

WHEREAS, RFP No. 23-17 includes a City reservation of the right to accept or reject any and all proposals and the City has sole discretion to terminate a vendor from the process if it made a misstatement, misrepresentation, or inaccurate information occurs; and

WHEREAS, the City of Escondido received six timely submissions in response to RFP No. 23-17 by the May 11, 2023 deadline; and

WHEREAS, the Escondido Police Department conducted site inspections at each facility and evaluated each proposal based on the criteria listed in the RFP No. 23-17; and

WHEREAS, using the criteria in the RFP the Escondido Police Chief selected the following four vendors: A-Z Enterprises, Inc., Allied Gardens Towing, Al's Towing, and Johnathan's Towing; and

WHEREAS, the Escondido City Council authorized four tow contracts for vendors recommended by the Escondido Chief of Police on June 21, 2023; and

WHEREAS, Quality East County Inc. / Quality Towing filed a timely appeal of the contract decision with the City Clerk on June 28, 2023; and

WHEREAS, the City Council has reviewed the Escondido Police Department's reasons for non-selection of Quality East County Inc./Quality Towing, the administrative record, the appellant's evidence, and the testimony presented, and finds that the Escondido Chief of Police complied with Escondido Municipal Code Section 27-3 and did not abuse his discretion when he did not select Quality East County Inc./Quality Towing to provide towing services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Escondido, California, as follows:

1. That the above recitations are true.
2. That the City Council denies the Quality East County Inc./Quality Towing appeal.



## RESOLUTION NO. 2023-139

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
ESCONDIDO, CALIFORNIA, DENYING THE APPEAL OF  
TOW AND TRANSPORT, INC./ ROADWAY TOWING

WHEREAS, Escondido Municipal Code Chapter 27, Towing Services, provides a process for the Escondido Police Department to provide a fair and impartial means of selecting towing companies to provide such services to the police department; and

WHEREAS, Escondido Municipal Code Section 27-3 gives the Escondido Police Chief the discretion to select a company or companies to provide towing services; and

WHEREAS, on April 12, 2023, the City of Escondido released Request For Proposal ("RFP") No. 23-17 asking for qualified vendors to submit proposals to provide police tow, impound, and referral tow services for the City of Escondido; and

WHEREAS, RFP No. 23-17 included a sample towing contract with 25 pages of subjective and objective standards for potential vendors to meet, and evaluation criteria to help the City select tow companies that will be able to meet or exceed the services required by the City; and

WHEREAS, RFP No. 23-17 includes a City reservation of the right to accept or reject any and all proposals and the City has sole discretion to terminate a vendor from the process if it made a misstatement, misrepresentation, or inaccurate information occurs; and

WHEREAS, the City of Escondido received six timely submissions in response to RFP No. 23-17 by the May 11, 2023 deadline; and

WHEREAS, the Escondido Police Department conducted site inspections at each facility and evaluated each proposal based on the criteria listed in the RFP No. 23-17; and

WHEREAS, using the criteria in the RFP, the Escondido Police Chief selected the following four vendors: A-Z Enterprises, Inc., Allied Gardens Towing, Al's Towing, and Johnathan's Towing; and

WHEREAS, the Escondido City Council authorized four tow contracts for vendors recommended by the Escondido Chief of Police on June 21, 2023; and

WHEREAS, Frank Khati for filed a timely appeal of the contract decision for Tow And Transport, Inc./Roadway Towing with the City Clerk on June 29, 2023; and

WHEREAS, the City Council has reviewed the Escondido Police Department's reasons for non-selection of Tow And Transport, Inc./Roadway Towing and the administrative record and the testimony presented, and find that the Escondido Chief of Police complied with Escondido Municipal Code Section 27-3 and did not abuse his discretion when he did not select Tow And Transport, Inc./Roadway Towing to provide towing services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Escondido, California, as follows:

1. That the above recitations are true.
2. That the City Council denies the Tow And Transport, Inc./Roadway Towing appeal.



Edward Varso Chief of Police  
1163 N. Centre City Parkway  
Escondido, CA 92026  
Phone: 760-839-4721  
Fax: 760-745-3432

## REQUEST FOR PROPOSALS

April 12, 2023

**RE: Notice of Request for Proposals ("RFP") No. 23-17 – Police Tow, Impound, and Referral Tow Services**

Notice is hereby given that the City of Escondido a California municipal corporation ("City") is seeking proposals from qualified vendors to provide police tow, impound, and referral tow services for the City on a rotational basis.

Prospective vendors shall provide one original and five copies of the proposal for the evaluation team to review **no later than 2 p.m. on May 11, 2023** (Submission Deadline). **Any proposals received after the Submission Deadline will not be accepted and will be returned unopened to the bidder.** There will be no public opening of the proposals. Proposal should be treated as confidential until contract is awarded or recommended for award. Proposals shall be submitted in a sealed envelope or package clearly addressed as follows:

City Clerk

Attn: SEALED PROPOSAL No.23-17- Police Tow, Impound, and Referral Tow Services  
201 N. Broadway  
Escondido, CA 92025

Questions concerning this RFP must be submitted solely via email to Barbara MarLett, Project Manager at [bmarlett@escondido.org](mailto:bmarlett@escondido.org) no later than **2 p.m. on April 21, 2023** ("Questions Deadline"). Emails concerning this RFP should state the following in the subject line: b "RFP No. 23-17 – Police Tow, Impound, and Referral Tow Services." Any questions or comments received after the Questions Deadline will be disregarded. Any communication regarding or relating to this RFP with any City employee or official other than Barbara MarLett is strictly prohibited. A summary of questions from prospective bidders and City responses will be posted on the City's website at [www.escondido.org](http://www.escondido.org) by **2 p.m. on April 27, 2023**.

Each proposal shall be in accordance with specifications, instructions, and information contained in this RFP. The City reserves the right to accept or reject any or all proposals for any reason it deems necessary and to waive defects or irregularities in any proposal at its sole discretion. This Request for Proposal does not commit the City of Escondido to award a contract or to pay any costs incurred in the preparation of a response to this request.

Sincerely,

Edward Varso  
Chief of Police

City of Escondido  
RFP No. 23-17 – Police Tow, Impound, and Referral Tow Services  
Page 2

### **Introduction**

The City is seeking proposals from qualified vendors to provide police tow, impound, and referral tow services for the City on a rotational basis. The services shall be performed in accordance with the Draft Tow Services Agreement, which is attached to this RFP as **Exhibit A** and incorporated herein by this reference. The City is seeking a three-year contract, beginning July 1, 2023 and ending June 30, 2026. Upon satisfactory performance by the vendor and mutual agreement by both parties, the City shall have the option to extend the initial three-year term for two additional one-year periods.

### **Background**

The City of Escondido encompasses 36.53 square miles and has a population of approximately 151,000 residents. Incorporated in 1888, Escondido is a full-service city that employs the council/manager form of government. Escondido is located in northeastern San Diego County. Escondido is widely recognized as a leader for its community programs, financial management and economic development. Escondido is rich in cultural, economic and geographic diversity. Currently, the Police Department initiates approximately 2,800 police tows and impounds per fiscal year and approximately 800 referral tows per fiscal year.

The City shall evaluate only those responses to this RFP that precisely conform to each of the requirements and submission formats described herein. Responses deviating in any way from the requirements and submission formats may be declared non-responsive at the City's discretion.

### **Estimated RFP Schedule**

The following timeline is the City's best estimate for the RFP process and is not binding on the City.

<b>RFP Released</b>	<b>April 12, 2023</b>
<b>Questions Deadline</b>	<b>April 21, 2023</b>
<b>City Answers Posted</b>	<b>April 27, 2023</b>
<b>Submission Deadline</b>	<b>May 11, 2023</b>
<b>Site Inspections</b>	<b>May 22-26, 2023</b>
<b>Contract Approval by City Council</b>	<b>June 21, 2023</b>

City of Escondido  
RFP No. 23-17 – Police Tow, Impound, and Referral Tow Services  
Page 3

### **Scope of Work**

See the Scope of Work included in Exhibit A for further information regarding the services.

### **Site Inspections of Towing Facilities**

Prior to contract award, the City will conduct on-site inspections of each bidder's business facilities.

### **Proposal Format**

Proposals shall be typed or word-processed and shall meet the following submission criteria:

- Font or type-face of not less than 11 points;
- Bound only by staples; and
- Submitted under the signature of an individual authorized to bind the performance of the applicant.

### **Proposal Content**

Proposals must clearly and concisely state the following information, in order as listed below:

#### **Cover Letter:**

A cover letter introducing the company and the individual who will be the contact person. This letter shall briefly state the vendor's understanding of the work to be performed, and a description of how the company is qualified to perform this contract. The statement shall also confirm the vendor's understanding and agreement with no exceptions to the standards of conduct and operation including, but not limited to "referral tows", "on-demand tows", "Police Tows", "Impounds", and other provisions as defined in the Draft Tow Services Agreement in "Exhibit A"

#### **Vendor Background and Experience:**

1. Describe your company's experience in providing the type of services within the past three years that are similar to the Scope of Services delineated in this RFP. The Tow Company responding to this RFP must clearly demonstrate that it has been a corporation in good standing and has been in the towing and impound business for at least three years and has record keeping systems in place, proper vehicle storage capacity and the required equipment consistent with contract requirements;
2. Company name, address, local phone number and storage (tow yard) physical location;
3. A brief company/corporate history;
4. Type of business (i.e., corporation, partnership, etc.);
5. Applicable corporate, partnership and/or shareholders' agreements including any amendments thereto and any other documents and/or state filings, that relate to the existence, good standing and ownership of the business described in number (1) above;
6. Name and phone numbers of three corporate or agency references that can attest to the quality of services provided by the company; and
7. Single local point-of-contact in authority for all issues, such as complaints, contract issues, etc., related to the provision of towing and impound services for the City. A list of each public and private agency your company currently contracts with to provide similar services, including a contact person for reference

#### **Financial Stability:**

1. A copy of quarterly financial statements and cash flow statements (audited if available) for the company for the past two years.
2. Pending litigations in which the business or its owners is/are a plaintiff or defendant;
3. A list of any active claims against any other public entity in San Diego County; and
4. List all businesses for which you or your business manager have filed for bankruptcy protection while operating under a towing service contract.

City of Escondido  
RFP No. 23-17 – Police Tow, Impound, and Referral Tow Services  
Page 4

**Project Plan:**

1. Describe the company's approach to fulfill the Scope of Work as defined herein and requirements of Exhibit A;
2. Describe the company's policies and procedures for proper towing and impounding services;
3. Describe the company's standards for quality service; and
4. Describe the company's policies and procedures for handling complaints from the public. Provide the number of complaints received from the public during the last year.

**Facilities and Equipment:**

1. Provide a list and a short description of the equipment proposed to be used in the performance of services including, but not limited to vehicles and radio equipment;
2. Describe the company's storage facilities to be utilized in the performance of services; and
3. Provide detailed description of the facilities' security.

**Certification Form:**

A representative with authority to bind the company shall sign and return the Authorized Company Representative Certification Form, which is attached to this RFP as **Exhibit B** and incorporated herein by this reference.

**Other Information:**

Additional information or data exceeding the minimum qualifications that the respondent would like the City to consider should be communicated at the end of the proposal.

**Proposal Submission Fee**

A fee of \$2,500 must accompany the proposal made payable to the City of Escondido. If a Tow Company is awarded a contract for a position on the Police Rotation, the fee will be applied to the first payment required under the contract resulting from this RFP. If a Tow Company's proposal does not result in the award of a contract, the fee will be refunded in full within 45 days following the City's notice of decision not to award the contract. In calculating this fee, the City has determined Tow Companies that are awarded contracts on the Police Rotation will bear the expense of all investigations and evaluations that occur during the RFP process.

**Evaluation Process**

Proposals will be screened and evaluated by an Evaluation Team established by the Chief of Police to determine a firm's ability to meet or exceed the services required by the City. The evaluation process will include review of the proposal and site visits by the Escondido Police Departments Evaluation Team. Final recommendations from the Police Department will be subject to approval by the City Manager and City Council.

Each proposal and site inspection will be evaluated on a "complies/does not comply" basis to all the requirements contained in this RFP and its accompanying exhibits, attachments, or other documents described or incorporated herein

City of Escondido  
RFP No. 23-17 – Police Tow, Impound, and Referral Tow Services  
Page 5

The evaluation process is intended to help the City select Tow Companies that will be able to meet or exceed the services required by the City. Other relevant criteria that may contribute to the selection process include but are not limited to the following:

Criteria	Points
Company's past performance including, but not limited to the following: <ul style="list-style-type: none"> <li>• City's past experience with Company's contract performance;</li> <li>• Prior responsiveness to the Police Department and community concerns;</li> <li>• Customer service and quality control standards;</li> <li>• Company's code violations including, but not limited to moving violations known to City's Police Department;</li> <li>• Other agency references for the Applicant</li> <li>• Complaints from the community regarding the Applicant</li> </ul>	25
Ability to fulfill the service required	35
Adequacy of equipment and facilities	35
Company's financial stability	5

### **Tow License Fee**

It is the intent of the City to collect a Tow License Fee from each firm, to be apportioned equally among qualified vendors desiring to tow police impounds and referrals. The fee is \$100,000 annually per vendor (calculation based on four vendors). The Tow License Fee is payable quarterly, on the first day of July, October, January and April.

### **Communications with the City**

Communication with City employees other than the Project Manager is prohibited, and no City employee or representative other than the City's Project Manager is authorized to provide any information or respond to any questions regarding this RFP. Prospective vendors may contact the Project Manager solely via e-mail.

### **Right to Submitted Material**

This RFP does not commit the City of Escondido to award a contract, to pay any costs incurred in the preparation of a contract or proposal, or to procure or contract for, any services. The City reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with qualified vendors, or to amend, cancel (in part or in whole) this RFP if it is in the City's best interest to do so. All proposals, reports and data submitted to the City shall become the property of the City of Escondido and may not be returned.

City of Escondido  
RFP No. 23-17 – Police Tow, Impound, and Referral Tow Services  
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## General Conditions

PLEASE READ CAREFULLY. THE FOLLOWING GENERAL TERMS AND CONDITIONS ARE A PART OF ALL PROPOSALS SUBMITTED IN RESPONSE TO THIS RFP AND THE RESULTING CONTRACT.

This RFP as advertised, the specification and requirements detailed in this RFP (including the following General Provisions) are subject to all provisions of the Ordinances of the City of Escondido.

In submitting a proposal in response to this RFP, each prospective vendor agrees to the following general terms and conditions:

1. **Public Information:** The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal in response to this RFP indicates the prospective vendor's acceptance of all terms and conditions contained in this RFP, including all exhibits and attachments hereto, unless clearly and specifically stated otherwise.
2. **Confidential Information:** Any information deemed confidential or proprietary should be clearly identified by the prospective vendor as such. Information identified as confidential or proprietary will be protected and treated with confidentiality to the extent permitted by applicable local, state, and federal law.
3. **Addendums:** The City reserves the right to amend, alter, or revoke this RFP at any time. Any modifications, clarification, or additions will be distributed via email as an addendum.
4. **Proposal Preparation Cost:** The City is not obligated to reimburse any prospective vendor for expenses incurred in preparing proposals in response to this RFP. All Prospective vendors shall bear their own costs, fees, and expenses incurred in preparing proposals in response to this RFP.
5. **Withdrawal of Proposal:** A prospective vendor may modify or withdraw their proposal, either personally or by written request via email, at any time prior to the Submission Deadline. Such requests should be directed to the City's Project Manager.
6. **Inaccuracies or Misinterpretations:** Subject to the City's sole discretion, the City may terminate a prospective vendor from the RFP process or terminate any agreement with the Prospective vendor if the City determines that said Prospective vendor has: (i) made a material misstatement, (ii) made a material misrepresentation, or (iii) provided materially inaccurate information.
7. **Business License:** The successful vendor shall be required to obtain a City of Escondido Business License pursuant to the terms of Exhibit A.
8. **Signature:** All proposals shall be signed in the name of the prospective vendor and shall bear the original signature in longhand of the persons duly authorized to sign the proposal. Obligations assumed by such signature shall be fulfilled.
9. **Right to Reject Proposal:** The City reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items. The City is not obligated to explain or justify its selection or rejection of any Prospective vendor. All proposals submitted in response to this RFP shall immediately become property of the City.



City of Escondido

RFP No. 23-17 – Police Tow, Impound, and Referral Tow Services

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10. Right to Conduct Personal Interviews: The City reserves the right to conduct personal interviews or require oral presentations of any or all prospective vendors prior to selection.
11. Right to Request Additional Information: Prospective vendors shall furnish additional information as the City may reasonably require. The City reserves the right to investigate the qualifications of prospective vendors as it deems appropriate.
12. Right to Determine Financial Responsibility and Viability: The City reserves the right to request information pertaining to the financial stability of a prospective vendor to allow an appraisal of a prospective vendor's current financial condition.
13. Understanding the Services to be Performed: By submitting a proposal in response to this RFP, each prospective vendor certifies that they have fully read and understand this RFP and have full knowledge of the scope, nature, quantity, and quality of services to be performed. Each prospective vendor understands that, if successful, they will be required to enter into a written contract in substantially the same form as Exhibit A.
14. City Provisions to Prevail: The terms of this RFP and the terms of any agreement resulting from this RFP shall govern the services. Any standard terms and conditions of the successful vendor shall not be acceptable to the City unless expressly agreed to by the City by separate document. The City reserves the right to reject a proposal containing unacceptable conditions as non-responsive as a condition of evaluation or award of the proposal.
15. Equal Employment Opportunity: The vendor awarded the project shall comply with all equal employment opportunity provisions of federal, state, and local non-discrimination laws, orders, regulations and guidelines as may be applicable to the vendor and be in effect during the performance of any agreement resulting from this RFP.
16. Public Services Agreement: Vendors submitting a proposal in response to this RFP shall be prepared to use the City's standard contract form (Exhibit A) rather than its own contract form. Services may not commence until Agreement for services is executed.
17. Insurance Requirements: The successful vendor must have insurance in accordance with the requirements listed in Exhibit A.

City of Escondido  
RFP No. 23-17 – Police Tow, Impound, and Referral Tow Services  
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**EXHIBIT A**  
CITY OF ESCONDIDO  
DRAFT TOW SERVICES AGREEMENT DRAFT

**EXHIBIT A**  
**to RFP No. 23-17 – Police Tow, Impound, and Referral Tow Services**  
**Sample Two Service Agreement**



**CITY OF ESCONDIDO**  
**TOW SERVICES AGREEMENT**

This Tow Service Agreement ("Agreement") is made and entered into as of the last signature date set forth below ("Effective Date"),

Between: CITY OF ESCONDIDO  
a California municipal corporation  
201 N. Broadway  
Escondido, CA 92025  
Attn: [name of primary City staff contact]  
760-xxx-xxxx  
("CITY")

And: [Name]  
[Entity Type: e.g., "a California corporation"]  
[Street address]  
[City, state, zip code]  
Attn: [name of contact]  
[telephone number]  
("TOW COMPANY").

(The CITY and TOW COMPANY each may be referred to herein as a "Party" and collectively as the "Parties.")

WHEREAS, the Parties desire to enter into this Agreement for the performance of the Services described herein.

NOW, THEREFORE, in consideration of the mutual covenants, promises, terms, and conditions set forth herein, and the mutual benefits derived therefrom, the Parties hereby agree as follows:

1. Description of Services: TOW COMPANY will furnish all of the services described in Attachment A. Attachment A is attached hereto and incorporated by reference.
2. Compensation: The TOW COMPANY will pay the CITY an annual license fee of **[\$Dollar Amount]** payable in four equal portions due on the first day of July, October, January and April during the term of this Agreement. The Compensation is calculated as the total licensing fee of \$400,000 for the program, divided by the total number of tow companies providing services. If the number of tow companies is reduced during the Term, the Compensation stated in this section shall be recalculated based on the foregoing formula at the time the number of tow companies is reduced.
3. Term and Time of Performance: Services pursuant to this Agreement shall commence on July 1, 2023. The term of this Agreement shall be from the Effective Date through June 30, 2026 ("Initial Term"). Upon satisfactory performance by the TOW COMPANY and mutual

agreement by both Parties, the City shall have the option to extend the Initial Term for two additional one-year periods.

4. Performance: TOW COMPANY must faithfully perform in a proficient manner, to the satisfaction of CITY, all the work or services provided in the Description of Services.

5. Insurance Requirements.

- a. TOW COMPANY shall procure and maintain, at its own cost, during the entire term of this Agreement, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the Services, and the results of such work, by TOW COMPANY, its agents, representatives, employees, or subcontractors. Insurance coverage shall be at least as broad as the following:
  - (1) *Commercial General Liability.* Insurance Services Office ("ISO") Form CG 00 01 covering Commercial General Liability on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury, with limits no less than \$2,000,000 per occurrence and \$4,000,000 general aggregate.
  - (2) *Automobile Liability.* ISO Form CA 00 01 covering any auto (Code 1), or if CONTRACTOR has no owned autos, hired (Code 8) and non-owned autos (Code 9), with limits no less than \$1,000,000 per accident for bodily injury and property damage, unless waived by the CITY and approved in writing by the CITY's Risk and Safety Division.
  - (3) *Workers' Compensation.* Worker's Compensation as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease.
  - (4) If TOW COMPANY maintains broader coverage and/or higher limits than the minimums otherwise required by this Agreement, the CITY requires and shall be entitled to the broader coverage and/or the higher limits maintained by TOW COMPANY.
- b. Each insurance policy required by this Agreement must be acceptable to the City Attorney and shall meet the following requirements:
  - (1) *Acceptability of Insurers.* Insurance coverage must be provided by an insurer authorized to conduct business in the state of California with a current A.M. Best's rating of no less than A-: FSC VII, or as approved by the CITY.
  - (2) *Additional Insured Status.* Both the Commercial General Liability and the Automobile Liability policies must name the CITY (including its officials, officers, agents, employees, and volunteers) specifically as an additional insured under the policy on a separate endorsement page. The Commercial General Liability additional insured endorsement shall be at least as broad as ISO Form CG 20 10 11 85, or if not available, through the addition of *both* CG 20 10, CG 20 26, CG 20 33, or CG 20 38, *and* CG 20 37 if a later edition is used. The Automobile Liability endorsement shall be at least as broad as ISO Form CA 20 01.
  - (3) *Primary Coverage.* TOW COMPANY's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 with respect to the CITY, its officials, officers, agents, employees, and volunteers. Any insurance or self-insurance maintained by the CITY, its officials, officers, agents, employees, or volunteers shall be in excess of TOW COMPANY's insurance and shall not contribute with it.

- (4) *Notice of Cancellation.* Each insurance policy shall provide that coverage shall not be canceled, except with prior written notice to the CITY.
- (5) *Subcontractors.* If applicable, TOW COMPANY shall require and verify that all subcontractors maintain insurance meeting all the requirements stated in this Agreement, and TOW COMPANY shall ensure that the CITY (including its officials, officers, agents, employees, and volunteers) is an additional insured on any insurance required from a subcontractor.
- (6) *Waiver of Subrogation.* TOW COMPANY hereby grants to the CITY a waiver of any right to subrogation that any insurer of TOW COMPANY may acquire against the CITY by virtue of the payment of any loss under such insurance. TOW COMPANY agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this subsection shall apply regardless of whether or not the CITY has received a waiver of subrogation endorsement from the insurer. Any Workers' Compensation policy required by this Agreement shall be endorsed with a waiver of subrogation in favor of the CITY for all work performed by the TOW COMPANY, its agents, representatives, employees and subcontractors.
- (7) *Self-Insurance.* TOW COMPANY may, with the CITY's prior written consent, fulfill some or all of the insurance requirements contained in this Agreement under a plan of self-insurance. TOW COMPANY shall only be permitted to utilize such self-insurance if, in the opinion of the CITY, TOW COMPANY's (i) net worth and (ii) reserves for payment of claims of liability against TOW COMPANY are sufficient to adequately compensate for the lack of other insurance coverage required by this Agreement. TOW COMPANY's utilization of self-insurance shall not in any way limit the liabilities assumed by TOW COMPANY pursuant to this Agreement.
- (8) *Self-Insured Retentions.* Self-insured retentions must be declared to and approved by the CITY.
- c. *Verification of Coverage.* At the time TOW COMPANY executes this Agreement, TOW COMPANY shall provide the CITY with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting the insurance coverage required by this Agreement), which shall meet all requirements under this Agreement. The CITY reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this Agreement, at any time.
- d. *Special Risks or Circumstances.* The CITY reserves the right, at any point during the term of this Agreement, to modify the insurance requirements in this Agreement, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
- e. *No Limitation of Obligations.* The insurance requirements in this Agreement, including the types and limits of insurance coverage TOW COMPANY must maintain, and any approval of such insurance by the CITY, are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by TOW COMPANY pursuant to this Agreement, including but not limited to any provisions in this Agreement concerning indemnification.
- f. Failure to comply with any of the insurance requirements in this Agreement, including but not limited to a lapse in any required insurance coverage during the term of this Agreement, shall be a material breach of this Agreement. In the event that TOW COMPANY fails to comply with any such insurance requirements in this Agreement, in addition to any other remedies the CITY may have, the CITY may, at its sole option, (i) immediately terminate this Agreement; or (ii) order TOW COMPANY to stop work under

this Agreement and/or withhold any payment that becomes due to TOW COMPANY until TOW COMPANY demonstrates compliance with the insurance requirements in this Agreement.

6. Indemnification: TOW COMPANY (which in this paragraph 7 includes its agents, employees and subcontractors, if any) agrees to indemnify, defend, and hold harmless CITY from all claims, lawsuits, damages, judgments, loss, liability, costs or expenses, including attorneys' fees, for any of the following:
  - a. Any personal injuries, property damage or death that TOW COMPANY may sustain while using CITY-controlled property or equipment, while participating in any activity sponsored by CITY, or from any dangerous condition of public property;
  - b. Any injury or death which results or increases by any action taken to medically treat any agent, employee, representative or subcontractor of TOW COMPANY; or
  - c. Any claim of liability arising out of the negligence or any acts or omissions of any agent, employee, representative or subcontractor of TOW COMPANY in the performance of this Agreement.
7. Assignment, Delegation, Subcontracting: The services of TOW COMPANY are personal to CITY, and TOW COMPANY may not assign, delegate, or subcontract any interest in this Agreement without written approval from CITY. A controlling interest in the TOW COMPANY may not be sold to, merged with, or dissolved into another company or legal entity without the advance written approval of CITY, which shall not be unreasonably withheld.
8. Independent Contractor: TOW COMPANY is CITY's independent contractor, and no express or implied agency or employment relationship is created by this Agreement. TOW COMPANY'S agents, employees, and representatives shall not be entitled to any benefits to which CITY employees are entitled.
9. Merger Clause: This Agreement and its Attachments, if any, are the entire understanding of the parties, and there are no other terms or conditions, written or oral, controlling this matter. In the event of any conflict between the provisions of this Agreement and any of its Attachments, the provisions of this Agreement must prevail.
10. Anti-Waiver Clause: None of the provisions in this Agreement will be waived by CITY because of previous failure to insist upon strict performance, nor will any provision be waived because any other provision has been waived by CITY, in whole or in part.
11. Severability: The invalidity in whole or in part of any provision of this Agreement will not void or affect the validity of any other provisions of this Agreement.
12. Choice of Law: This Agreement is governed by the laws of the State of California. Venue for all actions arising from this Agreement must be exclusively in the Superior Court of California, County of San Diego, North County Judicial Division, located in Vista, California.
13. Multiple Copies of Agreement/Counterparts: Multiple copies and/or counterparts of this Agreement may be executed, including duplication by photocopy or by computerized scanning device. Each duplicate will be deemed an original with the same effect as if all the signatures were on the same instrument. However, the parties agree that the Agreement on

file in the office of the Escondido City Clerk is the copy of the Agreement that shall take precedence should any differences exist among copies or counterparts of the document.

14. Provisions Cumulative: The foregoing provisions are cumulative and are in addition to, and not in limitation of, any other rights or remedies available to CITY.
15. Notices to Parties: Any statements, communications or notices to be provided pursuant to this Agreement must be sent to the attention of the persons indicated below. Each party agrees to promptly send notice of any changes of this information to the other party:

TOW COMPANY:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CITY:

Escondido Police & Fire Headquarters  
 1163 N. Centre City Parkway  
 Escondido, CA 92026  
 Attn: Tow Coordinator  
 760-839-4792

16. Business License: The TOW COMPANY will be required to obtain a City of Escondido Business License prior to execution of this Agreement.
17. E-Verify Participation: TOW COMPANY agrees to enroll in and begin use of the United States Department of Homeland Security's ("DHS") E-Verify program ("E-Verify") within 30 days of the execution of this Agreement to confirm employment eligibility of all of TOW COMPANY'S potential new hires. TOW COMPANY agrees and understands that E-Verify enrollment requires TOW COMPANY to sign a Memorandum of Understanding ("MOU") with DHS which provides the E-Verify terms of use. Any violation of the MOU by TOW COMPANY is grounds for DHS' termination of TOW COMPANY'S participation in the E-Verify program. Any such termination by DHS shall constitute grounds for CITY'S immediate termination of this Agreement.
18. Performance Bond: TOW COMPANY must post a performance bond, with a company approved by CITY, in the amount of \$25,000, renewable each year, to assure TOW COMPANY's faithful performance of the terms and conditions of this Agreement and any subsequent agreement to provide services for CITY. This may take the form of a bond executed by a surety company authorized to do business in the state of California, an endorsed Certificate of Deposit, or a money order or certified check drawn on a solvent bank subject to the satisfaction of CITY's City Attorney. A faithful performance bond form is attached hereto as Attachment B and incorporated herein by this reference.
19. Termination of Agreement by the City:
  - a. If the City determines that the TOW COMPANY has failed to fulfill in a timely and proper manner TOW COMPANY's obligations under this Agreement, or that the TOW COMPANY violated any of the covenants, agreements or stipulations of this Agreement, the CITY may terminate this Agreement immediately. TOW COMPANY shall be entitled to receive just and equitable compensation for any work satisfactorily completed up to the effective date of termination, not to exceed the amounts payable hereunder, and less any damages caused CITY by TOW COMPANY's breach.
  - b. The CITY may terminate the Agreement without cause at any time by providing at least 60 days advance written notice prior to termination. If the Agreement is terminated by

CITY as provided in this paragraph, TOW COMPANY shall be entitled to receive just and equitable compensation for any satisfactory work completed up to the effective date of such termination, but shall not be entitled to receive compensation for damages, lost profits, or other expectation interests.

20. Termination of Agreement by TOW COMPANY: TOW COMPANY may terminate this Agreement without cause by providing at least 90 days advance written notice to CITY and TOW COMPANY shall forfeit the entirety of the license fees paid prior to the termination. TOW COMPANY agrees that CITY reserves the right to add a new company to provide services if any tow company terminates pursuant to the provisions of this paragraph.
21. Tow Company Errors and Omissions: In the event that CITY determines that the TOW COMPANY's negligence, errors, or omissions in the performance of work under this Agreement has resulted in expense to CITY greater than would have resulted if there were no such negligence, errors, omissions, TOW COMPANY shall reimburse CITY for additional expenses incurred by the CITY. Nothing herein is intended to limit CITY's rights under other provisions of this agreement.
22. Ownership, Publication, Reproduction and Use of Material: All reports, studies, information, data, statistics, forms, designs, plans, procedures, systems and any other materials or properties produced under this Agreement shall be the sole and exclusive property of CITY. No such materials or properties produced in whole or in part under such an agreement shall be subject to private use, copyrights or patent rights by TOW COMPANY in the United States or in any other country without the express written consent of CITY. CITY shall have unrestricted authority to publish, disclose (except as may be limited by the provisions of the Public Records Act), distribute, and otherwise use, copyright or patent, in whole or in part, any such reports, studies, data, statistics, forms or other materials or properties produced under such an agreement.
23. Tow Company Not Authorized to Represent CITY: Unless specifically authorized in writing by CITY, TOW COMPANY shall have no authority to act as CITY's agent to bind CITY to any contractual agreements whatsoever.
24. Promise Not to Acquire Conflicting Interests: Regardless of whether TOW COMPANY is designated as an FPPC Filer under the California Government Code, TOW COMPANY further warrants and represents that TOW COMPANY will not acquire, obtain, or assume an economic interest during the term of this Agreement which would constitute a conflict of interest as prohibited by the Political Reform Act.
25. Duty to Advise of Conflicting Interests: Regardless of whether TOW COMPANY is designated as an FPPC Filer under the California Government Code, TOW COMPANY further warrants and represents that the TOW COMPANY will immediately advise CITY if TOW COMPANY learns of an economic interest of TOW COMPANY which may result in a conflict of interest for the purpose of the Political Reform Act, and regulations promulgated there under. If necessary, CITY will provide a referral to independent legal counsel who can assist the TOW COMPANY with determinations regarding possible conflicts of interest.
26. Specific Warranties Against Economic Interests: TOW COMPANY warrants and represents that neither TOW COMPANY, nor TOW COMPANY's immediate family members, nor TOW COMPANY's employees or agents presently have any interest, directly or indirectly, whatsoever in any property which may be the subject matter of CITY-initiated towing and impound services.



IN WITNESS WHEREOF, the parties below are authorized to act on behalf of their organizations, and have executed this Agreement as of the date set forth below.

## CITY OF ESCONDIDO

Date: \_\_\_\_\_

 \_\_\_\_\_  
 Dane White  
 Mayor

## TOW COMPANY

Date: \_\_\_\_\_

 \_\_\_\_\_  
 Signature

 \_\_\_\_\_  
 Name and Title (please print)

*(The above signatures must be notarized)*

APPROVED AS TO FORM:  
 OFFICE OF THE CITY ATTORNEY  
 MICHAEL R. MCGUINNESS, City Attorney

By: \_\_\_\_\_

THE CITY OF ESCONDIDO DOES NOT DISCRIMINATE AGAINST QUALIFIED PERSONS WITH DISABILITIES.

## **Attachment A to Tow Services Agreement**

### **Description of Services**

#### **1. Tow Services**

TOW COMPANY will provide tow services as described herein. The right of any individual involved in a non-criminal traffic collision to call the tow company of their own choosing shall not be infringed upon except in those cases where an unnecessary delay in removing the motor vehicle will, in the opinion of the investigating Peace Officer, diminish public safety or in cases where the individual is incapacitated and unable to make a decision.

#### **2. Rotation**

CITY will establish a weekly rotation of companies providing tow services ("Rotation"). Each tow company participating will receive allocations of like periods in sequence in accordance with a schedule developed by the CITY.

#### **3. Tow License Fee**

CITY shall retain the right to impose alternative forms of taxes and/or fees in the event that the tow license fees are no longer assessable due to a subsequent change in federal, state or local law.

#### **4. Definitions**

- a. "Case Numbers" means case numbers assigned by the CITY when a tow is initiated by the Police Department.
- b. "Manager" means an employee or an Owner of TOW COMPANY that manages operations and is invested with a certain amount of discretion and independent judgment.
- c. "Owner" means any person owning a controlling interest in TOW COMPANY.
- d. "Operator" means an Owner or employees of TOW COMPANY whom operate a tow truck.
- e. "Police Initiated Tows" means the towing of vehicles at the direction of the Police Department where the consent of the vehicle owner to tow the vehicle is not required under existing law, including the towing of motor vehicles which are illegally parked, abandoned, are evidence of a crime, or are otherwise subject to the authority of the Police Department.
- f. "Referral Tows" means the towing of a vehicle by the Police Department at the request of the vehicle owner.
- g. "Securely Transport" means making sure that the vehicle's front wheels are secured on a wheel lift correctly and/or all four tires are chained/secured on a car carrier.

- h. "Tow Truck Inspection Guide" shall mean the Tow Truck Inspection Guide CHP 234B.

## 5. Tow Company Requirements

- a. TOW COMPANY shall comply with all provisions of the California Labor Code, and all applicable federal, state, and local laws.
- b. TOW COMPANY shall be responsible for all acts of their employees while those employees are performing services for CITY.
- c. TOW COMPANY shall have a minimum of three verifiable year's for-hire towing experience in order to qualify for the Rotation. Either an owner or a full time Manager continually employed by TOW COMPANY must possess three verifiable years for-hire tow experience, as an owner, principal or full time Manager. Verification of eligibility shall be determined by the CITY. A change in Manager shall suspend the Agreement until a subsequent Manager is hired and the CITY verifies the Manager's prior for-hire towing experience.
- d. TOW COMPANY shall require all new owners, Operators and Manager's involved in the physical act of providing towing services be fingerprinted (via Live Scan) for the purpose of a criminal background check.
- e. TOW COMPANY shall notify the CITY immediately upon a Manager's or Operator's separation from the company.
- f. Any TOW COMPANY Owner, Manager or Operator who separates from the TOW COMPANY, in excess of one year, shall be fingerprinted for the purposes of conducting a criminal history regardless of prior criminal history clearances.
- g. TOW COMPANY shall maintain a current list of Operators.
- h. TOW COMPANY shall have a Carrier Identification (CA) number and a valid Motor Carrier Property ("MCP") permit. The MCP documentation shall be provided to the CITY. Expiration of a TOW COMPANY'S MCP and/or suspension of the MCP pursuant to Section 34623 CVC, shall result in the immediate suspension of the TOW COMPANY, as well as additional disciplinary action which may be imposed by the CITY.
- i. TOW COMPANY and its employees are independent contractors and are not agents or employees of CITY. It is acknowledged that an Operator's performance and demeanor may reflect either positively or negatively on CITY. Accordingly, TOW COMPANY employees must refrain from acts of misconduct including but not limited to:
  1. Rude or discourteous behavior;
  2. Lack of service or refusal to provide service to the public;
  3. Any act of sexual harassment or sexual impropriety;

4. Unsafe driving practices;
  5. Exhibiting any objective symptoms of alcohol or drug intoxication or abuse; and
  6. Failure to report any violation of the terms of the Agreement.
- f. TOW COMPANY shall ensure Operators responding to calls for service are competent and have completed all training programs required in Section 7 below.
  - g. TOW COMPANY shall maintain enrollment in a controlled substance and alcohol testing ("CSAT") program and shall ensure each Operator participates in the program. TOW COMPANY shall notify CITY if an Operator receives a positive result on any substance abuse or alcohol testing.
  - h. TOW COMPANY shall notify the CITY of any arrest and/or conviction of an Operator, Manager or owner prior to the beginning of the next on duty Rotation. Failure to make notification may be cause for disciplinary action.
  - i. TOW COMPANY shall provide Operators with uniform attire that consists, at a minimum, of a collared shirt. The collared shirt shall conspicuously identify the TOW COMPANY. Additionally, the shirt shall have the first initial and last name of the Operator embroidered above the right breast pocket. The company-issued uniform shall be kept clean and in good repair.
  - j. TOW COMPANY must establish a training policy and procedures for Operators that encounter vehicles with potential blood borne pathogens. This includes a checklist of equipment to be on each tow truck and at the storage facility.
  - k. TOW COMPANY shall courteously provide any information required by claimant to effect the release of the impounded vehicle including: confirming that a particular vehicle is in TOW COMPANY's possession, directions to the location of the vehicle, the method of securing its release, documentation required, applicable charges and fees required to be paid and terms of payment.
  - l. TOW COMPANY shall efficiently process claimants' requests so that legitimate and appropriate requests for the release of stored or impounded vehicles are completed within one hour of the time a claimant arrives at the TOW COMPANY's business office/storage yard.
  - m. All invoices for towing and impounds shall be clearly itemized by charge or fee type and must include Case Numbers to track billing. Disputes associated with Police Initiated Tows that cannot be satisfactorily resolved by the parties involved shall be adjudicated by CITY. At times there will be releases stating "Bill at CITY Rate." TOW COMPANY agrees that this CITY Rate is one-half of the tow rate plus \$2 per day for storage.
  - o. TOW COMPANY employees shall not be offered nor accept gratuities pursuant to CVC Section 12110(a).
  - p. The CITY may inspect all TOW COMPANY records relating to compliance with this Agreement without notice during normal business hours. TOW COMPANY shall

permit the CITY to make copies of business records at their place of business or remove business records for the purpose of reproduction. The CITY shall provide a receipt for any record(s) removed from the place of business.

- q. TOW COMPANY shall maintain business records for a period of three years, plus the current term of this Agreement and make them available for inspection.

## **6. Charges and Fees**

- a. TOW COMPANY shall be authorized to, and responsible for, collecting applicable towing and impound charges prior to releasing a vehicle.
- b. A complete schedule of the maximum charges and fees that contracted TOW COMPANY is authorized to collect from consumers for towing/storage and referral services rendered under the Agreement is attached hereto as Attachment C and incorporated herein by this reference. Rates may be reviewed annually by CITY for possible changes to the rates on the fee schedule.
- c. Attachment C shall be posted in a conspicuous place at all locations where TOW COMPANY does business and in every tow truck for consumer viewing. This posting shall also include all instructions necessary for consumers to affect an after-hours vehicle release.

## **7. Tow Truck Operators**

- a. Operators shall be at least 18 years old and shall possess the proper class of license and endorsements for the towed and towing vehicle.
- b. Operators shall have on their person a CITY issued identification badge at all times when performing a service required under this agreement. The identification badge shall bear the Operator's name and picture. Each Operator will have a training and background check completed by the City of Escondido Police Department prior to issuance of a badge.
- c. Operators shall be properly trained and qualified to perform all work undertaken by or assigned to them. TOW COMPANY shall develop a base line Operator qualification sheet for new Operators. The qualification sheet shall be completed prior to the Operator going into service alone. Each Operator must initially complete a certified California Tow Truck Association ("CTTA") course or equivalent [not American Automobile Association ("AAA")] and must submit certification of training every five years. TOW COMPANY must provide CITY with all current training received by each Operator.
- d. All Operators and Managers shall enroll and successfully complete the Pull Notice Program through the Department of Motor Vehicles. Enrollment of Operators is the responsibility of TOW COMPANY and must occur before an Operator may receive a CITY issued identification badge. Pull Notices shall be kept on file and be made available upon request of the CITY.
- e. Each medium/heavy duty Operator must initially complete a certified CTTA, WreckMasters or equivalent course (not AAA) certifying them as a medium or heavy

duty tow truck Operator and must submit certification of training every five years. Medical exam must be kept current according to DMV standards in order to operate a medium or heavy duty tow truck.

- f. Operators must wear their respective uniform and a CITY issued identification badge. Non-employees of TOW COMPANY may not respond to a CITY call for service under this Agreement.
- g. Operators shall maintain a professional standard of personal appearance and hygiene and shall wear appropriate personal protective and safety equipment.

## **8. Tow Trucks**

TOW COMPANY shall maintain all applicable and valid permits for each tow truck in service. TOW COMPANY must maintain documentation on file that demonstrates that all tow trucks in its fleet have passed a California Highway Patrol ("CHP") tow truck safety inspection in the last twelve months. Copies of the inspection sheets must be provided to the CITY within five days of the inspection.

- a. Tow trucks not passing inspections or meeting the requirements of this Agreement will immediately be removed from Rotation. Tow trucks will return to Rotation once they have passed a re-inspection by the original inspecting agency.
- b. TOW COMPANY must own and operate a minimum of five trucks including:
  - 1. Two Class A Wheel lifts rated at 14,500 Gross Vehicle Weight ("GVW") with twin cable hydraulic boom rated at one ton or greater;
  - 2. Two Rollback rated at 19,501 GVW;
  - 3. One Medium Duty Wheel lift with a GVWR of at least 33,000 pounds with twin cable hydraulic boom rated at one ton or greater. The truck shall be equipped with air brakes and a tractor protection valve or device, and be capable of providing and maintaining continuous air to the towed vehicle. All Class B tow trucks with a GVWR of less than 33,000 pounds currently approved by CHP and owned by the same TOW COMPANY shall remain on the rotation tow list until June 30, 2026;
  - 4. TOW COMPANY may maintain a three-axle tow truck with a GVWR of at least 52,000 pounds. The truck shall be equipped with air brakes and must be capable of providing and maintaining continuous air to the towed vehicle;
  - 5. Tow trucks demonstrating a functional equivalency to any or all of the requirements listed above may be substituted upon receipt of written approval by CITY.
- c. Each truck shall have a maximum 8,000 pound capacity winch that is power driven by power takeoff from transmission, in both directions, and equipped with safety dogs or an adequate braking system. Winches must be fitted with a minimum of 100 feet of cable for recovery tasks. Roll back car carriers must be fitted with a minimum of 50 feet of cable;

- d. Each truck shall be equipped with lighting systems as required by California Vehicle Code ("CVC") Sections 24605, 24606 and 25253. Additionally, trucks shall be equipped with utility lamp lighting systems that comply with CVC Section 25110;
- e. TOW COMPANY shall maintain three sets of dollies for use by tow trucks providing services to CITY. CITY requires that each tow truck carry its own set of dollies. TOW COMPANY shall have a front wheel motorcycle dolly that must be stored at their yard and not off-site.
- f. Additional Equipment. Tow trucks must be equipped with the miscellaneous equipment required by CVC Section 27700 and have on file a current Tow Truck Inspection Guide certificate of compliance issued by the California Highway Patrol. Each truck must also be equipped with red flares, lanterns or reflectors, hand tools (screw drivers, pliers, ratchet and sockets, crescent wrenches and metric and standard lug wrenches), bolt cutters, six foot crowbar, rope, broom, shovel, dustpan, fire extinguisher (dry chemical type), utility flood lamps, portable red taillights and stoplight for towed vehicles, equipment for opening locked vehicles, safety snubber chains and a trash can with absorbent material (i.e. Socks, pads, organic material) and a miscellaneous accident debris box. Hand tools shall remain with each authorized Tow Truck and not be dependent on Operator's personal tool box. Equipment shall not be borrowed from another truck in order to pass inspection.
- g. Safety Chains: Safety chains shall be rated at no less than the rating specified by the original equipment manufacturer. Two safety chains shall be used for each vehicle being towed. The safety chains will be securely affixed to the bed frame or wrecker boom, independent of the towing sling, bar, hitch, wheel lift, or under-lift towing equipment. The towed vehicle shall be secured to the towing equipment independent of the safety chains by either two chains or two straps. Vehicles being transported on slide back carriers shall be secured by four tie down chains or straps independent of the winch or loading cable. All safety connections and attachments shall have a positive means, of sufficient strength, to ensure that the safety connection or attachment cannot become disengaged while in transit.
- h. Identification: Each truck responding to requests for Police Initiated Tows shall, on both sides of the vehicle, conspicuously bear the company name, local address and local phone number(s) in lettering that complies with CVC Section 27907.
- i. Radio Communications: Each truck responding to requests for Police Initiated Tows shall be equipped with radio communications equipment capable of effecting two-way radio communications between the truck and the TOW COMPANY's dispatching operation. Citizens band radios shall not be used to meet this requirement.
- j. Inspection Guide: TOW COMPANY must provide a completed Tow Truck Inspection Guide completed by the California Highway Patrol or authorized CITY official for each tow truck.
- k. Each tow truck responding to a request for Police Initiated Tows shall be well maintained and clean on the exterior and interior and should reflect a professional image.

## **9. Vehicle Storage & Office Hours**

Each TOW COMPANY must have and maintain exclusive use of a storage yard and business office facility. The business office and storage facility must be located in the same location, be a reasonable distance from public transportation, and be within CITY limits. No secondary yards will be allowed for storage. All business records of the TOW COMPANY relating to the awarded contract shall be maintained at the business office location and should include the length of time the storage yard and business office has been operational at that location.

- a. TOW COMPANY'S place of business shall have a sign which clearly identifies it to the public as a tow service. Business hours shall be posted in plain view to the public. Place of business shall be sufficiently staffed to allow customers to talk face-to-face with a TOW COMPANY'S owner, Manager or employee during normal business hours.
- b. TOW COMPANY shall keep business hours from at least 8 a.m. to 5 p.m., Monday through Friday, except for the following state recognized holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving Day and Christmas Day.
- c. Offices staffed with only one employee may be closed for one hour at lunch. A sign shall be posted which reflects a lunch closure and a phone number where a request by a vehicle's owner/agent shall result in an immediate response to release property or a vehicle.
- d. Storage facilities must comply with the following:
  - i. Minimum Storage Space: The storage yard must be a minimum of 20,000 square feet to accommodate 120 vehicles. This space is exclusive of other storage areas the tow company utilizes for storage of vehicles that are not Police Initiated Tows.
  - ii. TOW COMPANY must have secured inside storage capable of storing four full sized vehicles or pickup trucks, two of which must be independently secured (i.e. Sea-Containers or similar facility) capable of being locked and that are not accessible to employees of TOW COMPANY and the public.
  - iii. The storage yard must be completely enclosed with a six foot high security fence with poles that are no further apart than eight feet wide and embedded in concrete. Construction of the fence and gates must be of sufficient construction to prevent entry into the storage area of unauthorized persons or vehicles.
  - iv. Vehicles and their contents must be kept safe from pilfering in the storage lot and must be screened from view from street level. All vehicles towed or stored pursuant to this Agreement must be kept within the confines of the storage lot.
  - v. The storage yard should be comprised of a surface that remains free from mud, pools of water, debris or other elements that would be harmful to stored vehicles



or persons viewing the vehicles. Examples of an acceptable surface would be concrete, asphaltic concrete, or a similarly durable surface.

- vi. Examination/Hazardous Waste Areas: Within the storage lot there must be two designated areas that are paved and sealed adequately to prevent runoff and/or percolation of liquid waste, on which to inspect and store vehicles leaking fluids.
- vii. The first area will be at least 400 square feet and sufficient to place two vehicles perpendicular to each other for inspection and/or overhead photography. This area must be flat.
- viii. The second area shall be at least 600 square feet and sufficient to hold six (6) vehicles at any one time. The second area shall not be used for general vehicle storage, but left open for immediate use for vehicles leaking fluids.
- ix. TOW COMPANY shall have on file a written policy and method of hazardous waste recovery and disposition approved by the Escondido Fire Department.
- x. The tow yard shall have available a forklift capable of lifting and positioning vehicles onto the inspection pad, and/or in the Sea-Containers.
- xi. There must be adequate lighting, and all yard and office construction must comply with applicable laws including, but not limited to, building codes, fire codes and zoning **regulations. The following minimum lighting standards per 10,000 square feet apply unless local zoning or other regulations dictate increased or diminished lighting requirements:**
- xii. Four 300 Watt incandescent medium-wide flood lights;
- xiii. Three 300 Watt quartz halogen lights;
- xiv. Additional storage space must be lighted at the above ratio. Storage yards with less than 10,000 square feet must meet the above minimums. TOW COMPANY must meet all municipal code requirements for lighting; and
- xv. The storage yard shall have commercial grade 24-hour video surveillance coverage of all storage areas and access points, shall retain 60 days of video and shall have a commercial alarm system.

## **10. Stored Vehicles**

- a. During regular business hours, TOW COMPANY shall, except as restrained in paragraph 10.b. below, make vehicles stored at the request of CITY available to the vehicle's registered owner or a person who can be verified to be the registered owner's agent, for the purpose of removing property from the vehicle. TOW COMPANY must also allow insurance agents, insurance adjusters, or representatives of an automotive repair business access for the purpose of estimating or appraising damages. An employee of TOW COMPANY shall escort and be on scene during the removal of property or during an insurance inspection.

- b. Vehicles impounded by CITY for investigative purposes shall be held separately in a secured non-public area on TOW COMPANY's property until the vehicle is released by order of the CITY. Any property or other contents of such vehicles shall not be removed by any person other than a Peace Officer or Evidence Technician employed by CITY. Property removed from such vehicles shall be recorded as removed on the content inventory and the content inventory dated and signed by a representative of TOW COMPANY and the Peace Officer or Evidence Technician removing such property.

## **11. Response Times**

TOW COMPANY shall respond to calls 24 hours per day, seven days per week and must respond to calls for service from within the City limits (unless there is a request for a medium or heavy-duty truck that has to respond from a greater distance). The responding tow truck must arrive with the appropriate equipment at the requested location within the City of Escondido within 30 minutes and daily response time shall average 20 minutes or less. CITY shall identify the appropriate equipment during the initial call for service. Response time is computed from the time the police dispatcher notifies TOW COMPANY until the tow truck arrives on scene. TOW COMPANY may inform the police dispatcher within five minutes of the initial call for service if, for any reason, it cannot respond within the required 30-minute limit. If notified within five minutes of the originating request for service, dispatcher will contact the next TOW COMPANY on the rotation. Unless TOW COMPANY contacts the police dispatcher within five minutes to waive the call for service, a failure to respond to a towing call within 30 minutes or to exceeding the 20-minute average response time for any day, shall be grounds for disciplinary action.

## **12. On-Scene Duties**

Upon arriving on-scene to remove any of the vehicles, TOW COMPANY's Operators shall report to the Peace Officer in charge and discharge their duties in accordance with the following conditions:

- a. Operators shall make every reasonable effort to comply with direction provided by the officer-in-charge.
- b. Operators shall always wear their reflective safety vest. An Operator arriving at the scene, providing service or towing a vehicle must display an oscillating, flashing or rotating amber light. No other color may be used. The emergency light must be discernible from the front and back of the truck for at least 500 feet.
- c. Operators shall be responsible for verifying the peace officer's damage assessment for each vehicle towed as a police impound, and shall sign the CHP 180 form.
- d. Operators shall be responsible for removing and appropriately disposing of collision-related debris from the public right-of-way at the time of the tow to ensure public safety. Additionally, if manual street sweeping is needed, TOW COMPANY is to provide this service.
- e. Operators may make any emergency alterations reasonably required to safely move and/or tow vehicles.

- f. Operators shall carry and provide Customer Satisfaction/Complaint Forms to customers upon request.
- g. Operators shall not photograph or otherwise electronically record any accident or crime scene without the expressed permission of the CITY.
- h. After removing a vehicle from the public right-of-way or private property, Operators shall securely transport that vehicle.

### **13. Collateral Services**

- a. TOW COMPANY shall, at the request of CITY, move, tow away and impound motor vehicles which are, under the authority of the California Vehicle Code or Escondido Municipal Code, declared by CITY to be: illegally parked, abandoned, involved in a traffic collision and constitute an obstruction of traffic, involve Operator negligence, we impounded pursuant to a lawful arrest and/or have some other evidentiary value
- b. The Operator engaged to remove a disabled vehicle from the scene of an accident shall remove all liquid, glass and debris deposited upon the roadway as a result of the incident involving the disabled vehicle that is to be towed.
- c. CITY may occasionally require the removal of inoperable CITY vehicles within CITY limits and tow such vehicles to the appropriate CITY facility. Such services will be provided by TOW COMPANY at no charge for vehicles similar to a one-ton pickup and smaller. TOW COMPANY shall charge CITY a fixed rate for larger vehicles, as determined by the Escondido City Council.
- d. TOW COMPANY, at CITY's request, shall remove and impound up to 10 vehicles per week from private property or from the public right-of-way, which are declared abandoned by CITY. Such services will be provided at no cost to CITY. CITY will make reasonable attempts to remove abandoned vehicles between the hours of 6 a.m. and 10 p.m.
- e. TOW COMPANY shall respond to a non-injury accident scene to clean-up debris from the vehicles on scene.

### **14. Reporting Requirements**

- a. TOW COMPANY shall keep and maintain records of each vehicle towed at the request of the CITY for the duration of the contract period. These records shall be recorded on a monthly rotation report ("Monthly Report") in a form and manner approved by the CITY.
- c. CITY shall have the right to inspect and audit, without prior notification, TOW COMPANY records at reasonable times during normal working hours to determine compliance with these record-keeping requirements.
- c. TOW COMPANY shall submit the Monthly Reports to the CITY no later than the fifteenth day of each month. Monthly Reports shall cover services rendered during the preceding month. Vehicles being held over from the previous month must be

included on the Monthly Report as part of the inventory until such time as the vehicle is subject to a lien, released or junked.

- d. TOW COMPANY shall submit a quarterly financial report to the CITY on October 1<sup>st</sup>, January 1<sup>st</sup>, April 1<sup>st</sup> and July 1<sup>st</sup> of each quarter through the term of the Agreement ("Quarterly Report"). The report submitted on July 15<sup>th</sup> each year shall also include an annual summary of all items reported for the previous fiscal year. Quarterly Reports must be in a computer-generated format acceptable to CITY.

#### **15. Audit and Inspection of Records**

TOW COMPANY shall, during normal business hours, make all records, equipment and storage facilities available for periodic, unscheduled inspection by CITY. Records shall include TOW COMPANY's financial statements.

#### **16. Negligent Vehicle Impound Program ("NVIP") Fees**

The CITY will be responsible for collection of NVIP fees.

#### **17. Insurance**

In addition to the insurance requirements addressed separately in this Agreement, TOW COMPANY shall maintain minimum insurance at the following levels:

- a. Uninsured Motorist – Legal minimum, combined single limit.
- b. On-hook Coverage / Cargo – Insuring the vehicle in tow with limits based on the size of the tow truck.
  - 1. Class A tow truck - \$50,000;
  - 2. Class B tow truck - \$ 100,000;
  - 3. Class C tow truck - \$ 200,000; and
  - 4. Class D tow truck - \$ 250,000.
- c. Garage Liability – Includes premises and operations. Coverage for bodily injury and property damage with a combined single limit of not less than \$500,000.
- d. Garage Keeper's Liability – Shall be the same as on-hook coverage for vehicles in the care, custody and control of the TOW COMPANY in the storage yard.
- e. Minimum Level of Financial Responsibility (as required by Section 34631.5 CVC) – Bodily injury and property damage with a combined single limit of not less than \$750,000 for Class A tow trucks. The combined limits for Classes B and C shall not be less than \$1,000,000. These minimum standards are to include non-owned and hired auto coverage.

**18. Impounded Vehicles**

- a. TOW COMPANY shall provide vehicle release services on a twenty-four-hours-a-day, seven-days-per-week basis. Any vehicle release effected outside the hours of 8 a.m. to 5 p.m. Monday through Friday (including legal holidays), is subject to the after-hours release fee contained in the CITY Council approved Fee Schedule.
- b. TOW COMPANY shall not release any vehicle impounded as the result of a Police Initiated Tow unless the claimant presents a valid, CITY-issued Vehicle Release Form, current registration, proof of insurance and an Impound Vehicle Payment Receipt. The CITY will determine which impounded vehicles require such releases. TOW COMPANY is responsible and liable for the release of any vehicle without a Vehicle Release Form. All vehicle lien sales must fully comply with California Civil Code Section 3072, and this agreement. In addition to any other provision of state or local law, TOW COMPANY agrees to comply with the following the lien sale of any vehicle:
  - 1. Remove and destroy the vehicles' license plates by cutting them in two pieces.
  - 2. Within five days of the sale, submit a completed "Notice of Release of Liability" form to the Department of Motor Vehicles.
  - 3. Within 10 days of the sale, submit the two pieces of the destroyed plates to the CITY along with the copy of the "Notice of Release of Liability" form for each destroyed plate.
- c. If TOW COMPANY fails to perform any provision of paragraph 17.b. above, TOW COMPANY shall be liable to CITY in the amount of \$500 per violation.
- d. Repair and Alteration of Impounded Vehicles. TOW COMPANY shall not make any repairs or alterations of vehicles in their possession without the express written authorization of the vehicle's registered owner, the registered owner's insurance carrier or a verifiable agent of the owner or insurance carrier unless necessary to tow the vehicle.
- e. Damage to Vehicle While in TOW COMPANY's Possession. CITY will provide a California Highway Patrol 180 Impound and Storage forms to Operators for police tows and impounds. TOW COMPANY shall be responsible for any damage occurring to the vehicle while in its sole possession and, therefore, damage not recorded on the CHP 180 damage assessment will be considered TOW COMPANY's responsibility. TOW COMPANY shall indemnify CITY for any and claims or lawsuits pertaining to damage which occurs to the vehicle after TOW COMPANY has arrived at the scene, or which occurs during Referral Tows.
- f. Loss of Property While in TOW COMPANY's Possession. TOW COMPANY shall be responsible for all property belonging to that vehicle as identified by the content inventory and the CHP 180 form. Loss of property which occurs after TOW COMPANY has arrived at the scene, or which occurs during Referral Tows will be the sole and undisputed responsibility of TOW COMPANY.

## **19. Complaint Procedure**

- a. All Customer Satisfaction/Complaint Forms as well as any other verbal or written complaints received by TOW COMPANY or initiated by CITY will be forwarded to the Traffic Sergeant of the Escondido Police Department Traffic Bureau and shall be investigated in a fair and impartial manner.
- b. The Traffic Sergeant or his/her designee will review, investigate, and adjudicate all complaints regarding Police Initiated Tows, related disputes, and customer complaints regarding the quality of service being provided by TOW COMPANY as measured by compliance with the terms and conditions of this Agreement, when appropriate.
  1. TOW COMPANY shall cooperate with the Escondido Police Department investigators during the course of an investigation. Should the filing of criminal charges be a possibility, the Escondido Police Department shall conduct the investigation to conclusion or assist the lead investigating agency and request prosecution if warranted.
  2. At the conclusion of the investigation of the complaint, applicable parties will be notified in writing of the outcome and any disciplinary action to be taken, notwithstanding any limitations on the release of such information pursuant to California Penal Code sections §§ 832.5, 832.7, and 832.8, *et seq.* and California Evidence Code §§ 1043 through 1047.

## **20. Disciplinary Action**

The CITY's Chief of Police may take disciplinary action against a TOW COMPANY for violations of this Agreement. TOW COMPANY agrees that failure by the any member of their respective organization, or their agent, to comply with the terms and conditions of this Agreement shall be cause for disciplinary action. Violations of this Agreement will be investigated and a disposition determined by the Chief of Police or his/her designee.

- a. The following will be used as a guide for action against an Operator for minor violations investigated and verified as true:
  1. 1st Violation - Written Reprimand
  2. 2nd Violation Within 12 Consecutive Months – 1 to 30 day rotation suspension
  3. 3<sup>rd</sup> Violation Within 12 Consecutive Months – 1 to 60 day rotation suspension
  4. 4<sup>th</sup> Violation Within 12 Consecutive Months – 1 to 90 day rotation suspension or termination for cause.
- b. CITY's Chief of Police may suspend any Operator or TOW COMPANY if in his or her judgment the Operator or TOW COMPANY's conduct poses a danger to public safety, or there is evidence of criminal conduct, or if such conduct constitutes a gross violation of the terms and conditions of this Agreement. The suspension would remain in effect until the investigation is completed and a final disposition is reached. Dispositions may include termination of Agreement.
- c. A violation of the GVWR and/or safe loading requirements of a tow truck may be cause for disciplinary action. This includes exceeding the tow truck's GVWR, front

axle weight rating ("FAWR"), rear axle weight rating ("RAWR"), maximum tire weight ratings, or not maintaining 50% of the tow truck's laden front axle weight on the front axle when in tow.

- d. Any conviction of an employee of the TOW COMPANY involving a stolen or embezzled vehicle, fraud related to the towing business, stolen or embezzled property, a crime of violence, a drug-related offense, felony driving while under the influence of alcohol or drugs, misdemeanor driving while under the influence of alcohol or drugs, or moral turpitude shall be cause for suspension or removal of an employee, or denial of an Operator's application, or termination of the Agreement.
- e. A TOW COMPANY shall satisfy a court order mandating reimbursement to the vehicle or property owner for the damage or loss which occurred while the vehicle was in the TOW COMPANY'S possession.
- f. A violation of the equipment requirement, related to safety, shall be cause for immediate suspension. The suspension shall remain in effect until the suspension period is completed and the CITY has inspected the equipment and concluded the TOW COMPANY is in compliance.
- g. Any unsatisfactory terminal evaluation rating issued by the Motor Carrier Safety Unit ("MCSU") shall be cause for suspension. The suspension shall remain in effect until proof of a satisfactory compliance rating from the MCSU has been provided to the CITY.
- h. Allowing an incompetent Operator to respond to a call shall be cause for disciplinary action of the TOW COMPANY.

## **21. Appeals**

All actions involving this Agreement may be appealed to CITY's Chief of Police within ten business days of written notification of disciplinary action. If requested, CITY shall schedule a hearing as soon as practical. When an appeal is filed, CITY shall make a determination whether to stay any disciplinary action based on the issues, facts and severity of the underlying violation. The hearing shall be conducted by the Chief of Police or his designee and the TOW COMPANY shall be entitled to present testimony and all relevant facts. Except for rules of privilege or other constitutional rights, the California rules of evidence may be used when considering introduction of any evidence. The decision of CITY's Chief of Police may be appealed to the CITY's City Manager within ten business days after written notification of the decision of CITY's Chief of Police. The City Manager or his designee may schedule a second hearing or may review the administrative record before reaching a decision. The decision of CITY's City Manager is final, and there is no further administrative remedy available. Failure to file a written appeal within ten days of notification, shall constitute a waiver of all appeal rights and the decision is final.

## **22. CITY Department Errors and Omissions**

When any vehicle has been ordered towed by CITY and it is established that the tow was in error through a mistake of fact, TOW COMPANY shall release the vehicle to its registered owner or another legitimate claimant at no cost. If an error by CITY results in

a vehicle being stored longer than it can reasonably be determined that it should have been, TOW COMPANY shall release the vehicle to the claimant, and bill the claimant only those storage charges that would have accrued if no error had occurred. In the case of erroneous towing, TOW COMPANY shall charge CITY 50% of the Basic Tow rate. In the case of erroneous extended storage, TOW COMPANY shall charge CITY \$2.00 per day for storage charges beyond the claimant's responsibility. However, if CITY can reasonably establish that the circumstances resulting in the error were beyond the control of CITY, neither CITY nor the claimant shall be liable for such charges.





**Attachment B to Tow Service Agreement  
Faithful Performance Bond**

**FAITHFUL PERFORMANCE BOND**

KNOW ALL BY THESE PRESENTS,

WHEREAS, The City Council of the City of Escondido, State of California, and [Tow Company/Principal], a [Entity Type] ("Principal"), have entered into that certain Tow Service Agreement dated [Effective Date of Agreement] ("Agreement," hereby referred to and made a part hereof), whereby Principal has agreed to provide police tow, impound, and referral tow services for the City on a rotational basis

WHEREAS, the Principal is required under the terms of the Agreement to furnish a bond for the faithful performance of the Agreement.

NOW, THEREFORE, we, the Principal and \_\_\_\_\_, a \_\_\_\_\_ organized and existing under the laws of the State of California and authorized to act as a surety in the State of California ("Surety"), are held and firmly bound unto the City of Escondido, a California municipal corporation ("City") in the penal sum of **twenty-five thousand** dollars and zero cents (**\$25,000**), lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, successors, executors, and administrators, jointly and severally, firmly by these presents.

THE CONDITION of this obligation is such that if the Principal, or its heirs, executors, administrators, successors, or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions, and provisions in the Agreement and any alteration thereof made as therein provided, on its part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the City, its officers, agents, and employees, as therein stipulated, then this obligation shall become null and void; otherwise, it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefor, there shall be included costs and reasonable expenses and fees, including reasonable attorney's fees, incurred by the City in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

The Surety hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Agreement or to the work to be performed thereunder or the specifications accompanying the same shall in any manner affect its obligations on this bond, and the Surety hereby waives notice of any such change, extension of time, alteration, or addition to the terms of the Agreement or to the work or to the specifications.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal and Surety above named, as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name of Principal

By: \_\_\_\_\_  
Signature of Person Signing on Behalf of Principal

\_\_\_\_\_  
Address of Principal

\_\_\_\_\_  
Name of Person Signing on Behalf of Principal

\_\_\_\_\_  
Title of Person Signing on Behalf of Principal

\_\_\_\_\_  
Name of Surety

By: \_\_\_\_\_  
Signature of Person Signing on Behalf of Surety

\_\_\_\_\_  
Address of Surety

\_\_\_\_\_  
Name of Person Signing on Behalf of Surety

\_\_\_\_\_  
Title of Person Signing on Behalf of Surety

(ACKNOWLEDGMENTS OF EXECUTION BY PRINCIPALS AND SURETY MUST BE ATTACHED.)

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY  
MICHAEL R. MCGUINNESS, City Attorney

BY: \_\_\_\_\_

**Attachment C to Tow Service Agreement**  
**Tow Fee Schedule**  
**Fiscal Year 2023-2024**

Basic Tow*	\$ 245.00
Medium Duty**	\$ 280.00
Heavy Duty	\$ 345.00
Labor Rate per Hour – Basic***	\$ 160.00
Labor Rate per Hour – Medium	\$ 200.00
Labor Rate per Hour – Heavy	\$ 245.00
After Hour Gate Fee	\$ 120.00
Outside Storage – Daily	\$ 65.00
Inside Storage – Daily	\$ 70.00
Police Tows to Junk	\$ 38.00
City Vehicles w/in County****	\$ 140.00
Negligent Vehicle Impound Fee	\$ 180.00
Stolen Vehicle Recovery Fee Release to Responsible Official or Agent – Impound Fee	\$ 140.00 per vehicle
Stolen Vehicle Recovery Fee Release to Responsible Official or Agent – Storage Fee (per day)	\$ 10.00

\*Basic Tow Fee is for first hour of service.

\*\* Medium Tow Fee is for vehicles one ton and over.

\*\*\*Labor per hours is for the hours following the basic tow.

\*\*\*\*City Fee for vehicles over one ton in city limits, and any tow outside city limits.

City of Escondido  
RFP No. 23-17 – Police Tow, Impound, and Referral Tow Services  
Page 9

**EXHIBIT B**  
**to RFP No. 23-17 – Police Tow, Impound, and Referral Tow Services**  
Authorized Company Representative Certification

In signing this certification and submitting a proposal in response to the City of Escondido's Request for Proposals No. 23-17 – Police Tow, Impound, and Referral Tow Services (referred to herein as "RFP"), \_\_\_\_\_ (referred to herein as "Tow Company") and its representative express acceptance of all the requirements contained in the RFP and the accompanying exhibits, attachments, or other documents described or incorporated therein. Any proposed or intended exception or deviation from the requirements of the RFP must be clearly identified and initialed by the Tow Company Representative in Tow Company's proposal.

In executing this certification, the undersigned, on behalf of Tow Company, agree that I have reviewed the items completed by Tow Company in response to the RFP and have reviewed and agree to all terms and conditions of the RFP. The undersigned further agrees that if there are any misrepresentations or false statements in the information submitted by Tow Company in response to the RFP, the City may reject Tow Company's proposal and elect not to consider Tow Company for Police Rotation.

Undersigned certifies, on behalf of Tow Company, that Tow Company understands all information, requirements, and provisions of the RFP, and that all resolutions or other actions have been taken to enable the undersigned and Tow Company to enter into this RFP and the resulting contract.

Date: \_\_\_\_\_

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Representative's Name (please print)

\_\_\_\_\_  
Representative's Title

\_\_\_\_\_  
(Tow Company Name, Address & Phone)

(THE ABOVE SIGNATURE MUST BE NOTARIZED)

# Police Tow, Impound, and Referral Tow Services Proposal

From Quality East County, Inc.

dba Quality Towing

for RFP No. 23-27

City of Escondido, California



# ORIGINAL

Bidding Contractor

**Quality East County, Inc. dba Quality Towing**

**Corporate Office & Primary Operations Storage Yard**

✉ 520 N Quince St, Unit 11, Escondido, CA 92025

☎ 760-306-5076

Website: [www.qualitytowing.net](http://www.qualitytowing.net)



**Officers**

A blue ink signature of Sunan Alsadik, consisting of a large, stylized loop followed by a horizontal line.

Sunan Alsadik / Vice President



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**RFP No. 23-17 Police Tow, Impound and Referral Tow Services**  
Quality East County Towing, Inc. Proposal



## **Section 04 – Facilities and Equipment**

- 4.1 Storage Yard
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- 4.3 Tow Truck Equipment Outfitting
- 4.4 Tow Truck Maintenance
- 4.5 Computer and Network Infrastructure

## **Exhibits**

### **Exhibit B -**

- Signed & Notarized Authorized Company Representative Certification
- RFP No. 23-17, Page 5
- RFP No. 23-17, Page 7 (Signed & Notarized)

- Exhibit 1.6 - Reference Letters
- Exhibit 2.1 - Financial Statements
- Exhibit 3.0 - Business Management Organization
- Exhibit 3.2 - Tow Truck Drivers Certifications
- Exhibit 3.4.12 - Sample Invoice
- Exhibit 3.4.13 - Business Licenses and Permits
- Exhibit 3.4.14 - Insurances
- Exhibit 4.1 - Storage Yard
- Exhibit 4.2 - Tow Trucks
- Exhibit 4.5 - Computer Infrastructure



**COVER LETTER****Sunan Alsadik**

Vice President

Quality East County, Inc

Dba Quality Towing &amp; Recovery

520 N Quince St, Unit 11

Escondido, CA 92025

May 08, 2023

**Re: RFP 23-17 Police Tow, Impound and Referral Tow Services**

To the City of Escondido,

Quality East County, Inc dba Quality Towing is please to submit this response to your Request for Proposals to provide towing and impound services for the City of Escondido Police Department. This response to the proposal has been carefully reviewed and it is intended to meet or exceed all the requirements of the RFP. Quality Towing is confident that it can execute, perform any towing and storage related function with the highest level of service and quality.

We are interested in becoming the licensed "*Vehicle Towing & Impound Service*" provider for the City of Escondido. Quality Towing understands the work to be performed and agreed with no exceptions to the standards of conduct and operation including but not limited to "referral tows", on demand tows, and Police tows". Quality Towing is very much qualified to become the licensed Vehicle Impound Service Provider for the Escondido Police Department because we have proven our service for years on the following:

- **Impound Capacity**

Quality Towing Impound yard has the capacity to hold more than 120 vehicles at any given time. Our yard is exclusive for Police initiated tows.

- **State of the Art Computer & Internet Infrastructure**

Quality Towing pride itself of the most advance, sophisticated, and automated Dispatch software (Tow Book Management Software), our trained dispatch executives utilize this software to record and captures all significant information of



the client and vehicle. Quality Towing provides Sonim hardcase Verizon powered phone that has a pre-installed tow book application, google maps, waze maps, to our Tow drivers to accept and clear calls every time the roadside assist service is completed. All our computers have virus and malware protection software, and we have broadband Internet with speeds of more than 1,000 Mbps per second. Our computers have both Microsoft Internet Explorer version 11 or higher and Google Chrome 110.0. The multiple screen setups will allow both the ADS and IMS web applications to be open and visible at the same time.

- **Rapid Response**

Quality response times are rapid, averaging **15-20** minutes per call. Quality Towing's rapid response reduces the time City agent waits for a truck to clear the scene freeing the agent to respond to other calls sooner. This is a direct benefit to the City's efficiency and citizen safety.

We respond rapidly because our fleet is large, and our yards are within close range to each other within or near these the city areas for towing. Our Dispatch truly understands the "sense of urgency" and goes above and beyond to ensure our customers are accurately and effectively receiving our services in a timely manner.

- **Equipment Fully Qualified**

Quality Towing is fully qualified as per the RFP and the City's Scope of Work Manual, the authority which lists all requirements and specifications an offeror must have to qualify with no waivers, exceptions, or other cut-outs for anything less than what is listed. Quality Towing **meets or exceeds all requirements and specifications including every truck listed as required.**

- **Capacity for Towing**

Quality Towing maintains a fleet of 12 (Twelve) light duty tow trucks and 2 (Two) Medium Duty Tow Trucks. Eight (8) of these trucks are utilized on any given 24-hour day, 7days per week. Our 8 light duty trucks carry an average of 70 calls per 24-hour day, or 2000 calls per month. Currently, by placing the full fleet of Light Duty trucks into 24-hour rotation, Quality Towing has its capacity to tow 3000 calls per month.

- **Green Fleet**

With Quality Towing, the City of Escondido will comply with the County of San Diego's Clean Air Act and Federal Water Pollution Control Act because the entirety of Quality Towing's fleet is green.

- **Specialized Equipment**

Quality Towing also possesses additional equipment with the capacity to respond to every kind of tow, from light duty to low rise flatbeds to clear bridges and overhands.

- **Maintenance**

Quality Towing's drivers have a mandatory requirement to submit a vehicle inspection report before and after each shift. Quality has a master mechanic that checks the trucks weekly unless the need arises before then. Quality Towing has the safest tow fleet on the road.

- **Diverse, Professional and Courteous Staff**

In compliance with the City's Equal Opportunity employment policies, 94% of Quality Towing's employees are minorities. Quality Towing does not discriminate based on race, gender, religion, national origin, ethnicity, sexual orientation, age, disability; or any other form of unlawful discrimination in its solicitation, selection, hiring or treatment of employees.

- **Authorized Signature**

The persons authorized to sign for and make representations for Quality Towing is Sunan Alsadik, Vice President, who can be reached at 520 N Quince St, Unit 11, Escondido, CA 92025 with telephone numbers CP (619) 922-2281.

We hope you will find our proposal comprehensive and with your acceptance and approval.

Respectfully,



**Sunan Alsadik**, Vice President,  
Quality Towing



## SECTION 1.0 VENDOR BACKGROUND AND EXPERIENCE

### 1. Past Experience/Conduct

Quality Towing has well over the minimum of four (4) verifiable years' for-hire towing experience. We provide everything from a basic roadside service to light and medium duty towing services. Quality Towing provides towing and impound services to all of County of San Diego (CHP, Agero, AAA etc).

Quality Towing's owner shall comply with all background investigations along with additional inquiries required by the City of Escondido Police Department.

- 1.2.1 Since inception including the past four (4) years, Quality Towing owner, officers have never been found to have violated or been penalized for any federal, state, or local law in performance of a contract, including but not limited to laws regarding health and safety, public safety, labor and employment, wages and hours, and licensing laws that affect employees both administrative and rank and files.
- 1.2.2 Since inception over the past four (4) years, Quality Towing owner, officers have never been convicted of or found liable in a civil suit for making a false claim or material misrepresentation to a private or government entity.
- 1.2.3 Since inception including the past four (4) years, Quality Towing owners, executives, managers have never been convicted of a crime, including misdemeanors, or been found liable in a civil suit involving the bidding, awarding, or performance of a government contract.

### 2. Company Information

**QUALITY EAST COUNTY, INC dba QUALITY TOWING**  
520 N Quince St, Unit 11  
Escondido, CA 92025  
Phone: 760-306-5076

### 3. Company History

Quality East County, Inc. dba Quality Towing or QUALITY, is a local minority owned and operated company that provides towing and impound services to all of County of San Diego and has been in business for 4 years. We currently employ 27 employees consisting of Managers, Rank & File employees, and Drivers. We provide government and private agencies and automobile club with a full range of towing services including, but not limited to, tows utilizing our 100% "Green" fleet of light-duty trucks and medium duty trucks fully equipped with sophisticated towing equipment.

Quality has pride itself to deliver it promise by averaging a **15-20** minute per call rapid response time that reduces the city agent wait for trucks to clear the scene freeing the agent to respond to other calls sooner, a direct benefit to the City's



efficiency and citizens safety. We respond rapidly because our fleet is large, and our yards are within close range to each other within or near these the city areas for towing. Our Dispatch truly understands the "sense of urgency" and goes above and beyond to ensure our customers are accurately and effectively receiving our services in a timely manner.

#### **4. Type of Business**

Quality East County, Inc. dba Quality Towing is under a S-Corporation

#### **5. Corporate Standing**

Quality East County, Inc dba Quality Towing as corporation is in good standing and since inception including the past four (4) years, Quality Towing owner, officers have never been found to have violated or been penalized for any federal, state, or local law in performance of a contract, including but not limited to laws regarding health and safety, public safety, labor and employment, wages and hours, and licensing laws that affect employees both administrative and rank and files. Owner, officers have never been convicted of or found liable in a civil suit for making a false claim or material misrepresentation to a private or government entity. Owners, executives, managers have never been convicted of a crime, including misdemeanors, or been found liable in a civil suit involving the bidding, awarding, or performance of a government contract.

#### **6. References**

##### **1. California Highway Patrol - Oceanside**

435 La Tortuga Dr. Vista, CA 92081  
 Kenneth Lagree  
 760-643-3400  
 July 2019 to Present  
 Value - \$300,000.00

We respond to calls and provide valuable community service by offering roadside assistance, towing and storage to California Highway Patrol (Escondido, San Marcos, Valley Center & Fallbrook).

##### **2. Automobile Club of Southern California**

800 La Terraza Blvd Suite #310  
 Escondido, CA 92025  
 Robert Will  
 760-740-5253  
 May 2019 to Present  
 Value - \$1,800,000

We respond to calls and provide valuable community service by offering roadside assistance and towing to AAA of Southern California. (Escondido & Fallbrook)

**RFP No. 23-17 Police Tow, Impound and Referral Tow Services**  
Quality East County Towing, Inc. Proposal



**3. AGERO**

400 River's Edge Drive, Medford MA 02155

Jeff Rasmussen

310-357-6035

May 2019 to Present

Value - \$600,000

We respond to calls and provide valuable community service by offering roadside assistance and towing services to customers who belong to all of the major car club companies that AGERO works with.

**7. Point of Contact**

**Sunan Alsadik**

**CFO / Vice President**

520 N Quince St, Unit 11

Escondido, CA 92025

Phone: 619-922-2281

Email Address: [Sunan@qualitytowing.net](mailto:Sunan@qualitytowing.net)

**SECTION 2.0 COMPANY FINANCIAL STABILITY**

1. Copies of the financial statements for the past two years are attached as (*Exhibit 2.1*)  
Year 2021  
Year 2022
2. Quality Towing since inception including the past four (4) years, has no pending litigations in which business or its owners is/are plaintiff or defendant.
3. Quality Towing has no active claims against any other public entity in San Diego County.
4. Quality Towing as business and its owners since inception including the past four (4) years has never filed for bankruptcy protection while operating under towing service contracts.



## SECTION 3.0 – PROJECT PLAN

### Our Team

**Quality Towing's** expertise and resources go well beyond towing vehicles. Quality offers complete 24-hour services in the storage of vehicles, evidence holds, dispatch, record and accounting management, lien sale processing and public auctions all of which will be required in the performance of this contract. Quality is one of the largest tow providers in the county that manages each aspect with proven systems and procedures. We can offer all these services because of our well-trained and experienced personnel.

To achieve performance levels as mentioned in the proposal, these are following personnel occupying key management position and will be directly managing the day-to-day operation of City of Escondido Police Department Towing and Impounding Services. Functional responsibilities were outlined on this proposal "Plan Management". Organizational Chart as a structure of operation to support the proposal if ever awarded to Quality Towing. (See Exhibit 3.0 Business Management Organization)

1. President / CEO	Susanne Alsadik
2. Vice President / General Manger	Sunan Alsadik
3. Director	Rodi Mikha
4. Accounting	Mira Pollante
5. Office Manager	Revan Tamaru
6. Dispatch Manager	Baydaa Sabah
7. Mechanics Manager	Kevin Dinha
8. Dispatch Executives/Release Agent	Lisette Villa/Fadi Matti/Even Polis/Elijah Sindi
9. Drivers	Tow Drivers

### 3.1 Tow Company's Business Operations

- 3.1.1** Quality Towing have signs in plain site that demonstrate who we are and that the services we provide are towing and road services.
- 3.1.2** Quality Towing will have hours of operations in plain view for the public. The sign has letters which are clearly visible to the public from the street and will be visible at night.
- 3.1.3** Quality Towing will have a sign in plain view displaying "City of Escondido City-Initiated Tow and Storage Rates" This posting will also include all instructions necessary for consumers to obtain an after-hours vehicle release.
- 3.1.4** Quality Towing confirms that there will be adequate employees and staff that a customer can speak face-to-face with during business hours. Quality Towing has a bilingual release agent able to accommodate English and Spanish speaking customers.
- 3.1.5** Quality Towing hours of business open to public and the city will be from 8:00 am



until 5:00 pm Monday through Friday, except on City observed holidays which are New Year's Day, Martin Luther King Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving Day, and Christmas Day.

- 3.1.6 Quality Towing understands that although the office can be closed for one hour a day for lunch, an alternative number will be posted alongside a sign that reflects a lunch closure so that the customer will be able to speak with a live agent immediately.
- 3.1.7 Quality Towing currently has and will maintain a City of Escondido Business License. (See Exhibit "3.4.13" – Business Permits and Licenses)
- 3.1.8 Quality Towing currently has and will maintain a valid Motor Carrier Property (MCP) permit and will be sure to keep up-to-date at all times. (See Exhibit "3.4.13" – Business Permits and Licenses).

### 3.2 Tow Truck Driver Certifications

- 3.2.1 Quality Towing will and have all proper documentation of completion for a training program within the past four (4) years for each individual tow truck driver readily available upon submission of the proposal. (See Exhibit "3.0" – Business Management Organization)
- 3.2.2 Quality Towing corroborates that all tow truck operators are at least 18 years of age and possess the proper class of license and endorsements for the towed and towing vehicles.

### 3.3 Tow Truck Driver Uniform, Appearance and Safety Garments

- 3.3.1 Quality Towing employees sign a contract acknowledging that there is a zero-tolerance policy when it is pertaining to proper work attire. Every employee is in proper and identifiable uniforms during the entirety of their shifts.

Quality Towing drivers are all required to wear an identifiable uniform with the company logo (left) and drivers name (right). Drivers wear Red/Blue shirts with blue pants.

- 3.3.2 Quality Towing employees sign a contract acknowledging that there is a zero-tolerance policy when it is pertaining to maintaining a professional image.

All drivers are furnished with collared shirts bearing the company name and logo and are required to always maintain a professional appearance, including all employees under training.

Quality Tow truck drivers shall represent a professional image. An unacceptable representation would include unbathed, excessively dirty/torn uniform, body art, visible body piercing, etc. The uniforms described above are kept clean and in great condition. Uniforms that become worn stained or not acceptable to Quality Towing's uniform expectations will be replaced.



- 3.3.3** Quality Towing employees sign a contract acknowledging that there is a zero-tolerance policy when it is pertaining to wearing appropriate safety warning garments that are in accordance with Code of Title 8, Section 1598 CCR.

**Concurrently**, Quality Towing Drivers are required to always wear during working hours a "Face mask/Face Shield" as OSHA compliance. These mask/shield helps driver to stay safe and protected from **COVID 19** virus.

Quality Towing Drivers are required to observe OSHA compliance health protocols during encounters with customers and co-workers. They are required to frequently **sanitize** their hands before and after encounters with clients and co-workers.

Quality Tow truck drivers wear appropriate safety warning garments (e.g. vests, jackets, shirts, retro reflective clothing) during daylight and hours of darkness in accordance with Code of Title 8, Section 1598 CCR. Some of the required uniform components also included work gloves, work boots and reflective vest for PPE safety.

### **3.4 Scope of Services**

#### **3.4.1 Response to City Calls**

Quality's response times are **rapid**, averaging **15-20 minutes per call**. QUALITY'S rapid response reduces the time City agent waits for a truck to clear the scene freeing the agent to respond to other calls sooner. This is a direct benefit to the City's efficiency and citizen safety.

We respond rapidly because our fleet is large, and our yards are within close range to each other within or near these the city areas for towing. Our Dispatch truly understands the "sense of urgency" and goes above and beyond to ensure our customers are accurately and effectively receiving our services in a timely manner. QUALITY will meet or beat the response times required in the RFP.

- 3.4.1.1** Quality Towing finds there to be no excuse not to be on point in meeting all specifications listed within the Proposal. We are not like any ordinary towing company because we always push our limits in a safe and acceptable manner. Quality Towing is unquestionably ready to uphold any response time requested. We are indomitable in the succor we deliver to everyone. For both west and east of Interstate I-15, Quality will uphold its commitment of 15 minutes rapid response time.



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**3.4.1.2** Quality Towing understands and agrees with the City that the tow truck driver should respond with a properly equipped tow truck of the class required to tow the vehicle and perform requested service.

**3.4.1.3** Quality Towing can guarantee that the City dispatch will be made aware if we are unable to respond or unable to meet the maximum response time through Quality's central dispatch command center manned 7 days a week 24 hours a day.

**3.4.1.4** Quality Towing harmonizes with the City that only the tow truck personnel and equipment requested shall respond to a City call and the only exception is if an approved rotation tow truck personnel is being accompanied by a trainee.

**3.4.1.5** Quality Towing coincides with the City that a tow truck driver shall not respond to a City call assigned to another tow company or re-assign a call to another tow company. Quality Towing also comprehends that it is forbidden to "jump calls" unless specially called by a citizen and approved by the on-scene officer.

### **3.4.2 Removing Motor Vehicles**

Quality Towing concurs with, at the request of the City, to move, tow away, and impound motor vehicles under the authority of the California Vehicle Code or Escondido Municipal Code, declared by the City to be illegally parked, abandoned, have been involved in a traffic collision, or constitute an obstruction of traffic due to mechanical failure or operator negligence or arrest. Quality Towing is also in correspondence with the services being required 24 hours a day, seven (7) days a week during our rotation period. Quality Towing shall perform all towing and recovery operations in the safest and most expedient manner possible.

### **3.4.3 Inoperable City Vehicles**

Quality Towing understands that we may be required to remove inoperable City vehicles from the public right-of-way and tow them to an appropriate City facility and that providing such services to the city will be at the rate of \$140.00 per tow.

Quality Towing also understands that the City's Police Department may require response of us to assist with the changing of flat tires, jump starts and/or unlocking vehicles and that such providing such services to the city will be at the rate of \$65 per occurrence.

### **3.4.4 On-Scene Duties**

Quality Towing understands upon arriving on-scene, the employees shall report to the Peace Officer in charge and discharge their duties in accordance with the following conditions:

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**3.4.4.1** Quality Towing shall make every reasonable effort to comply with directions provided by the officer-in-charge.

Upon arriving at the scene of a tow, our drivers will first make contact with the requesting Authorized EPD agent/officer employee in order to determine what services are being requested.

Quality Towing drivers will advise the officer if for any reason they are unable to do so. In addition, each of our drivers is provided with specific training on how to approach the scene, designed to develop their listening skills and to increase their awareness of the agent's/officer's and the public's safety.

Quality Towing drivers shall always wear safety towing uniform when they arrived on the scene.

**3.4.4.2** Quality Towing shall be responsible for making an accurate damage assessment for each vehicle towed and recording said damage assessment on the City approved forms and signed by the authorized Quality Towing employee.

As we currently do for all our other contracts, prior to towing the vehicle, the tow operator will assess the vehicle's condition and note any damage to City's approved forms, which will be signed by the tow operator. Authorized EPD Agent impounding vehicles complete an impound authorization form which authorizes the vehicles removal and notes the vehicle's condition. This form is signed by the Authorized EPD Agent and the Quality tow operator at the time of impound.

**3.4.4.3** Quality Towing shall be responsible for making an accurate content inventory for each vehicle towed and recording said vehicle's inventory on City approved forms and signed by an authorized Quality Towing employee.

In addition to this, our tow operators will also complete our own "Stored Vehicle Condition and Authorization Report". We understand the importance of this step and train our drivers to take it seriously; to protect the EPD, Company and Community

Quality Towing operator will make an accurate content inventory and record all items on EPD's approved form which he or she will sign. This procedure occurs at the same time in very much the same manner as the prior section on condition of the vehicle. This is currently being done and will continue to be done.

**3.4.4.4** Quality Towing shall be responsible for removing and appropriately disposing of collision-related debris, including broken glass, from the public right-of-way to ensure public safety.

Each of our trucks is equipped with a broom, shovel and trash can in order to accomplish this task. We understand, to ensure public safety, our drivers will be





responsible for removing and appropriately disposing of collision-related debris from the public right-of-ways. This is currently a part of our work with the California Highway Patrol as well as all our other private motor club contracts such as Agero, AAA etc.

**3.4.4.5** Quality Towing understands that we may make emergency alterations reasonably required to safely move and/or tow vehicles.

Safety at Quality Towing is our #1 concern. Our fleet represents these attributes and is well equipped to make alterations. We will generally be able to tow vehicles without altering them. However, if the vehicle is in such a condition that it is not safe to move, our tow operators are trained to and make reasonable emergency alterations so that it may be safely moved. Generally, the alterations that we make consist of tying the vehicle or the load down, removing loose parts, or moving axles to a safe position to transport the vehicle.

**3.4.5 Vehicle Impounds**

Quality Towing understands that subsequent to removing a vehicle from the public right-of-way or private property, we shall securely impound the vehicle.

Impounded vehicles will be securely stored at our Escondido facility located at **520 N Quince St. Unit 11, Escondido, CA 92025**, as the primary storage facility. Our location is fully enclosed by a secure fence, has security lighting and video surveillance. In addition to physical protection, our release personnel are trained in the handling and safekeeping of impounded vehicles. They are familiar with security issues as well as concerns regarding the condition of the vehicle. Impounded vehicles will not be left in unsecured areas at any time.

Quality Towing shall, except as restrained for evidence hold make vehicles stored at the request of the City available to the vehicle's registered owner or a person who can be verified to be the registered owner's agent, for the purpose of removing property from the vehicle. Quality Towing will also allow insurance agents, insurance adjusters, or representatives of an automotive repair business access for the purpose of estimating or appraising damages. Our trained releasing staffs shall escort and will be on the scene during the removal of any property or during an insurance inspection.

Quality Towing understands that impounded vehicles by the City for investigative purposes shall be contained in a lock and secured nonpublic evidence hold area or the locked Sea-Containers until the vehicle is released by order of the City. Any property or other contents of such vehicles shall not be removed by any person other than a Peace Officer or Evidence Technician employed by the City. Quality Towing's trained releasing agents will record and document the inventory content removed and shall be signed by both Quality Towing releasing agent and the Peace Officer or Evidence Technician.



### 3.4.6 Collection of Negligent Vehicle Impound Fees.

It is the sole commitment of Quality Towing to ensure that Negligent Vehicle Impound Fees (NVIF) must be paid by the vehicle owner in person to the Escondido Police Department prior to release of any vehicle. Quality Towing commits to the City of Escondido that no impounded vehicle will be released unless the NVIF is paid to the city.

### 3.4.7 Release of Impound Vehicles

Quality Towing is in compliance with the City regulation that we are to provide vehicle release services 24 hours a day, seven (7) days a week and that any vehicle released outside of the normal business hours of 8:00am to 5:00pm Monday through Friday, is subject to the after-hours release fee contained in the City approved Fee Schedule (**Attachment "C"- Tow Fee Schedule**).

Quality Towing also understands that vehicles subject to NVIF must not be released unless the vehicle's owner/agent is in possession of a paid receipt for NVIF from the Escondido Police Department. Lastly, Quality Towing comprehends that a release of any NVIF vehicles without the receipt will be billed to us at the current NVIF rate contained in the City's Master Fee Schedule (currently \$180).

### 3.4.8 Tow Rates

**3.4.8.1** Quality Towing assents that the rate for towing will be computed from portal to portal when a vehicle is towed to the storage yard.

**3.4.8.2** Quality Towing understands and agrees that the time expended, for towing a vehicle back to the storage yard shall be charged at a rate not to exceed the labor rate indicated in the City approved Fee Schedule (**Attachment "C"-Tow Fee Schedule**), and that a clear, itemized and detailed explanation of any additional service that is caused the time to exceed one hour shall be documented on the invoice pursuant to **Section 22651.07(e)(7) of the CVC**.

**3.4.8.3** Quality Towing understands and agrees that there shall be no additional charge for mileage or a dolly charge.

**3.4.8.4** Quality Towing understands and agrees that we may charge a fee for vehicle releases outside of our normal business hours ( after 5:00 pm and holidays) as indicated in the City approved Fee Schedule (**Attachment "C"-Tow Fee Schedule**).

**3.4.8.5** Quality Towing understands and agrees that we shall base charges for the class of the vehicle being towed or serviced regardless of the class of tow truck used.



**3.4.8.6** Quality Towing understands and agrees that there will be no additional transportation charges, mileage, or other reimbursable expenses allowed except for the City's approved Fee Schedule (**Attachment "C" – Tow Fee Schedule**).

**3.4.8.7** Quality Towing understands and agrees that the City's tow and impound requirements are indeterminate. Quality is aware that the quantities may vary depending on need. Quality understands and agrees to waive any variations in tow and impound requirements and hold prices, terms, and conditions firm for the duration of the agreements.

**3.4.8.8** Quality Towing understands that all invoices for towing and impounds shall be clearly itemized by charge or fee type and must include Case Numbers to track billing. Our Dispatch software can itemize all these tows and impound information and fees. In case of dispute associated with Police Initiated tows that cannot be satisfactorily resolve by parties involve that will be adjudicated by the City. Releases stating, "Bill at City Rate". Quality agrees that this City Rate is one-half of the tow rate plus \$2.00 per day for storage.

### **3.4.9 Storage Fees**

Quality Towing recognizes that a vehicle stored/impounded 24 hours or less shall be charged no more than one day of storage and if a vehicle is released from storage after 24 hours has elapsed, charges may be allowed on a full, calendar-day basis for each day of storage, or part thereof. Quality Towing shall charge storage fees appropriately determined by the class of vehicle that was towed.

### **3.4.10 Access to Stored Vehicles**

Quality Towing consents to make vehicles stored at the request of the City available to that registered owner, a person who can verified to be the registered owner's agent, insurance agents, insurance adjusters, or representatives of automotive repair businesses for the purpose of estimating or appraising damages during business hours.

### **3.4.11 Evidentiary Vehicle Security**

Quality Towing understands that vehicles impounded by the City for investigative purposes shall be held in maximally secured, non-public areas of the contractor's property until the vehicle is released by order of the City.

Quality Towing operator shall not remove any property or other contents of such vehicles held for evidentiary other than a Peace Officer or Evidence Technician employed by the City.

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Quality Towing operator shall record any removed content of inventory and the content inventory form shall be dated and signed by a representative of the Quality Towing operator and the Peace Officer or Evidence Technician removing such property. Evidentiary or investigative tows requested by the City shall be charged at a rate of \$245 per tow and a maximum storage rate of \$70 per day.

Quality Towing shall furnish a report to the City on all stored evidentiary vehicles each month detailing which cars are being held for evidence and the length of time the car has been held. Quality Towing understands and agrees that failure to provide a detailed report shall relieve the City from the responsibility to pay storage fees for these vehicles.

### **3.4.12 Business Records**

Quality Towing understands that we shall maintain records for all tow and impound services at our place of service.

Quality Towing keeps and maintains data and records through our automated dispatch software called "**Tow Book Management**" for all the tow services furnished, this includes. These records are available for audit by the City of Escondido Police Department at any time with or without notice.

- 3.4.12.1** Quality Towing is fully aware that all the records shall include: date of tow; license plate number and vehicle identification number; time of tow we arrived on-scene; and the fees and charges levied against the vehicle and disposition thereof.

#### **Invoicing** (*See Exhibit "3.4.12"–Sample Invoice*)

Quality Towing Invoices include:

1. vehicle description
2. type of service
3. service start time.
4. service end time
5. location of service call
6. itemized cost of towing and storage

- 3.4.12.2** Quality Towing understands that our place of business shall also maintain business records relating to personnel, insurance, personnel taxes, payroll, applicable operating authorities, local operating authorities, lien sale actions, driver's records of duty status, and non-City tows.

#### **Lien Sale**

Quality Towing maintains data of all vehicles sold at lien sale:

7. information regarding all liens against vehicle sold.

8. funds received because of the sale.
9. sale date
10. purchaser name; address; and telephone number
11. amount of sale proceeds
12. signed and dated by authorized personnel.

**3.4.12.3** Quality Towing understands that the City may inspect all company records relating to compliance of contract award without notice during normal business hours.

#### **Complete Business Records**

These records are available for audit by the City Escondido Police Department at any time with or without notice.

13. operating statements
14. financial statements (will be available upon request to be part of exhibit)
15. personnel
16. payroll
17. insurance
18. applicable operating authorities
19. lien sale actions
20. licensing
21. tow services requested by the public.

**3.4.12.4** Quality Towing agrees and shall permit the City to make copies of business records at our place of business, at no cost to the City.

**3.4.12.5** Quality Towing understands that we shall maintain business records for a period of four (4) years and shall make them available for inspection.

#### **3.4.13 Business Licenses and Permits (See Exhibit "3.4.13" – Business Permits & Licenses)**

Quality Towing is fully licensed.

- a. City of Escondido Business License to Operate
- b. DMV Motor Carrier Permit Business License

#### **3.4.14 Insurance (See Exhibit "3.4.14" – Proof of Insurance Coverages COI)**

Quality Towing represents that it and its agents, staff and sub-consultants employed by it in connection with the services required to be performed, are protected against the risk of loss by



the following insurance coverage, as shown in Exhibit 2 in the following categories, and to the limits specified, policies of which are issued by Admitted California Insurance Companies that have a A.M. Best's Rating of "A, Class V" or better, or shall meet with the approval of the City of National City.

**3.4.14.1** Garage Keeper's Legal Liability or Commercial General Liability Insurance coverage attached in Exhibit "3.4.14"

- Benchmark Insurance Company

**3.4.14.2** Automobile Liability Insurance and Additional Insured attached in Exhibit "3".

- Benchmark Insurance Company

**3.4.14.3** Worker's Compensation/Employer's Liability and Waiver of Subrogation attached in Exhibit "3.4.14".

- ICW Group Insurance Company

**3.4.14.4** Certificates of Insurance. Quality Towing shall provide proof of coverage required, prior to the commencement of services, by delivery of Certificates of Insurance demonstrating same, and further indicating that the policies may not be canceled without at least thirty (30) days written notice to the Additional Insured.

**3.4.14.5** Policy Endorsements required.

**3.5 Complaint Policies and Procedures**

**3.5.1** Quality Towing is committed to ensuring that any person or organization using our services or affected by our operations have the right to file a complaint and have their concerns addressed and resolved. Quality Towing always aims to undertake our work in a way which is professional, practical, and positive. We view complaints as learning opportunity to improve our operations, team members, and overall services to the public.

**3.5.2** Quality Towing Complaint Policy is:

- Provide an accessible complaint procedure and system for anyone to be able to have a complaint filed.
- Ensure that all complaints are investigated fairly and in a timely manner.
- Keep the individual or organization informed of the ongoing complaint progress.
- Ensure that all complaints are, whenever possible, resolved.

**3.5.3** To file a complaint an individual or organization is directed to submit a complaint via email to [Sunan@qualitytowing.net](mailto:Sunan@qualitytowing.net) and provided his work phone number 619-922-2281.





- 3.5.4 The complaint will be investigated internally by Quality Towing management and a response will be made to the complainant in a timely manner.
- 3.5.5 All complaints from the public will be addressed with proper due diligence and appropriate action will be taken on any Quality Towing staff members that caused the complaint.
- 3.5.6 Quality Towing has had and resolved roughly 15 complaints ranging from vehicle damages to improper staff conduct in the past year.

## **SECTION 4.0 - FACILITIES AND EQUIPMENT**

### **4.1 Storage Yard**

- 4.1.1 Our primary yard/storage is approximately 1.0 mile from the City of Escondido Police Department, it is exactly located at **520 N Quince St Unit 11, Escondido, CA 92025** (See Exhibit 4.1 – "Storage/Yard")
- 4.1.2 Quality Towing is conveniently located in a reasonable distance from public transportation and within the City limits. Escondido Transit Center is only 0.3 mile away from our location and approximately a 6 minutes' walk. In both corners of the street, you will find bus stop serving N Quince St and Washington as well as N Quince St and Norlak Ave respectively.
- 4.1.1 Our primary yard/storage is minimum of 20,000 square feet and can accommodate more than 120 vehicles. Our yard is exclusive for Police initiated tows.
- 4.1.5 Quality Towing yard has two Sea-Container that is completely locked down, no access to any Quality Towing employees, designated for evidence hold of vehicles under investigation.
- 4.1.6 Quality Towing storage facility meets the City's guidelines pertaining to the security of an enclosed six-foot high fence fully secured by a lockable gate. The storage yard has security alarms and intrusion sensors that provide immediate notification. The yard has commercial grade 24 hour video surveillance coverage of all storage areas and access points, videos are cloud based and can be retrieved anytime. The storage yard is well lit and equipped with sufficient lighting to detect unauthorized entrance after dark. All vehicles are stored in marked spaces and vehicles are properly tagged for easy identification.
- 4.1.7 Quality Towing storage facility is in conformance with the applicable City zoning and building codes and are permitted as such.

All areas of our storage yard open to vehicular traffic are paved. The tow yard is continuously cleaned of all debris and trash. Combustible waste and hazardous debris are carefully and safely contained and stored. The storage yard has adequate construction of drainage systems to allow for proper drainage of water to the public drainage system.



4.1.8 Quality Towing storage yard is currently in full service.

## 4.2 Tow Truck Requirements

4.2.1 Quality Towing has a diverse fleet of over 20 trucks and vehicles which adhere to or exceed the provisions set forth in RFQ. These include but are not limited to light-duty wheel lifts, sub- garage trucks, medium duty rollbacks and service units.

Quality Towing equips and maintains our fleet in accordance with the provisions set forth in the California Vehicle Code (CVC), Title 13 of the CCR, the specifications contained in this proposal, and in a manner consistent with industry standard and practices.

Quality is offering the City of Escondido a total of 14 tow trucks with different classes that will fulfill the requirement of the RFQ. (See Exhibit "4.2" – List of Truck Fleets)

4.2.1.1 Quality Towing has **two (2)** Class A (Light Duty) Wheel Lift tow trucks which have a manufacturer's gross vehicle weight rating (GVWR) of at least 19,500.

4.2.1.2 Quality Towing has **ten (10)** Class (Light Duty Flatbed) tow trucks which have a manufacturer's gross vehicle weight rating (GVWR) of at least 25,500.

4.2.1.3 Quality Towing **one (1)** Class B (Medium Duty) Wheel Lift. A tow truck which has a manufacturer's gross vehicle weight rating (GVWR) of at least 26,000 and is equipped with air brakes and a tractor protection valve or device and is capable of providing and maintaining continuous air to the towed vehicle.

4.2.1.4 Quality Towing **one (1)** Class B (Medium Duty) Wheel Lift. A tow truck which has a manufacturer's gross vehicle weight rating (GVWR) of at least 33,000 and is equipped with air brakes and a tractor protection valve or device and is capable of providing and maintaining continuous air to the towed vehicle.

4.2.2 Quality Towing has a diverse fleet of 20 trucks and vehicles. These include but are not limited to service trucks, light-duty wheel lifts, sub- garage trucks, medium duty rollbacks and heavy-duty big rigs. We are offering one (2) Light Duty Wheel Lift, fifteen (10) Light Duty Flatbeds, and two (2) Medium Duty Wheel Lift. Currently, by placing the full fleet of Light Duty trucks into 24-hour rotation, Quality Towing has its capacity to tow to 2,000 calls per month and can do 500 tows per month for the City of Escondido.



With Quality Towing, the City of Escondido will comply with the County of San Diego's Clean air Act and Federal Water Pollution Control Act because the entirety of Quality Towing's fleet is "**GREEN**" and **AFV compliance**. We believe Quality Towing is one of the companies responding with an entirely green fleet.

### 4.3 Tow Truck Equipment & Outfitting

QUALITY is fully qualified as per the RFP and the City's *Scope of Work Manual*, the authority which lists all requirements and specifications an offeror *must have* in order to qualify with no waivers, exceptions or other cut-outs for anything less than what is listed. QUALITY Towing **meets or exceeds all requirements and specifications including every truck listed as required.**

- 4.3.1 Quality Towing tow trucks all come equipped with an operational winch that is power-driven in both directions and equipped with an adequate braking system.
- 4.3.2 Quality Towing tow trucks all come equipped with a lighting system as required by California Vehicle Code (CVC) Sections 24605, 24606 and 25253. Each truck is also equipped with utility lamp lighting systems that comply with CVC Section 25110.
- 4.3.3 Quality Towing tow trucks all carry the miscellaneous equipment required by CVC Section 27700. Quality Towing does maintain well over the minimum required set of dollies for use by tow trucks providing services to the City.
- 4.3.4 Quality Towing and has its own specialized laser label and sticker maker used to customize and print all its tow and service trucks signage. All Quality's tow trucks conspicuously bear the company name, address, and phone number(s) in lettering both side of the trucks that complies with CVC Section 27907.

### 4.4 Tow Truck Maintenance

Quality Towing recognizes the mandate that each truck responding to requests for City-initiated tow and impound services shall be well maintained and clean on the exterior and interior and reflects the clean image of the City.

- 4.4.1 Quality Towing apprehends that at the City's discretion, shall conduct inspections without notice of all tow trucks utilized on the City rotation calls. (*See Exhibit "4.2" – Approved CHP 234B*)

To make sure the safety towing services are safe, Quality's drivers have a mandatory requirement to submit a vehicle inspection report before and after each and every shift. Quality has a chief mechanic that checks the trucks weekly unless the need arises before then. Quality Towing believes we have one, if not the safest tow fleet on the road.

## 4.5 Computer and Network Infrastructure

**Quality Towing** tow truck operators all have access to constant communication between them and the dispatcher. See (*Exhibit 4.5 Computer and Network*)

### 4.5.1 Computer & Internet Infrastructures

All our monitors are a minimum 27" and have a minimum resolution of 1920 x 1080. In addition, most of our workstations have a 2 to 4 monitor setup to ensure efficiency. All our computers are working on a Windows operating system with Window 11. All our computers have a minimum of 16GB of RAM.

In addition, all our computers have virus and malware protection software, and we have broadband Internet with speeds of more than 1,000 Mbps per second. Our computers have both Microsoft Internet Explorer version 11 or higher and Google Chrome 113.0. The multiple screen setups will allow for multi-tasking capabilities between different software and technologies we utilize.

### 4.5.2 Towbook Management

Quality Towing pride itself of the most advance, sophisticated, and automated Dispatch software (Towbook Management Software), our trained dispatch executives utilize this software to record and captures all significant information of the client and vehicle.

Additionally, Quality Towing website <http://www.qualitytowing.net> features 'vehicle search' functionality where customers can enter their vehicle information. The system will then provide the exact impounding location of their vehicle, directions, and the reason for impounding.





#### 4.5.3 Dedicated Phone Lines/ Sonim (Verizon Smart Phones)

**Quality Towing** has a dedicated phone number with multi line telephone system using Yealink T46G and Hybrid IP-PBX system, to ensure our lines are not busy and always answered at maximum of 3 rings.

**Quality Towing** has **Sonim** hardcase Verizon powered phone that has a pre-installed tow book application, google maps, waze maps, to our Tow drivers to accept and clear calls every time the roadside assist service is completed. It provides the driver with the company phone numbers to communicate with customers, dispatch and be able to communicate via text and message and allows dispatch to be able to communicate with the driver in more than one way of communication method.

**Quality Towing** has company emails to allow communication between the City of Escondido Police Dispatch department and our company. Our drivers also carry smartphones that allow them to login to the system and upload pictures. **Quality Towing** provides smart phones to our Tow drivers for efficient communication. To facilitate accurate recording of services, Driver's use phones to call **Quality** and coordinate with dispatch. Drivers are also allowed to text their messages in the event they can't call the dispatch department.

#### 4.5.4 Web Fleet (Truck GPS & Dual Facing Dashcams)

**Quality Towing** has Web Fleet GPS live tracking and dual facing cameras installed in all vehicles utilized by the company. GPS monitors location, driving speed with 10 seconds intervals. Also, **Quality Towing** has a history of each truck archive movements, location data. Live GPS data allows for management and dispatch to accurately track and locate each unit while dispatching. This ensures dispatchers can track, locate, and dispatch the nearest available tow or service truck in a live dispatching scenario for ETA efficiency.

**Quality Towing's** entire fleet has front and rear facing Dash Cams. The dash cams are connected via Web Fleet network that allows **Quality Towing** to view the dash cams in a "live feed". Dash cams are for the safety of the drivers, customers, and passersby. The dash cam will notify **Quality Towing** of any unsafe driving behavior such as using cellphone while driving, harsh braking, harsh turning, speeding, no seat belt, and **Quality Towing** is able to ensure that the drivers are following local and federal driving rules.



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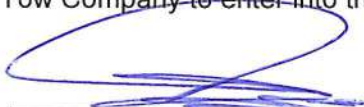
**EXHIBIT B**  
**to RFP No. 23-17 – Police Tow, Impound, and Referral Tow Services**  
Authorized Company Representative Certification

In signing this certification and submitting a proposal in response to the City of Escondido's Request for Proposals No. 23-17 – Police Tow, Impound, and Referral Tow Services (referred to herein as "RFP"), **QUALITY EAST COUNTY, INC DBA Quality Towing** (referred to herein as "Tow Company") and its representative express acceptance of all the requirements contained in the RFP and the accompanying exhibits, attachments, or other documents described or incorporated therein. Any proposed or intended exception or deviation from the requirements of the RFP must be clearly identified and initialed by the Tow Company Representative in Tow Company's proposal.

In executing this certification, the undersigned, on behalf of Tow Company, agree that I have reviewed the items completed by Tow Company in response to the RFP and have reviewed and agree to all terms and conditions of the RFP. The undersigned further agrees that if there are any misrepresentations or false statements in the information submitted by Tow Company in response to the RFP, the City may reject Tow Company's proposal and elect not to consider Tow Company for Police Rotation.

Undersigned certifies, on behalf of Tow Company, that Tow Company understands all information, requirements, and provisions of the RFP, and that all resolutions or other actions have been taken to enable the undersigned and Tow Company to enter into this RFP and the resulting contract.

Date: 05/10/2023



Representative's Signature

SUNAN ALSADIK

Representative's Name (please print)

VICE PRESIDENT

Representative's Title

QUALITY EAST COUNTY, INC DBA QUALITY TOWING

520 N QUINCE ST, UNIT 11, ESCONDIDO, CA 92025 (760-306-5076)

(Tow Company Name, Address & Phone)

(THE ABOVE SIGNATURE MUST BE NOTARIZED)

Note: For Notary, See Attached CA All

Purpose Ack. For SUNAN A ALSADIK



**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of SAN DIEGO

On 05-10-2023 before me, MEHUL V RAWAL (NOTARY PUBLIC)  
 (insert name and title of the officer)

personally appeared SUNAN A ALSADIK  
 who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Meht. V. Rawal (Seal)



file in the office of the Escondido City Clerk is the copy of the Agreement that shall take precedence should any differences exist among copies or counterparts of the document.

14. Provisions Cumulative: The foregoing provisions are cumulative and are in addition to, and not in limitation of, any other rights or remedies available to CITY.
15. Notices to Parties: Any statements, communications or notices to be provided pursuant to this Agreement must be sent to the attention of the persons indicated below. Each party agrees to promptly send notice of any changes of this information to the other party:

TOW COMPANY:

Quality East County Inc, DBA Quality Towing  
 520 North Quince St #11  
 Escondido, CA 92025  
 760-306-5076

CITY:

Escondido Police & Fire Headquarters  
 1163 N. Centre City Parkway  
 Escondido, CA 92026  
 Attn: Tow Coordinator  
 760-839-4792

16. Business License: The TOW COMPANY will be required to obtain a City of Escondido Business License prior to execution of this Agreement.
17. E-Verify Participation: TOW COMPANY agrees to enroll in and begin use of the United States Department of Homeland Security's ("DHS") E-Verify program ("E-Verify") within 30 days of the execution of this Agreement to confirm employment eligibility of all of TOW COMPANY'S potential new hires. TOW COMPANY agrees and understands that E-Verify enrollment requires TOW COMPANY to sign a Memorandum of Understanding ("MOU") with DHS which provides the E-Verify terms of use. Any violation of the MOU by TOW COMPANY is grounds for DHS' termination of TOW COMPANY'S participation in the E-Verify program. Any such termination by DHS shall constitute grounds for CITY'S immediate termination of this Agreement.
18. Performance Bond: TOW COMPANY must post a performance bond, with a company approved by CITY, in the amount of \$25,000, renewable each year, to assure TOW COMPANY's faithful performance of the terms and conditions of this Agreement and any subsequent agreement to provide services for CITY. This may take the form of a bond executed by a surety company authorized to do business in the state of California, an endorsed Certificate of Deposit, or a money order or certified check drawn on a solvent bank subject to the satisfaction of CITY's City Attorney. A faithful performance bond form is attached hereto as Attachment B and incorporated herein by this reference.
19. Termination of Agreement by the City:
  - a. If the City determines that the TOW COMPANY has failed to fulfill in a timely and proper manner TOW COMPANY's obligations under this Agreement, or that the TOW COMPANY violated any of the covenants, agreements or stipulations of this Agreement, the CITY may terminate this Agreement immediately. TOW COMPANY shall be entitled to receive just and equitable compensation for any work satisfactorily completed up to the effective date of termination, not to exceed the amounts payable hereunder, and less any damages caused CITY by TOW COMPANY's breach.
  - b. The CITY may terminate the Agreement without cause at any time by providing at least 60 days advance written notice prior to termination. If the Agreement is terminated by



IN WITNESS WHEREOF, the parties below are authorized to act on behalf of their organizations, and have executed this Agreement as of the date set forth below.

CITY OF ESCONDIDO

Date: \_\_\_\_\_

\_\_\_\_\_  
Dane White  
Mayor

TOW COMPANY

Date: 05/11/2023

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Sunan Alsadik / Vice President  
Name and Title (please print)

Note: For Notary, See Attached CA All (The above signatures must be notarized)

Purpose Ack. For SUNAN A ALSADIK

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY  
MICHAEL R. MCGUINNESS, City Attorney

By: \_\_\_\_\_

THE CITY OF ESCONDIDO DOES NOT DISCRIMINATE AGAINST QUALIFIED PERSONS WITH DISABILITIES.

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of SAN DIEGO

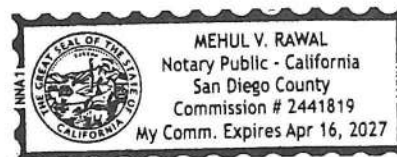
On 05-11-2023 before me, MEHUL V. RAWAL (NOTARY PUBLIC)  
 (insert name and title of the officer)

personally appeared SUNAN A ALSADIK  
 who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature MEHUL V. RAWAL (Seal)





Automobile Club of Southern California

AAA.com

May 9, 2023

Quality Towing  
520 N Quince Street  
Escondido, CA 92025

To whom it may concern:

Quality Towing & Recovery has been in contract and good standing with the Automobile Club of Southern California since 2019. Quality Towing is a responsible and reliable tow company that provides outstanding service to our members in San Diego County. The Automobile Club is looking forward to future growth with this Contractor. Please view this letter as our highest recommendation for Quality Towing & Recovery.

If you have any questions regarding this matter please feel free to contact me anytime.

Sincerely,

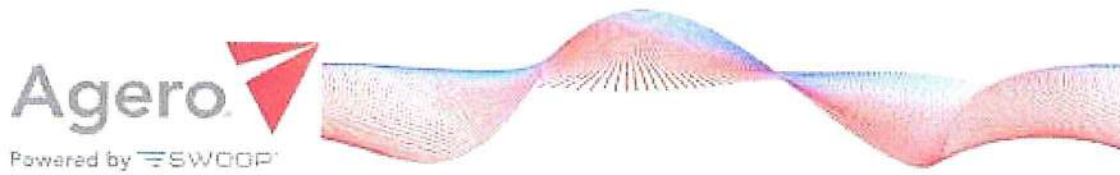
Robert Will  
Supervisor  
Contract Station Relations  
San Diego  
(760) 740-5253  
(619) 890-0511

Administrative Offices: P.O. Box 25001, Santa Ana, CA 92799-5001 Headquarters: 2601 S. Figueroa, Los Angeles, CA 90007-3294

Auto Club Enterprises provides service to more than 14 million members



We're always with you.®



TO: Whom it May Concern

RE: Rodi Mikha, Quality Towing

FROM: Jeff Rasmussen, Senior Manager, Field Operations

Greetings!

This letter is in reference to Rodi Mikha and his company Quality Towing in San Diego, CA. Quality Towing is a service provider in good standing and has been a long-term participant in the Agero Network of Independent Service Providers.

If you have any specific questions, please do not hesitate to contact me!

A handwritten signature in blue ink that reads 'Jeff Rasmussen'. The signature is written in a cursive style with a large, sweeping 'J' and 'R'.

JEFF RASMUSSEN  
Senior Manager, Field Operations  
Agero, Inc  
400 River's Edge Drive  
Medford, MA 02155  
310-357-6035 - Cell





5:32 PM  
05/09/23  
Cash Basis

# Quality East County, Inc

## Balance Sheet

As of December 31, 2022

	Dec 31, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BA-7824	
Chase-9607	
Total Checking/Savings	
Other Current Assets	
Loan Receivable	
Total Other Current Assets	
Total Current Assets	
Fixed Assets	
1. TOW Trucks	
2. Officer Car	
2. Accumulated Depreciation	
Total Fixed Assets	
<b>TOTAL ASSETS</b>	
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
Sales Tax Payable	
Total Other Current Liabilities	
Total Current Liabilities	
Long Term Liabilities	
SBA Loan	
TRUCK LOANS	
Total Long Term Liabilities	
Total Liabilities	
Equity	
Contributions/Distributions	
Retained Earnings	
Net Income	
Total Equity	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	





5:30 PM

05/09/23

Cash Basis

# Quality East County, Inc

## Profit & Loss

January through December 2022

	Jan - Mar 22	Apr - Jun 22	Jul - Sep 22	Oct - Dec 22	TOTAL
Ordinary Income/Expense					
Income					
Cost of Goods Sold					
Gross Profit					
Expense					
Auto Lease					
Automobile Expense					
Bank Service Charges					
Computer and Internet Expenses					
Damage					
Donations					
Employee Hiring & Development					
Insurance Expense					
Interest Expense					
Merchant Fees					
Office Expense					
Office Supplies					
Payroll Expenses					
Payroll Taxes					
Professional Fees					
Rent Expense					
Small Tools and Equipment					
Utilities					
Total Expense					
Net Ordinary Income					
Other Income/Expense					
Other Income					
2nd PPP Forgiveness					
Total Other Income					
Other Expense					
FTB Tax					
Penalties & Interest					
Total Other Expense					
Net Other Income					
Net Income					



5:32 PM  
05/09/23  
Cash Basis

# Quality East County, Inc

## Balance Sheet

As of December 31, 2021

	Dec 31, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BA-7824	
Chase-9607	
FCB-4072	
Total Checking/Savings	
Other Current Assets	
Loan Receivable	
Total Other Current Assets	
Total Current Assets	
Fixed Assets	
1. TOW Trucks	
2. Accumulated Depreciation	
Total Fixed Assets	
<b>TOTAL ASSETS</b>	
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
Sales Tax Payable	
Total Other Current Liabilities	
Total Current Liabilities	
Long Term Liabilities	
SBA Loan	
TRUCK LOANS	
Total Long Term Liabilities	
Total Liabilities	
Equity	
Contributions/Distributions	
Retained Earnings	
Net Income	
Total Equity	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	



5:33 PM  
05/09/23  
Cash Basis

# Quality East County, Inc

## Profit & Loss

January through December 2021

	Jan - Mar 21	Apr - Jun 21	Jul - Sep 21	Oct - Dec 21	TOTAL
Ordinary Income/Expense					
Income					
Towing Income					
Battery Sales					
Total Income					
Cost of Goods Sold					
Advance Charges					
Battery Purchase					
Cars					
Fuel					
Truck Maintenance Costs					
Total COGS					
Gross Profit					
Expense					
Advertising & Marketing					
Auto Lease					
Automobile Expense					
Bank Service Charges					
Business Licenses and Permits					
Computer and Internet Expenses					
Damage					
Employee Hiring & Development					
Gift & Presents					
GPS & Camera					
Insurance Expense					
Interest Expense					
Meals and Entertainment					
Merchant Fees					
Payroll Expenses					
Payroll Taxes					
Professional Fees					
Rent Expense					
Repairs and Maintenance					
Small Tools and Equipment					
Uniforms					
Utilities					
Total Expense					
Net Ordinary Income					
Other Income/Expense					
Other Income					
1st PPP Loan Forgiveness					
Total Other Income					
Other Expense					
FTB Tax					
Penalties & Interest					
Total Other Expense					
Net Other Income					
Net Income					



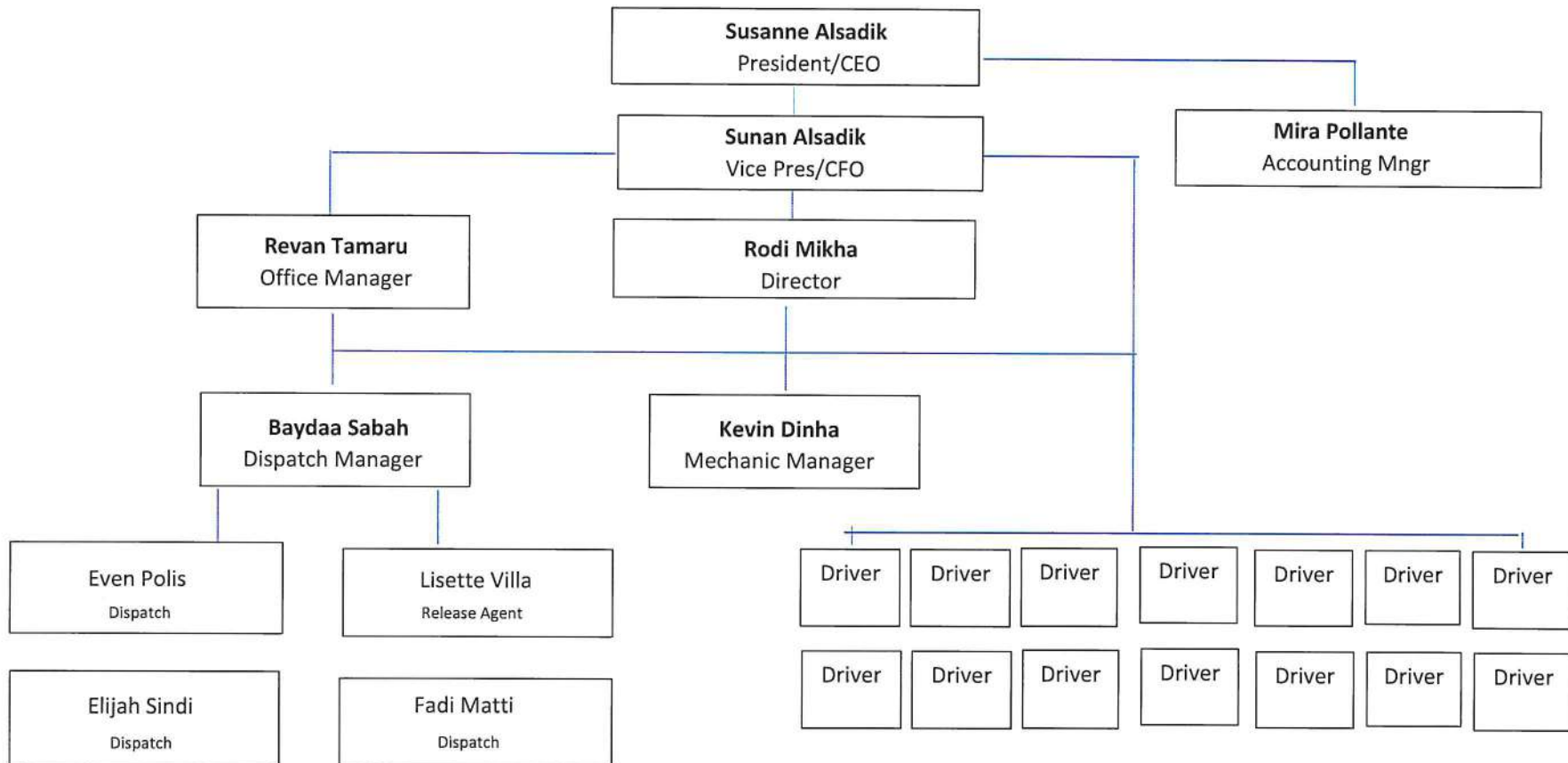


# Quality East County, Inc dba Quality Towing

## Business Management Organizational CHART

### for the City of Escondido

RFP No - 23-17 Police Tow, Impound and Referral Tow Services





### **EXHIBIT 3.0 MANAGEMENT ORGANIZATION STAFFS QUALIFICATION AND EXPERIENCE**

These are the following personnel occupying key management position and will be directly managing the day-to-day operation of City of Escondido Police Department Towing and Impounding Services. Functional responsibilities outlined in this proposed Plan Management. Organizational Chart as a structure of operation to support the proposal if ever awarded to Quality Towing. (See Exhibit "3.0" Business Management Organization)

President	Susanne Alsadik
Vice President	Sunan Alsadik
Director	Rodi Mikha
Accounting Manager	Mira Pollante
Operations Manager	Revan Tamaru
Dispatch Manager	Baydaa Sabah
Mechanic Manager	Kevin Dinha
Dispatch Executives/Release Agents	Lisette Villa/Fadi matti/Even Polis/Elijah Sindi
Drivers	Tow Drivers

### **KEY PERSONNEL FUNTIONAL DUTIES & RESPONSIBILITIES**

#### **Susanne Alsadik - CEO**

Susanne is responsible for making major corporate decisions, managing overall operations, and setting the company's strategic direction. They are accountable to the board of directors or stakeholders of the company and are often the public face of the organization.

#### **Sunan Alsadik – General Manager**

Sunan has been the Manager/Supervisor for Quality Towing for 4 years. He has been a biggest part of the success of Quality Towing operation. His major responsibility in the



company is making sure that all his drivers are fully equipped, trained and ready before they are sent out to drive.

Sunan makes sure that all pertinent documents such as truck permits, registrations and driver's certifications are all current. His knowledge of vehicle inspection preparation is exemplary. He prepares trucks for CHP inspections and has been approved for many years. Sunan will spearhead the operational aspect of this project. He will be the head coordinator for the Escondido Police Department with regards to drivers and trucks.

### **Rodi Mikha – Director**

Rodi had worked on various similar contracts including government agencies (CHP/SDPD/Sheriff/), and motor clubs (Agero, Farmers, Allstate, AA of Southern California).

Rodi's involvement in any project Quality Towing must contract with is the acquisition of the required "Trucks & Equipment". Rodi ensures that the fleet of trucks & equipment to be used is ready before the commencement of the contract following through the specified timeline for all mobilization schedules set forth for each contracted project.

Rodi made sure that Quality Towing has substantial and current State and Federal Insurance coverages required to operate the towing and impound services such as workers compensation, general liability, automobile liability, garage keepers and on hook.

### **Mira Pollante – Accounting Manager**

With 32 years of experience, Mira was a former CFO of Nike contracted Manufacturing handling 6 corporations with 12,000 employees. In 1999 she migrated to Singapore with her family and work with the same capacity to a Korean electronic manufacturing corporation. After 7 years she and the whole family decided to migrate to USA and work as a Senior/Accountant/Auditor in a public accounting firm in San Diego. She also managed a CPA firm in downtown San Diego whose majority of its client are Towing companies. She helped multiple clients to set up their towing systems, organized their operations allowing clients to grow their business. She has rigorous experience in government towing contract billing. Mira handles all Invoicing/Billing with similar projects like Chula Vista PD, El Cajon PD, Sheriff PD, and CHP. With her exemplary attention to detail, her dispatch billing to other similar projects commended her for her professionalism and accurate and timely billing. She will be handling the billing for this City of Escondido Police Department project and will make sure that all documentations are properly recorded and kept for each SD command's review and audit She will be in charge in billing and liaise with City of Escondido (Police Department) regarding billings and payments.



**Revan Tamaru – Office/Operations Manager**

Revan has been in business for 7 years. He is the Hiring Manager for Quality Towing, and with the current model of our hiring process, we pride ourselves on the excellent selection of employees. Revan strictly implemented our protocols for hiring which streamlined the selection of candidates to work for Quality Towing. Revan's responsibility is to recruit, he will also provide coaching, counseling and feedback to staff and drivers. Revan will monitor daily operations and will enforce organizational policies and procedures set forth that were properly adhered to by all City of Escondido Police Department contract team members.

**Baydaa Sabah – Dispatch Manager**

For over 4 years now Baydaa has been dispatching drivers/trucks for vehicle orders. Communicate with customers to verify vehicle ownership documentation and confirm schedule vehicle pick up. Monitor and update vehicle orders in the system. Answer incoming calls related to dispatch and customer service.

What makes a good dispatch supervisor? Baydaa is, A good dispatcher must be able to coordinate trip schedules, manage routes, and handle calls and requests from operators, third-party vendors, and their supervisors. Baydaa trained dispatch executive to make decisions confidently and have the knowledge to support them. Superior communication skills are essential as a towing dispatcher.

**Kevin Dinha – Mechanic Manager**

Is the maintenance supervisor for Quality Towing. He evaluates and assesses the performance of the truck that requires parts replacements and maintenance. Kevin makes sure that our trucks are always in "excellent condition" before they hit the road.

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**TOW OPERATOR/DRIVER INFORMATION**

CHP 234F (Rev. 2-13) OPI 061

Instructions: Please type or print clearly. Form must be filled out completely.

OPERATOR/DRIVER FULL NAME (FIRST, MIDDLE, LAST)

KEVIN DINHA

DATE OF BIRTH

LIST ALL ALIASES (USE ADDITIONAL PAGES IF NECESSARY)

STATES LIVED IN, EXCLUDING CALIFORNIA, DURING LAST SEVEN (7) YEARS

COMPANY NAME

QUALITY TOWING

JOB TITLE/CLASSIFICATION

MANAGER

DRIVER LICENSE NUMBER

D7425774

STATE

CA

EXPIRATION DATE

07/11/2026

LICENSE CLASS

C

ENDORSEMENTS

MEDICAL CERTIFICATE

☐ YES ☒ NO

MEDICAL CERTIFICATE EXPIRATION DATE

OPERATOR/DRIVER ENROLLED IN CSAT (DRUG /ALCOHOL TESTING) PROGRAM?

☒ YES ☐ NO

NUMBER OF YEARS EXPERIENCE AS A TOW TRUCK OPERATOR/DRIVER IN THE FOLLOWING CHP CLASSES:

Class A: 11

Class B:

Class C:

Class D:

OPERATOR/DRIVER PRESENTLY ENROLLED IN DMV PULL NOTICE PROGRAM?

☒ YES ☐ NO

OPERATOR/DRIVER EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY?

☐ YES ☒ NO

IF YES, EXPLAIN CIRCUMSTANCES. INCLUDE MISDEMEANOR/FELONY CONVICTIONS, SECTIONS OF LAW VIOLATED, DATES OF ALL CONVICTIONS AND LOCATIONS WHERE THEY OCCURRED (CITY, COUNTY, STATE, COUNTRY). USE ADDITIONAL PAGES IF NECESSARY.

I certify the above information is true and correct, and no omissions have been made.

- The Operator and Driver are advised that giving false information to a peace officer, either orally or in writing, is a misdemeanor pursuant to Vehicle Code Sections 20 and 31. A failure to disclose any felony and/or misdemeanor convictions shall be cause for denial of the CHP 234F.

OPERATOR'S/OWNER'S SIGNATURE

DATE

04-06-2022

TOW DRIVER'S SIGNATURE

DATE

4-6-2022

RECEIVING OFFICER'S NAME

ID NUMBER

DATE

B. STROMER

20254

6/29/22

FOR CHP USE ONLY:

☒ APPROVED☐ DISAPPROVED

If an individual is not approved, provide tow operator with a written reason for the action and attach a copy of the reason to this form.

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**TOW OPERATOR/DRIVER INFORMATION**

CHP 234F (Rev. 2-13) OPI 061

Instructions: Please type or print clearly. Form must be filled out completely.

OPERATOR/DRIVER FULL NAME (FIRST, MIDDLE, LAST)

RODI MIKHA

DATE OF BIRTH

LIST ALL ALIASES (USE ADDITIONAL PAGES IF NECESSARY)

STATES LIVED IN, EXCLUDING CALIFORNIA, DURING LAST SEVEN (7) YEARS

COMPANY NAME

QUALITY TOWING &amp; RECOVERY

JOB TITLE/CLASSIFICATION

OWNER

DRIVER LICENSE NUMBER

D1962806

STATE

CA

EXPIRATION DATE

07/12/2023

LICENSE CLASS

C

ENDORSEMENTS

MEDICAL CERTIFICATE

☐ YES ☒ NO

MEDICAL CERTIFICATE EXPIRATION DATE

OPERATOR/DRIVER ENROLLED IN CSAT (DRUG /ALCOHOL TESTING) PROGRAM?

☒ YES ☐ NO

NUMBER OF YEARS EXPERIENCE AS A TOW TRUCK OPERATOR/DRIVER IN THE FOLLOWING CHP CLASSES:

Class A: 20

Class B:

Class C:

Class D:

OPERATOR/DRIVER PRESENTLY ENROLLED IN DMV PULL NOTICE PROGRAM?

☒ YES ☐ NO

OPERATOR/DRIVER EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY?

☐ YES ☒ NO

IF YES, EXPLAIN CIRCUMSTANCES. INCLUDE MISDEMEANOR/FELONY CONVICTIONS, SECTIONS OF LAW VIOLATED, DATES OF ALL CONVICTIONS AND LOCATIONS WHERE THEY OCCURRED (CITY, COUNTY, STATE, COUNTRY). USE ADDITIONAL PAGES IF NECESSARY.

I certify the above information is true and correct, and no omissions have been made.

- The Operator and Driver are advised that giving false information to a peace officer, either orally or in writing, is a misdemeanor pursuant to Vehicle Code Sections 20 and 31. A failure to disclose any felony and/or misdemeanor convictions shall be cause for denial of the CHP 234F.

OPERATOR'S/OWNER'S SIGNATURE

DATE

04-06-2022

TOW DRIVER'S SIGNATURE

DATE

4-06-22

RECEIVING OFFICER'S NAME

DATE

B. STROMER

ID NUMBER

20254

6/29/22

FOR CHP USE ONLY:

☒ APPROVED☐ DISAPPROVED

If an individual is not approved, provide tow operator with a written reason for the action and attach a copy of the reason to this form.



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**TOW OPERATOR/DRIVER INFORMATION**

CHP 234F (Rev. 2-13) OPI 061

Instructions: Please type or print clearly. Form must be filled out completely.

OPERATOR/DRIVER FULL NAME (FIRST, MIDDLE, LAST)

SUNAN A ALSADIK

DATE OF BIRTH

LIST ALL ALIASES (USE ADDITIONAL PAGES IF NECESSARY)

STATES LIVED IN, EXCLUDING CALIFORNIA, DURING LAST SEVEN (7) YEARS

COMPANY NAME

QUALITY TOWING

JOB TITLE/CLASSIFICATION

MANAGER

DRIVER LICENSE NUMBER

D6421785

STATE

CA

EXPIRATION DATE

12/31/2025

LICENSE CLASS

C

ENDORSEMENTS

MEDICAL CERTIFICATE

☐ YES ☒ NO

MEDICAL CERTIFICATE EXPIRATION DATE

OPERATOR/DRIVER ENROLLED IN CSAT (DRUG /ALCOHOL TESTING) PROGRAM?

☒ YES ☐ NO

NUMBER OF YEARS EXPERIENCE AS A TOW TRUCK OPERATOR/DRIVER IN THE FOLLOWING CHP CLASSES:

Class A: 3

Class B:

Class C:

Class D:

OPERATOR/DRIVER PRESENTLY ENROLLED IN DMV PULL NOTICE PROGRAM?

☒ YES ☐ NO

OPERATOR/DRIVER EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY?

☐ YES ☒ NO

IF YES, EXPLAIN CIRCUMSTANCES. INCLUDE MISDEMEANOR/FELONY CONVICTIONS, SECTIONS OF LAW VIOLATED, DATES OF ALL CONVICTIONS AND LOCATIONS WHERE THEY OCCURRED (CITY, COUNTY, STATE, COUNTRY). USE ADDITIONAL PAGES IF NECESSARY.

I certify the above information is true and correct, and no omissions have been made.

- The Operator and Driver are advised that giving false information to a peace officer, either orally or in writing, is a misdemeanor pursuant to Vehicle Code Sections 20 and 31. A failure to disclose any felony and/or misdemeanor convictions shall be cause for denial of the CHP 234F.

OPERATOR'S/OWNER'S SIGNATURE

DATE

04-06-2022

TOW DRIVER'S SIGNATURE

DATE

04-06-2022

RECEIVING OFFICER'S NAME

ID NUMBER

DATE

B. SIKOMEK

20254

6/29/22

FOR CHP USE ONLY:

☒ APPROVED☐ DISAPPROVED

If an individual is not approved, provide tow operator with a written reason for the action and attach a copy of the reason to this form.

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**TOW OPERATOR/DRIVER INFORMATION**

CHP 234F (Rev. 2-13) OPI 061

Instructions: Please type or print clearly. Form must be filled out completely.

OPERATOR/DRIVER FULL NAME (FIRST, MIDDLE, LAST)

LISETTE HERNANDEZ VILLA

DATE OF BIRTH

LIST ALL ALIASES (USE ADDITIONAL PAGES IF NECESSARY)

STATES LIVED IN, EXCLUDING CALIFORNIA, DURING LAST SEVEN (7) YEARS

COMPANY NAME

QUALITY TOWING

JOB TITLE/CLASSIFICATION

RELEASE AGENT

DRIVER LICENSE NUMBER

E2969297

STATE

CA

EXPIRATION DATE

03/14/2026

LICENSE CLASS

C

ENDORSEMENTS

MEDICAL CERTIFICATE

☐ YES ☒ NO

MEDICAL CERTIFICATE EXPIRATION DATE

OPERATOR/DRIVER ENROLLED IN CSAT (DRUG /ALCOHOL TESTING) PROGRAM?

☐ YES ☒ NO

NUMBER OF YEARS EXPERIENCE AS A TOW TRUCK OPERATOR/DRIVER IN THE FOLLOWING CHP CLASSES:

Class A: 2

Class B:

Class C:

Class D:

OPERATOR/DRIVER PRESENTLY ENROLLED IN DMV PULL NOTICE PROGRAM?

☐ YES ☒ NO

OPERATOR/DRIVER EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY?

☐ YES ☒ NO

IF YES, EXPLAIN CIRCUMSTANCES. INCLUDE MISDEMEANOR/FELONY CONVICTIONS, SECTIONS OF LAW VIOLATED, DATES OF ALL CONVICTIONS AND LOCATIONS WHERE THEY OCCURRED (CITY, COUNTY, STATE, COUNTRY). USE ADDITIONAL PAGES IF NECESSARY.

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OPERATOR'S/OWNER'S SIGNATURE

DATE

04-06-2022

TOW DRIVER'S SIGNATURE

DATE

4/6/2022

RECEIVING OFFICER'S NAME

ID NUMBER

DATE

B. STROMER

20254

6/29/22

FOR CHP USE ONLY:

☒ APPROVED☐ DISAPPROVED

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STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**TOW OPERATOR/DRIVER INFORMATION**

CHP 234F (Rev. 2-13) OPI 061

Instructions: Please type or print clearly. Form must be filled out completely.

OPERATOR/DRIVER FULL NAME (FIRST, MIDDLE, LAST)

ADAM HAKIM

DATE OF BIRTH

LIST ALL ALIASES (USE ADDITIONAL PAGES IF NECESSARY)

STATES LIVED IN, EXCLUDING CALIFORNIA, DURING LAST SEVEN (7) YEARS

COMPANY NAME

QUALITY TOWING

JOB TITLE/CLASSIFICATION

TOW TRUCK OPERATOR

DRIVER LICENSE NUMBER

B9675553

STATE

CA

EXPIRATION DATE

01/01/2025

LICENSE CLASS

A

ENDORSEMENTS

MEDICAL CERTIFICATE

☐ YES ☒ NO

MEDICAL CERTIFICATE EXPIRATION DATE

OPERATOR/DRIVER ENROLLED IN CSAT (DRUG /ALCOHOL TESTING) PROGRAM?

☒ YES ☐ NO

NUMBER OF YEARS EXPERIENCE AS A TOW TRUCK OPERATOR/DRIVER IN THE FOLLOWING CHP CLASSES:

Class A: 5 Class B: Class C: Class D:

OPERATOR/DRIVER PRESENTLY ENROLLED IN DMV PULL NOTICE PROGRAM?

☒ YES ☐ NO

OPERATOR/DRIVER EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY?

☐ YES ☒ NO

IF YES, EXPLAIN CIRCUMSTANCES. INCLUDE MISDEMEANOR/FELONY CONVICTIONS, SECTIONS OF LAW VIOLATED, DATES OF ALL CONVICTIONS AND LOCATIONS WHERE THEY OCCURRED (CITY, COUNTY, STATE, COUNTRY). USE ADDITIONAL PAGES IF NECESSARY.

I certify the above information is true and correct, and no omissions have been made.

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OPERATOR'S/OWNER'S SIGNATURE

DATE

04-06-2022

TOW DRIVER'S SIGNATURE

DATE

04/06/2022

RECEIVING OFFICER'S NAME

ID NUMBER

DATE

B. STROMER

20254

6/29/22

FOR CHP USE ONLY:

☒ APPROVED☐ DISAPPROVED

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STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**TOW OPERATOR/DRIVER INFORMATION**

CHP 234F (Rev. 2-13) OPI 061

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OPERATOR/DRIVER FULL NAME (FIRST, MIDDLE, LAST)

AZET SHAMOON

DATE OF BIRTH

LIST ALL ALIASES (USE ADDITIONAL PAGES IF NECESSARY)

STATES LIVED IN, EXCLUDING CALIFORNIA, DURING LAST SEVEN (7) YEARS

COMPANY NAME

QUALITYTOWING

JOB TITLE/CLASSIFICATION

TOW TRUCK DRIVER

DRIVER LICENSE NUMBER

D9598802

STATE

CA

EXPIRATION DATE

06/06/2026

LICENSE CLASS

C

ENDORSEMENTS

MEDICAL CERTIFICATE

☐ YES ☒ NO

MEDICAL CERTIFICATE EXPIRATION DATE

OPERATOR/DRIVER ENROLLED IN CSAT (DRUG /ALCOHOL TESTING) PROGRAM?

☒ YES ☐ NO

NUMBER OF YEARS EXPERIENCE AS A TOW TRUCK OPERATOR/DRIVER IN THE FOLLOWING CHP CLASSES:

Class A: 3 Class B: Class C: Class D:

OPERATOR/DRIVER PRESENTLY ENROLLED IN DMV PULL NOTICE PROGRAM?

☒ YES ☐ NO

OPERATOR/DRIVER EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY?

☐ YES ☒ NO

IF YES, EXPLAIN CIRCUMSTANCES. INCLUDE MISDEMEANOR/FELONY CONVICTIONS, SECTIONS OF LAW VIOLATED, DATES OF ALL CONVICTIONS AND LOCATIONS WHERE THEY OCCURRED (CITY, COUNTY, STATE, COUNTRY). USE ADDITIONAL PAGES IF NECESSARY.

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OPERATOR'S/OWNER'S SIGNATURE

DATE

04-06-2022

TOW DRIVER'S SIGNATURE

DATE

04/06/22

RECEIVING OFFICER'S NAME

ID NUMBER

DATE

B. STRONER

20254

6/29/22

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STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**TOW OPERATOR/DRIVER INFORMATION**

CHP 234F (Rev. 2-13) OPI 061

Instructions: Please type or print clearly. Form must be filled out completely.

OPERATOR/DRIVER FULL NAME (FIRST, MIDDLE, LAST)

DAWOOD YOUSIF

DATE OF BIRTH

LIST ALL ALIASES (USE ADDITIONAL PAGES IF NECESSARY)

STATES LIVED IN, EXCLUDING CALIFORNIA, DURING LAST SEVEN (7) YEARS

COMPANY NAME

QUALITY TOWING

JOB TITLE/CLASSIFICATION

TOW TRUCK OPERATOR

DRIVER LICENSE NUMBER

F2505345

STATE

CA

EXPIRATION DATE

01/04/2027

LICENSE CLASS

C

ENDORSEMENTS

MEDICAL CERTIFICATE

☐ YES ☒ NO

MEDICAL CERTIFICATE EXPIRATION DATE

OPERATOR/DRIVER ENROLLED IN CSAT (DRUG /ALCOHOL TESTING) PROGRAM?

☒ YES ☐ NO

NUMBER OF YEARS EXPERIENCE AS A TOW TRUCK OPERATOR/DRIVER IN THE FOLLOWING CHP CLASSES:

Class A: 4

Class B:

Class C:

Class D:

OPERATOR/DRIVER PRESENTLY ENROLLED IN DMV PULL NOTICE PROGRAM?

☒ YES ☐ NO

OPERATOR/DRIVER EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY?

☐ YES ☒ NO

IF YES, EXPLAIN CIRCUMSTANCES. INCLUDE MISDEMEANOR/FELONY CONVICTIONS, SECTIONS OF LAW VIOLATED, DATES OF ALL CONVICTIONS AND LOCATIONS WHERE THEY OCCURRED (CITY, COUNTY, STATE, COUNTRY). USE ADDITIONAL PAGES IF NECESSARY.

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OPERATOR'S/OWNER'S SIGNATURE

DATE

04-06-2022

TOW DRIVER'S SIGNATURE

DATE

04/13/2022

RECEIVING OFFICER'S NAME

ID NUMBER

DATE

B. STROMER

20254

6/29/22

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STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**TOW OPERATOR/DRIVER INFORMATION**

CHP 234F (Rev. 2-13) OPI 061

Instructions: Please type or print clearly. Form must be filled out completely.

OPERATOR/DRIVER FULL NAME (FIRST, MIDDLE, LAST)

FIRAS SALIM YAKO SHAMASHTA

DATE OF BIRTH

LIST ALL ALIASES (USE ADDITIONAL PAGES IF NECESSARY)

STATES LIVED IN, EXCLUDING CALIFORNIA, DURING LAST SEVEN (7) YEARS

COMPANY NAME

QUALITY TOWING

JOB TITLE/CLASSIFICATION

TOW TRUCK DRIVER

DRIVER LICENSE NUMBER

F1251002

STATE

CA

EXPIRATION DATE

04/02/2024

LICENSE CLASS

C

ENDORSEMENTS

MEDICAL CERTIFICATE

☐ YES ☒ NO

MEDICAL CERTIFICATE EXPIRATION DATE

OPERATOR/DRIVER ENROLLED IN CSAT (DRUG /ALCOHOL TESTING) PROGRAM?

☒ YES ☐ NO

NUMBER OF YEARS EXPERIENCE AS A TOW TRUCK OPERATOR/DRIVER IN THE FOLLOWING CHP CLASSES:

Class A: 3 Class B: Class C: Class D:

OPERATOR/DRIVER PRESENTLY ENROLLED IN DMV PULL NOTICE PROGRAM?

☒ YES ☐ NO

OPERATOR/DRIVER EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY?

☐ YES ☒ NO

IF YES, EXPLAIN CIRCUMSTANCES. INCLUDE MISDEMEANOR/FELONY CONVICTIONS, SECTIONS OF LAW VIOLATED, DATES OF ALL CONVICTIONS AND LOCATIONS WHERE THEY OCCURRED (CITY, COUNTY, STATE, COUNTRY). USE ADDITIONAL PAGES IF NECESSARY.

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OPERATOR'S/OWNER'S SIGNATURE

DATE

04-06-2022

TOW DRIVER'S SIGNATURE

DATE

04-07-22

RECEIVING OFFICER'S NAME

B. STRONER

ID NUMBER

20254

DATE

6/29/22

FOR CHP USE ONLY:

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STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**TOW OPERATOR/DRIVER INFORMATION**

CHP 234F (Rev. 2-13) OPI 061

Instructions: Please type or print clearly. Form must be filled out completely.

OPERATOR/DRIVER FULL NAME (FIRST, MIDDLE, LAST)

FRAY MORALES

DATE OF BIRTH

LIST ALL ALIASES (USE ADDITIONAL PAGES IF NECESSARY)

STATES LIVED IN, EXCLUDING CALIFORNIA, DURING LAST SEVEN (7) YEARS

COMPANY NAME

QUALITY TOWING

JOB TITLE/CLASSIFICATION

TOW TRUCK DRIVER

DRIVER LICENSE NUMBER

Y2951722

STATE

CA

EXPIRATION DATE

09/18/2024

LICENSE CLASS

C

ENDORSEMENTS

MEDICAL CERTIFICATE

☐ YES ☒ NO

MEDICAL CERTIFICATE EXPIRATION DATE

OPERATOR/DRIVER ENROLLED IN CSAT (DRUG /ALCOHOL TESTING) PROGRAM?

☒ YES ☐ NO

NUMBER OF YEARS EXPERIENCE AS A TOW TRUCK OPERATOR/DRIVER IN THE FOLLOWING CHP CLASSES:

Class A: 2 Class B: Class C: Class D:

OPERATOR/DRIVER PRESENTLY ENROLLED IN DMV PULL NOTICE PROGRAM?

☒ YES ☐ NO

OPERATOR/DRIVER EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY?

☐ YES ☒ NO

IF YES, EXPLAIN CIRCUMSTANCES. INCLUDE MISDEMEANOR/FELONY CONVICTIONS, SECTIONS OF LAW VIOLATED, DATES OF ALL CONVICTIONS AND LOCATIONS WHERE THEY OCCURRED (CITY, COUNTY, STATE, COUNTRY). USE ADDITIONAL PAGES IF NECESSARY.

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OPERATOR'S/OWNER'S SIGNATURE

DATE

04-06-2022

TOW DRIVER'S SIGNATURE

DATE

4/7/22

RECEIVING OFFICER'S NAME

ID NUMBER

DATE

B. Spooner

2054

6/29/22

FOR CHP USE ONLY:

☒ APPROVED☐ DISAPPROVED

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STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**TOW OPERATOR/DRIVER INFORMATION**

CHP 234F (Rev. 2-13) OPI 061

Instructions: Please type or print clearly. Form must be filled out completely.

OPERATOR/DRIVER FULL NAME (FIRST, MIDDLE, LAST)

HUMBERTO ARCE

DATE OF BIRTH

LIST ALL ALIASES (USE ADDITIONAL PAGES IF NECESSARY)

STATES LIVED IN, EXCLUDING CALIFORNIA, DURING LAST SEVEN (7) YEARS

COMPANY NAME

QUALITY TOWING

JOB TITLE/CLASSIFICATION

TOW TRUCK OPERATOR

DRIVER LICENSE NUMBER

C6677891

STATE

CA

EXPIRATION DATE

03/12/2027

LICENSE CLASS

AM1

ENDORSEMENTS

MEDICAL CERTIFICATE

☐ YES ☒ NO

MEDICAL CERTIFICATE EXPIRATION DATE

OPERATOR/DRIVER ENROLLED IN CSAT (DRUG /ALCOHOL TESTING) PROGRAM?

☒ YES ☐ NO

NUMBER OF YEARS EXPERIENCE AS A TOW TRUCK OPERATOR/DRIVER IN THE FOLLOWING CHP CLASSES:

Class A: 4 Class B: Class C: Class D:

OPERATOR/DRIVER PRESENTLY ENROLLED IN DMV PULL NOTICE PROGRAM?

☒ YES ☐ NO

OPERATOR/DRIVER EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY?

☐ YES ☒ NO

IF YES, EXPLAIN CIRCUMSTANCES. INCLUDE MISDEMEANOR/FELONY CONVICTIONS, SECTIONS OF LAW VIOLATED, DATES OF ALL CONVICTIONS AND LOCATIONS WHERE THEY OCCURRED (CITY, COUNTY, STATE, COUNTRY). USE ADDITIONAL PAGES IF NECESSARY.

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OPERATOR'S/OWNER'S SIGNATURE

DATE

04-06-2022

TOW DRIVER'S SIGNATURE

DATE

4-6-2022

RECEIVING OFFICER'S NAME

ID NUMBER

DATE

B. STROMER

20254

6/29/22

FOR CHP USE ONLY:

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STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**TOW OPERATOR/DRIVER INFORMATION**

CHP 234F (Rev. 2-13) OPI 061

Instructions: Please type or print clearly. Form must be filled out completely.

OPERATOR/DRIVER FULL NAME (FIRST, MIDDLE, LAST)

JONATHAN PAUL CARTER

DATE OF BIRTH

LIST ALL ALIASES (USE ADDITIONAL PAGES IF NECESSARY)

STATES LIVED IN, EXCLUDING CALIFORNIA, DURING LAST SEVEN (7) YEARS

COMPANY NAME

QUALITY TOWING

JOB TITLE/CLASSIFICATION

TOW TRUCK DRIVER

DRIVER LICENSE NUMBER

D1311585

STATE

CA

EXPIRATION DATE

03/06/2025

LICENSE CLASS

C

ENDORSEMENTS

MEDICAL CERTIFICATE

☐ YES ☒ NO

MEDICAL CERTIFICATE EXPIRATION DATE

OPERATOR/DRIVER ENROLLED IN CSAT (DRUG /ALCOHOL TESTING) PROGRAM?

☒ YES ☐ NO

NUMBER OF YEARS EXPERIENCE AS A TOW TRUCK OPERATOR/DRIVER IN THE FOLLOWING CHP CLASSES:

Class A: 2

Class B:

Class C:

Class D:

OPERATOR/DRIVER PRESENTLY ENROLLED IN DMV PULL NOTICE PROGRAM?

☒ YES ☐ NO

OPERATOR/DRIVER EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY?

☐ YES ☒ NO

IF YES, EXPLAIN CIRCUMSTANCES. INCLUDE MISDEMEANOR/FELONY CONVICTIONS, SECTIONS OF LAW VIOLATED, DATES OF ALL CONVICTIONS AND LOCATIONS WHERE THEY OCCURRED (CITY, COUNTY, STATE, COUNTRY). USE ADDITIONAL PAGES IF NECESSARY.

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OPERATOR'S/OWNER'S SIGNATURE

DATE

04-06-2022

TOW DRIVER'S SIGNATURE

DATE

04-08-2022

RECEIVING OFFICER'S NAME

ID NUMBER

DATE

B. STROMER

20254

6/29/22

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STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**TOW OPERATOR/DRIVER INFORMATION**

CHP 234F (Rev. 2-13) OPI 061

Instructions: Please type or print clearly. Form must be filled out completely.

OPERATOR/DRIVER FULL NAME (FIRST, MIDDLE, LAST)

KYLE NICHOLAS DARNELL

DATE OF BIRTH

LIST ALL ALIASES (USE ADDITIONAL PAGES IF NECESSARY)

STATES LIVED IN, EXCLUDING CALIFORNIA, DURING LAST SEVEN (7) YEARS

COMPANY NAME

QUALITY TOWING

JOB TITLE/CLASSIFICATION

TOW TRUCK DRIVER

DRIVER LICENSE NUMBER

D3472407

STATE

CA

EXPIRATION DATE

12/28/2024

LICENSE CLASS

C

ENDORSEMENTS

MEDICAL CERTIFICATE

☐ YES ☒ NO

MEDICAL CERTIFICATE EXPIRATION DATE

OPERATOR/DRIVER ENROLLED IN CSAT (DRUG /ALCOHOL TESTING) PROGRAM?

☒ YES ☐ NO

NUMBER OF YEARS EXPERIENCE AS A TOW TRUCK OPERATOR/DRIVER IN THE FOLLOWING CHP CLASSES:

Class A: 2

Class B:

Class C:

Class D:

OPERATOR/DRIVER PRESENTLY ENROLLED IN DMV PULL NOTICE PROGRAM?

☒ YES ☐ NO

OPERATOR/DRIVER EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY?

☐ YES ☒ NO

IF YES, EXPLAIN CIRCUMSTANCES. INCLUDE MISDEMEANOR/FELONY CONVICTIONS, SECTIONS OF LAW VIOLATED, DATES OF ALL CONVICTIONS AND LOCATIONS WHERE THEY OCCURRED (CITY, COUNTY, STATE, COUNTRY). USE ADDITIONAL PAGES IF NECESSARY.

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OPERATOR'S/OWNER'S SIGNATURE

DATE

04-06-2022

TOW DRIVER'S SIGNATURE

DATE

4-7-22

RECEIVING OFFICER'S NAME

ID NUMBER

DATE

B. STROMER

20254

6/29/22

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STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**TOW OPERATOR/DRIVER INFORMATION**

CHP 234F (Rev. 2-13) OPI 061

Instructions: Please type or print clearly. Form must be filled out completely.

OPERATOR/DRIVER FULL NAME (FIRST, MIDDLE, LAST)

MAGED OSMAN TAHA

DATE OF BIRTH

LIST ALL ALIASES (USE ADDITIONAL PAGES IF NECESSARY)

STATES LIVED IN, EXCLUDING CALIFORNIA, DURING LAST SEVEN (7) YEARS

COMPANY NAME

QUALITY TOWING

JOB TITLE/CLASSIFICATION

TOW TRUCK DRIVER

DRIVER LICENSE NUMBER

E1748541

STATE

CA

EXPIRATION DATE

02/15/2024

LICENSE CLASS

C

ENDORSEMENTS

MEDICAL CERTIFICATE

☐ YES ☒ NO

MEDICAL CERTIFICATE EXPIRATION DATE

OPERATOR/DRIVER ENROLLED IN CSAT (DRUG /ALCOHOL TESTING) PROGRAM?

☒ YES ☐ NO

NUMBER OF YEARS EXPERIENCE AS A TOW TRUCK OPERATOR/DRIVER IN THE FOLLOWING CHP CLASSES:

Class A: 4

Class B:

Class C:

Class D:

OPERATOR/DRIVER PRESENTLY ENROLLED IN DMV PULL NOTICE PROGRAM?

☒ YES ☐ NO

OPERATOR/DRIVER EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY?

☐ YES ☒ NO

IF YES, EXPLAIN CIRCUMSTANCES. INCLUDE MISDEMEANOR/FELONY CONVICTIONS, SECTIONS OF LAW VIOLATED, DATES OF ALL CONVICTIONS AND LOCATIONS WHERE THEY OCCURRED (CITY, COUNTY, STATE, COUNTRY). USE ADDITIONAL PAGES IF NECESSARY.

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OPERATOR'S/OWNER'S SIGNATURE

DATE

04-06-2022

TOW DRIVER'S SIGNATURE

DATE

4-8-2022

RECEIVING OFFICER'S NAME

ID NUMBER

DATE

B. STRONER

20254

6/29/22

FOR CHP USE ONLY:

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STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**TOW OPERATOR/DRIVER INFORMATION**

CHP 234F (Rev. 2-13) OPI 061

Instructions: Please type or print clearly. Form must be filled out completely.

OPERATOR/DRIVER FULL NAME (FIRST, MIDDLE, LAST)

SCOTT ALAN MILLER

DATE OF BIRTH

LIST ALL ALIASES (USE ADDITIONAL PAGES IF NECESSARY)

STATES LIVED IN, EXCLUDING CALIFORNIA, DURING LAST SEVEN (7) YEARS

COMPANY NAME

QUALITY TOWING

JOB TITLE/CLASSIFICATION

TOW TRUCK DRIVER

DRIVER LICENSE NUMBER

A6067435

STATE

CA

EXPIRATION DATE

12/13/2022

LICENSE CLASS

C

ENDORSEMENTS

MEDICAL CERTIFICATE

☐ YES ☒ NO

MEDICAL CERTIFICATE EXPIRATION DATE

OPERATOR/DRIVER ENROLLED IN CSAT (DRUG /ALCOHOL TESTING) PROGRAM?

☒ YES ☐ NO

NUMBER OF YEARS EXPERIENCE AS A TOW TRUCK OPERATOR/DRIVER IN THE FOLLOWING CHP CLASSES:

Class A: 2 Class B: Class C: Class D:

OPERATOR/DRIVER PRESENTLY ENROLLED IN DMV PULL NOTICE PROGRAM?

☒ YES ☐ NO

OPERATOR/DRIVER EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY?

☐ YES ☒ NO

IF YES, EXPLAIN CIRCUMSTANCES. INCLUDE MISDEMEANOR/FELONY CONVICTIONS, SECTIONS OF LAW VIOLATED, DATES OF ALL CONVICTIONS AND LOCATIONS WHERE THEY OCCURRED (CITY, COUNTY, STATE, COUNTRY). USE ADDITIONAL PAGES IF NECESSARY.

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OPERATOR'S/OWNER'S SIGNATURE

DATE

04-06-2022

TOW DRIVER'S SIGNATURE

DATE

4-6-2022

RECEIVING OFFICER'S NAME

DATE

B. STROMER

ID NUMBER

20254

6/29/22

FOR CHP USE ONLY:

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STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**TOW OPERATOR/DRIVER INFORMATION**

CHP 234F (Rev. 2-13) OPI 061

Instructions: Please type or print clearly. Form must be filled out completely.

OPERATOR/DRIVER FULL NAME (FIRST, MIDDLE, LAST)

STEVAN ALKAS

DATE OF BIRTH

LIST ALL ALIASES (USE ADDITIONAL PAGES IF NECESSARY)

STATES LIVED IN, EXCLUDING CALIFORNIA, DURING LAST SEVEN (7) YEARS

COMPANY NAME

QUALITY TOWING

JOB TITLE/CLASSIFICATION

TOW TRUCK OPERATOR

DRIVER LICENSE NUMBER

F4739121

STATE

CA

EXPIRATION DATE

10/10/2022

LICENSE CLASS

C

ENDORSEMENTS

MEDICAL CERTIFICATE

☐ YES ☒ NO

MEDICAL CERTIFICATE EXPIRATION DATE

OPERATOR/DRIVER ENROLLED IN CSAT (DRUG /ALCOHOL TESTING) PROGRAM?

☒ YES ☐ NO

NUMBER OF YEARS EXPERIENCE AS A TOW TRUCK OPERATOR/DRIVER IN THE FOLLOWING CHP CLASSES:

Class A: 5 Class B: Class C: Class D:

OPERATOR/DRIVER PRESENTLY ENROLLED IN DMV PULL NOTICE PROGRAM?

☒ YES ☐ NO

OPERATOR/DRIVER EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY?

☐ YES ☒ NO

IF YES, EXPLAIN CIRCUMSTANCES. INCLUDE MISDEMEANOR/FELONY CONVICTIONS, SECTIONS OF LAW VIOLATED, DATES OF ALL CONVICTIONS AND LOCATIONS WHERE THEY OCCURRED (CITY, COUNTY, STATE, COUNTRY). USE ADDITIONAL PAGES IF NECESSARY.

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OPERATOR'S/OWNER'S SIGNATURE

DATE

04-06-2022

TOW DRIVER'S SIGNATURE

DATE

04-06-2022

RECEIVING OFFICER'S NAME

ID NUMBER

DATE

B. STROMER

20254

6/29/22

FOR CHP USE ONLY:

☒ APPROVED☐ DISAPPROVED

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# Quality Towing

520 N Quince St # 11, Escondido CA 92025  
Phone: (760) 480-9600

# Impound Invoice

Printed 5/10/2023

Released To XXX SMITH - OWNER  
Invoice # 23-0510-58286  
Call # 58286  
Stock # 14498427  
Purchase Order # 99844  
Account ESCONDIDO POLICE DEPARTMENT  
Date/Time Requested 5/9/2023 2:00 PM  
Date/Time Dispatched 5/9/2023 2:01 PM  
Date/Time Arrived to scene 5/9/2023 2:15 PM  
Date/Time Completed: 5/9/2023 3:11 PM  
Date/Time Impounded: 5/9/2023 3:11 PM  
Driver Kyle Darnell  
Truck FLATBED - 10  
Date/Time Released: 5/10/2023 3:00 PM  
Days Held in Impound 1 days

14XX FALLXXXX XX ESCONDIDO CA 92027  
Reason for Impound 22651 (O) - EXPIRED REGISTRATION  
VIN Number XXXXXXXXXXXX53414  
Model 2015 BMW 3 Series (White)  
Drivable Yes  
Keys No  
Towed from 675 E Lincoln Ave, Escondido, CA 92026  
Stored at QUALITY TOWING ESCONDIDO  
Police Hold 520 N QUINCE ST SUITE #11, ESCONDIDO CA 92025  
No

Storage charges	Quantity	Price	Line Total
(Storage - Storage Fees) Impounds/Storage: Daily Impound Rate	1	\$65.00	\$65.00
Towing charges	Quantity	Price	Line Total
(Towing) EPD - BASIC TOW	1	\$245.00	\$245.00
Towing Subtotal			\$245.00
Storage - Storage Fees Subtotal			\$65.00
Subtotal			\$310.00
Taxes			\$0.00
Grand Total			\$310.00
Amount Due:			\$0.00 / Paid
Cash payment (Ref # LIS/SUNAN[TB:R]) of \$310.00 applied on 5/10/2023			

I, the undersigned, do hereby certify that I am legally authorized and entitled to take possession of the vehicle described above and all personal property therein. I have seen the vehicle and am aware of the condition that the vehicle is in. I am agreeing to accept the vehicle in the condition that it is in and any damages apparent on the vehicle will be my responsibility after regaining/transferring possession from the Quality Towing employee to myself or the approved mechanical facility unless otherwise noted. If it is the case that my vehicle is currently in the possession of the Quality Towing Impound Facility, my signature will prove that I have read the clause above and acknowledge that after removing the vehicle from this impound facility, I assume all responsibility and am releasing Quality Towing of any and all responsibility. I am also aware that any sale made to me, if any, including but not limited to, battery installations, over miles, storage fees, etc. are non-negotiable, final and no refund shall be made unless in the event that Quality Towing has acknowledged a clerical error.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CA# 502554 USDOT: 2983622

Upon request, you are entitled to receive a copy of the Towing and Storage Fees and Access Notice



City of Escondido  
Business License Division  
201 N Broadway  
Escondido, CA 92025

## CITY OF ESCONDIDO BUSINESS LICENSE CERTIFICATE

Quality Towing  
520 N Quince St, Unit 11  
Escondido, CA 92025

Business License No: 200520  
Expiration Date: 03/31/2024  
Business Type: SERVICE  
Ownership: CORPORATION

### IMPORTANT INFORMATION

- Please verify all information. If any changes occur, please contact the Business License Division at (760) 839-4659.
- Remember to renew your Business License within one month of the Expiration Date, even if you don't receive a Renewal Notice. Payments postmarked or paid on-line after the Penalty Date will incur late penalties of 25% per month.
- Closing your business or no longer working in Escondido? You must sign, date and return your Renewal Notice to close your account.
- Please display the Certificate below in public view.
- Escondido's business licenses are issued for revenue purposes. The issuance or possession of a license confers no rights or privileges and only serves to prove that a business tax has been paid for the period specified on the license certificate. Licenses are not deemed regulatory in any way and are not proof of compliance with zoning, building, or any other regulations of the city.
- Pursuant to California state law AB 1607 and Civil Code Section 51.6(g), the City is concurrently providing you with a notice regarding prohibitions on gender-based discrimination and related posting requirements for your business on the following pages.

*Thank you for doing business in the City of Escondido!*

FOLD OR DETACH HERE FOR DISPLAY

### BUSINESS LICENSE CERTIFICATE

This certificate is to be displayed at your place of business. It is issued without verification that the holder is subject to or exempt from licensing by the State of California. This certificate does not constitute a permit to operate a business in violation of any law or ordinance.

Business License Number: **200520**

Business Name: Quality Towing  
Business Location: 520 N Quince St, Unit 11  
Escondido, CA 92025  
Business Phone: 7607458635  
Owner/ Officer: Rodi Mikha  
NPDES:



### CITY OF ESCONDIDO

201 N Broadway  
Escondido, CA 92025  
(760) 839-4659

Expiration Date: 03/31/2024  
NAICS#: 488410 - Motor Vehicle Towing

SIC#: 7549 - Automotive Services, Not  
Elsewhere Classified

Conditions/Remarks:

POST IN A CONSPICUOUS PLACE - NOT TRANSFERABLE



## DISA Drug and Alcohol-Free Workplace Program Enrollment Verification Certificate

This letter is being issued on 05/10/2023 for Quality East County Inc. DBA Quality Towing. Client ID: 19116, as certification of enrollment in DISA's DOT drug and alcohol testing program. DISA, as administrator of the program, certifies that the program is designed to maintain a drug and alcohol-free workplace per the stipulations of the monitoring agency and is following DOT modes, Part 40:

❖ *FMCSA- 49 CFR part 382*

This program imposes ongoing requirements upon the client to maintain program compliance. This certificate is provided to confirm the client's enrollment only. This certificate does not certify Quality East County Inc. DBA Quality Towing's compliance with the terms of their program as of any date. The client's program activity can be verified through the DISA360 system, or by contacting DISA Transportation Compliance by phone at (833) DISA-DTC / 347-2382 or by email at [DTCCS@disa.com](mailto:DTCCS@disa.com).

*Certificate Generated By:*

DISA Transportation Compliance, Client Services  
10900 Corporate Centre Dr., Suite 250  
Houston, TX 77041





QUALEAS-01

AL 0101

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/10/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Rubin Insurance Agency, Inc. 5075 Shoreham Place Suite 100 San Diego, CA 92122	<b>CONTACT NAME:</b> Jeff Ackman <b>PHONE (A/C, No, Ext):</b> (858) 457-5720 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> jeff@rubininsurance.com														
<b>INSURED</b>  QUALITY EAST COUNTY INC 520 N QUINCE ST STE 11 Escondido, CA 92025	<table border="1"> <tr> <th data-bbox="787 472 1380 504">INSURER(S) AFFORDING COVERAGE</th> <th data-bbox="1380 472 1520 504">NAIC #</th> </tr> <tr> <td data-bbox="787 504 1380 535"><b>INSURER A:</b> Benchmark Insurance Company</td> <td data-bbox="1380 504 1520 535">41394</td> </tr> <tr> <td data-bbox="787 535 1380 567"><b>INSURER B:</b></td> <td data-bbox="1380 535 1520 567"></td> </tr> <tr> <td data-bbox="787 567 1380 598"><b>INSURER C:</b></td> <td data-bbox="1380 567 1520 598"></td> </tr> <tr> <td data-bbox="787 598 1380 630"><b>INSURER D:</b></td> <td data-bbox="1380 598 1520 630"></td> </tr> <tr> <td data-bbox="787 630 1380 661"><b>INSURER E:</b></td> <td data-bbox="1380 630 1520 661"></td> </tr> <tr> <td data-bbox="787 661 1380 684"><b>INSURER F:</b></td> <td data-bbox="1380 661 1520 684"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A:</b> Benchmark Insurance Company	41394	<b>INSURER B:</b>		<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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<b>INSURER C:</b>															
<b>INSURER D:</b>															
<b>INSURER E:</b>															
<b>INSURER F:</b>															

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	X	BIC-WS-GL-00969-00	7/28/2022	7/28/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	BIC-WS-CA-00969-00	7/28/2022	7/28/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Garagekeepers			BIC-WS-CA-00969-00	7/28/2022	7/28/2023	Ded \$500/2500 150,000
A	On-Hook/Cargo			BIC-WS-IM-00969-00	7/28/2022	7/28/2023	Ded \$2500 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 City of Escondido, A California Municipal Corporation and its officials, officers, agents, employees, and volunteers is listed as additional insured with respects to general and auto liability with waivers of subrogation. General liability is included with primary and non-contributory wording.

## CERTIFICATE HOLDER

## CANCELLATION

City of Escondido, A California Municipal Corporation  
 201 N Broadway  
 Escondido, CA 92025

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

POLICY NUMBER: BIC-WS-GL-00969-00

COMMERCIAL GENERAL LIABILITY  
CG 20 26 04 13**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE****Name Of Additional Insured Person(s) Or Organization(s):**

City of Escondido, A California Municipal Corporation and its officials, officers, agents, employees, and volunteers

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



POLICY NUMBER: BIC-WS-GL-00969-00

COMMERCIAL GENERAL LIABILITY  
CG 24 04 05 09

## WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

### SCHEDULE

**Name Of Person Or Organization:**

City of Escondido, A California Municipal Corporation and its officials, officers, agents, employees, and volunteers

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – Conditions:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

**All terms and conditions of this policy apply unless modified by this endorsement.**

POLICY NUMBER: BIC-WS-GL-00969-00

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - PRIMARY AND NONCONTRIBUTORY**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE****Name of Additional Insured Person(s) or Organization(s):**

City of Escondido, A California Municipal Corporation and its officials, officers, agents, employees, and volunteers

**Location(s) of Covered Operations:**

All Operations

**Description of Work Performed for the Additional Insured:**

**A. Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured at the location(s) designated in the Schedule, but only for occurrences or coverages not otherwise excluded in the policy to which this endorsement applies.

**B.** With respect to the insurance afforded to the additional insured, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

**C.** The following is added to 4.a. of **Other Insurance** of **Section IV - Commercial General Liability Conditions**:

If required in a written contract, your policy is primary and noncontributory in the event of an occurrence caused, in whole or in part, by your acts or omissions, or the acts or omissions of those acting on your behalf that occurs while performing ongoing operations for the additional insured at the location(s) designated in the Schedule.

All other terms and conditions of this policy remain unchanged.

**THIS ENDORSEMENT CHANGES THE POLICY – PLEASE READ IT CAREFULLY.****ADDITIONAL INSURED  
ENDORSEMENT**

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM  
MOTOR CARRIER COVERAGE FORM  
AUTO DEALERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below:

(The following needs to be completed only when this endorsement is issued subsequent to inception of the policy.)

Named Insured QUALITY EAST COUNTY INC	
Endorsement Effective 05/10/2023	Policy Number BIC-WS-CA-00969-00

**SCHEDULE**

<b>Name of Additional Insured Person(s) or Organization(s):</b> City of Escondido, A California Municipal Corporation and its officials, officers, agents, employees, and volunteers
---

**A. Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule above, but only with respect to liability for "bodily injury", "property damage", or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

arising out of use of a covered "auto" in your business when such use is pursuant to a written contract or agreement between you and the additional insured.

**B.** With respect to the insurance afforded to the additional insured, the following additional exclusions apply: This insurance does not apply to:

1. "Bodily injury" or "property damage" arising out of the maintenance of a covered "auto" by the additional insured;
2. "Bodily injury" or "property damage" for which the additional insured is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the additional insured would have in the absence of the contract or agreement; and
3. Any "accident" which takes place after the contract or agreement between you and the additional insured is terminated.

**C.** The insurance provided under this endorsement is excess over any other valid and collectible insurance available to the additional insured, unless you have agreed in a written contract or agreement for this insurance to apply on a primary or non-contributory basis.

**All Other Terms and Conditions Remain Unchanged.**

BA 99 09 03 17

Page 1 of 1

"Includes copyrighted material of Insurance Services Office, Inc. with its permission"

POLICY NUMBER: BIC-WS-CA-00969-00

COMMERCIAL AUTO  
CA 04 44 10 13**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****WAIVER OF TRANSFER OF RIGHTS OF RECOVERY  
AGAINST OTHERS TO US (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM  
BUSINESS AUTO COVERAGE FORM  
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

**Named Insured:** QUALITY EAST COUNTY INC**Endorsement Effective Date:** 05/10/2023**SCHEDULE****Name(s) Of Person(s) Or Organization(s):**

City of Escondido, A California Municipal Corporation and its officials, officers, agents, employees, and volunteers

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The **Transfer Of Rights Of Recovery Against Others To Us** condition does not apply to the person(s) or organization(s) shown in the Schedule, but only to the extent that subrogation is waived prior to the "accident" or the "loss" under a contract with that person or organization.





QUALEAS-01

KSAUVA

DATE (MM/DD/YYYY)

5/10/2023

# CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0757776  
HUB International Insurance Services Inc.  
9855 Scranton Road  
Suite 100  
San Diego, CA 92121

## CONTACT NAME:

PHONE (A/C, No, Ext): (858) 373-6900

FAX (A/C, No): (858) 373-6897

E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : Insurance Company of the West

27847

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

## INSURED

Quality East County, Inc.  
520 N Quince St  
Escondido, CA 92028

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$
	CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/>						BODILY INJURY (Per person) \$
	HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/>						EACH OCCURRENCE \$
	OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/>						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			5057592 02	10/1/2022	10/1/2023	X PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N <input type="checkbox"/> N / A						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

CITY OF ESCONDIDO  
a California Municipal Corporation  
201 N Broadway  
Escondido, CA 92025

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

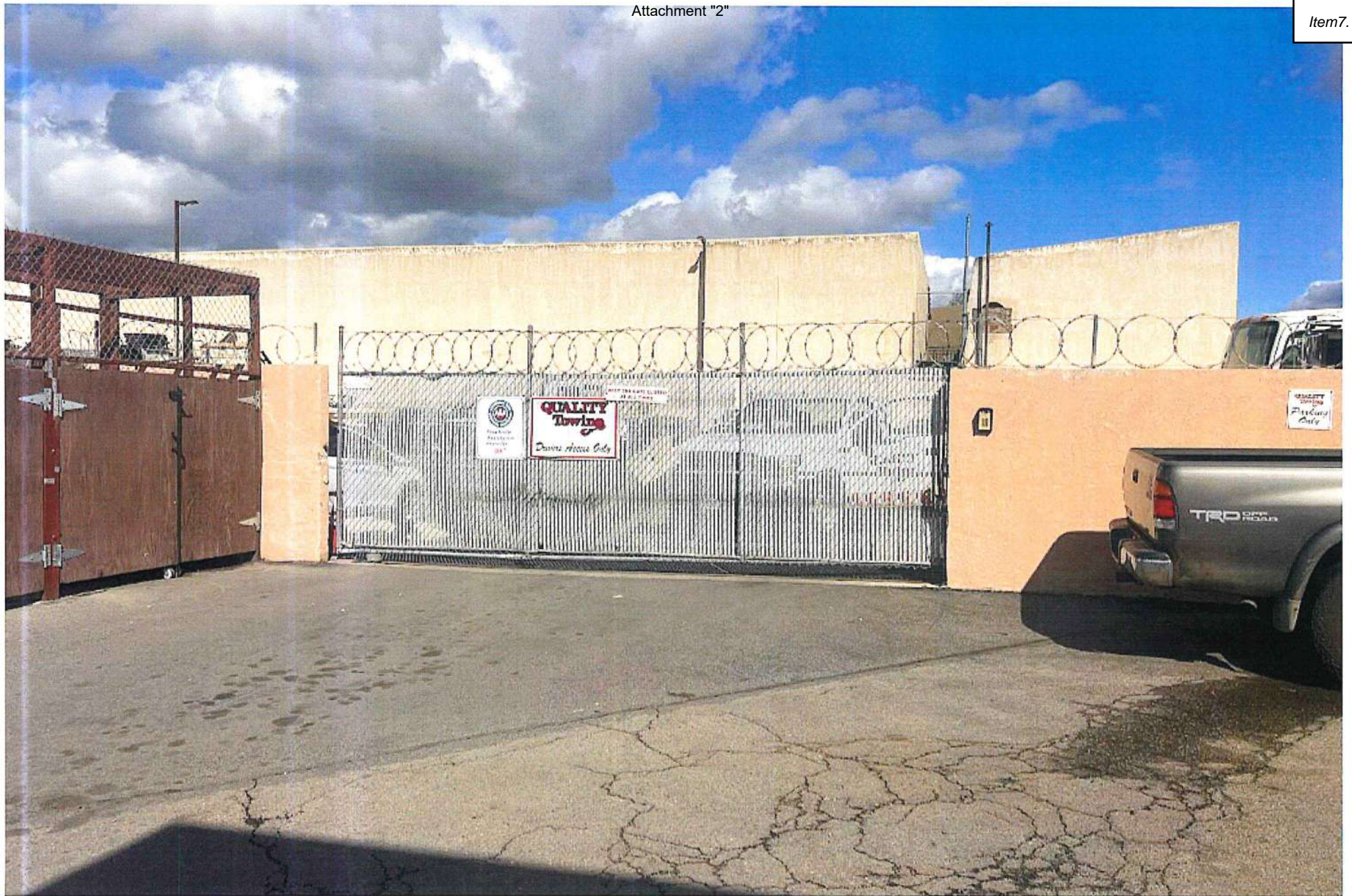














STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**TOW TRUCK INSPECTION GUIDE**  
CHP 234B (Rev. 5-17) OPI 061

AREA NUMBER <b>650</b>	COMPANY <b>QUALITY TOWING</b>			CA NUMBER <b>CA502554</b>	DOT NUMBER <b>2983622</b>	LEGEND <b>P = Pass</b> <b>F = Fail</b>
YEAR <b>2020</b>	MAKE <b>HINO</b>	MODEL <b>258LP</b>	LICENSE NUMBER <b>56837V2</b>	VIN <b>5PVDJ8JN5L4S53985</b>		
GVWR <b>25,500</b>	EQUIPMENT TYPE (CHECK APPROPRIATE BOX)					
<input type="checkbox"/> CONVENTIONAL <input type="checkbox"/> UNDERLIFT <input type="checkbox"/> TRUCK HITCH <input type="checkbox"/> WHEEL LIFT <input checked="" type="checkbox"/> CAR CARRIER						

**REQUIREMENTS FOR ALL CLASSES****CALIFORNIA VEHICLE CODE REQUIREMENTS**

P	F		P	F	
✓		Current Registration	✓		Parking Brake
✓		Headlights	✓		26451 CVC
✓		Beam Indicator	✓		Windshield
✓		Tail Lamps	✓		26700 CVC
✓		License Plate Lamp	✓		Windshield Wipers
✓		Stop Lamps	✓		26706 CVC
✓		Extension Lights	✓		Mirrors
✓		Backup Lamps (1969+)	✓		26709 CVC
✓		Reflectors, Rear	✓		Horn
✓		Reflectors, Front and Side (1968+)	✓		27000 CVC
✓		Turn Signals	✓		Exhaust System
✓		Clearance Lamps (>80" Wide)	✓		27150 CVC
✓		Amber Warning Lights	✓		Fuel Cap
✓		Warning Devices (Reflectors)	✓		27155 CVC
✓		Service Brakes	✓		Tire Tread
			✓		27465 CVC
			✓		Fenders/Mud Guards
			✓		27600 CVC
			✓		Broom
			✓		27700 CVC
			✓		Shovel
			✓		27700 CVC
			✓		Fire Extinguisher 4B, C Rating
			✓		27700 CVC
			✓		Safety Chains
			✓		29004 CVC
			✓		Signs
			✓		27907 CVC

**SERVICE AND OTHER EQUIPMENT**

✓	Flashlight	✓	Hydraulic Jack
✓	Wrecking Bar (Large Pry Bar)	✓	Tire Changing Equipment
✓	Six (6) 30-Minute Flares or 6 Reflectorized Cones, Min. 12" Ht.	✓	Rubber Mallet / Hub Cap Tool (Classes A and B)
✓	Trash Cans & Absorbent (4 Gallon Minimum)	✓	Lockout Tools (Classes A and B)
✓	Shop Rags or Paper Towels	✓	Motorcycle Straps (Class A)
✓	Shop to Truck Communications (Cell phones / 2-way radio)	✓	Sledge Hammer (Classes B, C, and D)
✓	Approved Fuel Containers (Classes A and B) if carried	✓	Tool Kit
✓	Booster Battery or Hot Box	✓	Reflective Safety Attire

**TOWING EQUIPMENT**

✓	Manufacturer Rating Plates	✓	Wrecker Controls
✓	Controls Labeled	✓	Throttle Control (if Equipped)
✓	Wrecker Boom Assembly	✓	Hydraulic Rams, Hoses, Valves
✓	Wheel Lift Assembly	✓	Cable Sheaves
✓	Body and Towing Equipment Mounting Bolts	✓	Recovery Chain
✓	Winch Rating: <b>8,000</b> Boom Capacity:		

**WHEEL LIFT**

✓	Pivot Pin	✓	"L" Arms
✓	Wheel Lift Tie Down Safety Straps or Chains		Claw

**CONVENTIONAL**

	Tow Sling Assembly (Check for bent inner tubes)		Sling Pads
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**CAR CARRIER**

✓	Carrier Bed Frame	✓	Bed Safety Lock
✓	Bed Hinges	✓	Slide Pads
✓	Loading Bridle		

COMMENTS

— wire rope winch free spool in op — CORRECTED ON 4/18/23

LESS 1 CORRECTED ON 3/26/23

INSPECTED BY (NAME &amp; I.D. NUMBER)

NAVARO #17814 (TOP SIDE ONLY)

DATE

4/14/23

TOW OPERATOR'S SIGNATURE

*[Signature]*



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**TOW TRUCK INSPECTION GUIDE**  
CHP 234B (Rev. 5-17) OPI 061

**TOW TRUCK EQUIPMENT SPECIFICATIONS (By Class)****CLASS A**

P	F		P	F	
		Minimum 14,000 Pound GVWR Chassis			Tow Sling "Minimum" 3,000 Pounds (if equipped)
		4-Ton Boom Rating			Tow Chains "Minimum" 5/16" Grade 70 with J/T Hooks
		One 4-Ton Snatch Block			Two (2) Safety Chains 5/16" Alloy or OEM Specifications
		Tow Dolly (with wheel tie down straps)			Wheel Lift Rating - Extended 3,000 Pounds
		Steering Wheel Securement Device			Two (2) Crossbeams, (1) 4"x4"x60" and (1) 4"x4"x48" (Minimum)
		100' 3/8" 6 x 19 Wire Rope or OEM Specifications			

**CLASS A CAR CARRIER**

		Minimum 19,000 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			Adequate Crossbeams or Ramping Material
		Loading Bridle with J/T Hooks			

**CLASS A CAR CARRIER TWO VEHICLE**

✓		Minimum 23,500 Pound GVWR Chassis	✓		4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
✓		Loading Bridle with J/T Hooks	✓		2 Safety Chains 5/16" Alloy/OEM Spec & Wheel Straps - Towed Veh
✓		50' 3/8" 6 x 19 Wire Rope or OEM Specifications	✓		Adequate Crossbeams or Ramping Material
✓		Alloy/OEM Spec & Wheel Straps - Towed Vehicle			

**CLASS B**

		Minimum 33,000 Pound GVWR Chassis			Axle Covers/Caps
		16-Ton Boom Rating			Truck Hitch/Tow Bar with 7,000 Pound Rating (if equipped)
		150' 7/16" 6 x 19 Wire Rope or OEM Specifications			Two (2) - 4"x6"x48" Crossbeams (minimum)
		Safety Chains 1/2" Alloy or OEM Specifications			Tow Chains "Minimum" 1/2" Grade 70 with JT Hooks
		Two 8-Ton Snatch Blocks			Wheel Lift Rating - 10,000 Pounds Retracted / 8,000 Pounds Extended
		Air Brakes or Hydraulic W/Air Hookup Package			Under Lift/Fork Adapters w/Tie-Down Straps or Chains
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Aluminum Tow Angles (Minimum 2)

**CLASS B CAR CARRIER**

		Minimum 33,000 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or OEM Specifications
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			2 Safety Chains = 5/16" Alloy/OEM Spec & Wheel Straps for Towed Vehicle
		Loading Bridle with J/T Hooks			Adequate Cross Beams or Ramping Material
		Steering Wheel Securement Device			

**CLASS C**

		Minimum 52,000 Pound GVWR Chassis			Tow Chains 5/8" Grade 70 or OEM Specifications
		25-Ton Boom Rating			Two (2) 4"x6"x48" Crossbeams (Minimum)
		200' 5/8" 6x19 Wire Rope or OEM Specifications			Pintle Hook
		Two (2) Safety Chains 5/8" Alloy or OEM Specifications			Under Lift Rating - 25,000 Pounds / 12,000 Pounds Extended
		Two 12-Ton Snatch Blocks			Under Lift/Fork Adapters w/Tie-Down Straps or Chains
		Air Brakes W/Air Hookup Package			Aluminum Tow Angles (Minimum 2)
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Truck Hitch/Tow Bar 12,000 Pound Rating (if equipped)
		Axle Covers/Caps			Tow Sling 12,000 Pound Rating (if equipped)

**CLASS D**

		Minimum 54,000 Pound GVWR Chassis			Tow Chains 5/8" Grade 70 or OEM Specifications
		35-Ton Boom Rating			Two (2) 4"x6"x48" Crossbeams (Minimum)
		250' 3/4" 6x19 Wire Rope or OEM Specifications			Pintle Hook
		Two (2) Safety Chains 5/8" Alloy or OEM Specifications			Under Lift Rating - 32,000 Pounds / 16,000 Pounds Extended
		Two 12-Ton Snatch Blocks			Truck Hitch/Tow Bar 20,000 Pound Rating (if equipped)
		Air Brakes W/Air Hookup Package			Aluminum Tow Angles (Minimum 2)
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Tow Sling with 20,000 Pound Rating (if equipped)
		Axle Cover/Caps			Under Lift / Fork Adapters w/Tie-Down Straps or Chains

**MAXIMUM LIFTING CAPACITY (MLC) CALCULATIONS (Refer to HPM 81.2, Chapter 7, Annex B)**

FRONT AXLE WEIGHT (FAW), UNLADEN	WHEEL BASE (WB), IN INCHES	OVER HANG (OH), IN INCHES
FORMULA		
1/2 FAW:	x WB:	+ BY OH:
= MLC:		
CLASS OF VEHICLE BASED ON THE MLC		



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
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AREA NUMBER <b>650</b>	COMPANY <b>QUALITY TOWING</b>		CA NUMBER <b>CA502554</b>	DOT NUMBER <b>2983622</b>	LEGEND <b>P = Pass</b> <b>F = Fail</b>
YEAR <b>2017</b>	MAKE <b>DODGE</b>	MODEL <b>5500 4X4</b>	LICENSE NUMBER <b>51488H2</b>	VIN <b>3C7WRNBL5HG702863</b>	
GVWR <b>19,500</b>	EQUIPMENT TYPE (CHECK APPROPRIATE BOX)				
	<input type="checkbox"/> CONVENTIONAL	<input type="checkbox"/> UNDERLIFT	<input type="checkbox"/> TRUCK HITCH	<input checked="" type="checkbox"/> WHEEL LIFT	<input type="checkbox"/> CAR CARRIER

**REQUIREMENTS FOR ALL CLASSES****CALIFORNIA VEHICLE CODE REQUIREMENTS**

P	F		P	F	
✓		Current Registration	✓		Parking Brake
✓		Headlights	✓		Windshield
✓		Beam Indicator	✓		Windshield Wipers
✓		Tail Lamps	✓		Mirrors
✓		License Plate Lamp	✓		Horn
✓		Stop Lamps	✓		Exhaust System
✓		Extension Lights	✓		Fuel Cap
✓		Backup Lamps (1969+)	✓		Tire Tread
✓		Reflectors, Rear	✓		Fenders/Mud Guards
✓		Reflectors, Front and Side (1968+)	✓		Broom
✓		Turn Signals	✓		Shovel
✓		Clearance Lamps (>80" Wide)	✓		Fire Extinguisher 4B, C Rating
✓		Amber Warning Lights	✓		Safety Chains
✓		Warning Devices (Reflectors)	✓		Signs
✓		Service Brakes			

**SERVICE AND OTHER EQUIPMENT**

✓	Flashlight	✓	Hydraulic Jack
✓	Wrecking Bar (Large Pry Bar)	✓	Tire Changing Equipment
✓	Six (6) 30-Minute Flares or 6 Reflectorized Cones, Min. 12" Ht.	✓	Rubber Mallet / Hub Cap Tool (Classes A and B)
✓	Trash Cans & Absorbent (4 Gallon Minimum)	✓	Lockout Tools (Classes A and B)
✓	Shop Rags or Paper Towels	✓	Motorcycle Straps (Class A)
✓	Shop to Truck Communications (Cell phones / 2-way radio)	✓	Sledge Hammer (Classes B, C, and D)
✓	Approved Fuel Containers (Classes A and B) if carried	✓	Tool Kit
✓	Booster Battery or Hot Box	✓	Reflective Safety Attire

**TOWING EQUIPMENT**

✓	Manufacturer Rating Plates	✓	Wrecker Controls
✓	Controls Labeled	✓	Throttle Control (if Equipped)
✓	Wrecker Boom Assembly	✓	Hydraulic Rams, Hoses, Valves
✓	Wheel Lift Assembly	✓	Cable Sheaves
✓	Body and Towing Equipment Mounting Bolts	✓	Recovery Chain
✓	Winch Rating: <b>8,000</b> Boom Capacity: <b>16,000</b>		

**WHEEL LIFT**

✓	Pivot Pin	✓	"L" Arms
✓	Wheel Lift Tie Down Safety Straps or Chains	✓	Claw

**CONVENTIONAL**

	Tow Sling Assembly (Check for bent inner tubes)		Sling Pads
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**CAR CARRIER**

✓	Carrier Bed Frame	✓	Bed Safety Lock
✓	Bed Hinges	✓	Slide Pads
✓	Loading Bridle		

COMMENTS

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*Lana / completed on 3/24/23*  
INSPECTED BY (NAME & I.D. NUMBER)  
**NAVARRO #17814 (TOP SIDE ONLY)**

DATE  
**4/14/23**

TOW OPERATOR'S SIGNATURE  
*[Signature]*



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**TOW TRUCK INSPECTION GUIDE**  
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**TOW TRUCK EQUIPMENT SPECIFICATIONS (By Class)****CLASS A**

P	F		P	F	
		Minimum 14,000 Pound GVWR Chassis			Tow Sling "Minimum" 3,000 Pounds (if equipped)
		4-Ton Boom Rating			Tow Chains "Minimum" 5/16" Grade 70 with J/T Hooks
		One 4-Ton Snatch Block			Two (2) Safety Chains 5/16" Alloy or OEM Specifications
		Tow Dolly (with wheel tie down straps)			Wheel Lift Rating - Extended 3,000 Pounds
		Steering Wheel Securement Device			Two (2) Crossbeams, (1) 4"x4"x60" and (1) 4"x4"x48" (Minimum)
		100' 3/8" 6 x 19 Wire Rope or OEM Specifications			

**CLASS A CAR CARRIER**

		Minimum 19,000 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			Adequate Crossbeams or Ramping Material
		Loading Bridle with J/T Hooks			

**CLASS A CAR CARRIER TWO VEHICLE**

		Minimum 23,500 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
		Loading Bridle with J/T Hooks			2 Safety Chains 5/16" Alloy/OEM Spec & Wheel Straps - Towed Veh
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			Adequate Crossbeams or Ramping Material
		Alloy/OEM Spec & Wheel Straps - Towed Vehicle			

**CLASS B**

		Minimum 33,000 Pound GVWR Chassis			Axle Covers/Caps
		16-Ton Boom Rating			Truck Hitch/Tow Bar with 7,000 Pound Rating (if equipped)
		150' 7/16" 6 x 19 Wire Rope or OEM Specifications			Two (2) - 4"x6"x48" Crossbeams (minimum)
		Safety Chains 1/2" Alloy or OEM Specifications			Tow Chains "Minimum" 1/2" Grade 70 with JT Hooks
		Two 8-Ton Snatch Blocks			Wheel Lift Rating - 10,000 Pounds Retracted / 8,000 Pounds Extended
		Air Brakes or Hydraulic W/Air Hookup Package			Under Lift/Fork Adapters w/Tie-Down Straps or Chains
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Aluminum Tow Angles (Minimum 2)

**CLASS B CAR CARRIER**

		Minimum 33,000 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or OEM Specifications
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			2 Safety Chains = 5/16" Alloy/OEM Spec & Wheel Straps for Towed Vehicle
		Loading Bridle with J/T Hooks			Adequate Cross Beams or Ramping Material
		Steering Wheel Securement Device			

**CLASS C**

		Minimum 52,000 Pound GVWR Chassis			Tow Chains 5/8" Grade 70 or OEM Specifications
		25-Ton Boom Rating			Two (2) 4"x6"x48" Crossbeams (Minimum)
		200' 5/8" 6x19 Wire Rope or OEM Specifications			Pintle Hook
		Two (2) Safety Chains 5/8" Alloy or OEM Specifications			Under Lift Rating - 25,000 Pounds / 12,000 Pounds Extended
		Two 12-Ton Snatch Blocks			Under Lift/Fork Adapters w/Tie-Down Straps or Chains
		Air Brakes W/Air Hookup Package			Aluminum Tow Angles (Minimum 2)
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Truck Hitch/Tow Bar 12,000 Pound Rating (if equipped)
		Axle Covers/Caps			Tow Sling 12,000 Pound Rating (if equipped)

**CLASS D**

		Minimum 54,000 Pound GVWR Chassis			Tow Chains 5/8" Grade 70 or OEM Specifications
		35-Ton Boom Rating			Two (2) 4"x6"x48" Crossbeams (Minimum)
		250' 3/4" 6x19 Wire Rope or OEM Specifications			Pintle Hook
		Two (2) Safety Chains 5/8" Alloy or OEM Specifications			Under Lift Rating - 32,000 Pounds / 16,000 Pounds Extended
		Two 12-Ton Snatch Blocks			Truck Hitch/Tow Bar 20,000 Pound Rating (if equipped)
		Air Brakes W/Air Hookup Package			Aluminum Tow Angles (Minimum 2)
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Tow Sling with 20,000 Pound Rating (if equipped)
		Axle Cover/Caps			Under Lift / Fork Adapters w/Tie-Down Straps or Chains

**MAXIMUM LIFTING CAPACITY (MLC) CALCULATIONS (Refer to HPM 81.2, Chapter 7, Annex B)**

FRONT AXLE WEIGHT (FAW), UNLADEN	WHEEL BASE (WB), IN INCHES	OVER HANG (OH), IN INCHES
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FORMULA

$$\frac{1}{2} \text{ FAW:} \quad \times \text{ WB:} \quad + \text{ BY OH:} \quad = \text{ MLC:}$$

CLASS OF VEHICLE BASED ON THE MLC



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
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CHP 234B (Rev. 5-17) OPI 081

AREA NUMBER 650	COMPANY QUALITY TOWING		CA NUMBER CA502554	DOT NUMBER 2983622	LEGEND P = Pass F = Fail
YEAR 2017	MAKE HINO	MODEL 258LP	LICENSE NUMBER 30870E2	VIN 5PVNJ8JN1H4S52615	
GVWR 25,500	EQUIPMENT TYPE (CHECK APPROPRIATE BOX)				
	<input type="checkbox"/> CONVENTIONAL <input type="checkbox"/> UNDERLIFT <input type="checkbox"/> TRUCK HITCH <input type="checkbox"/> WHEEL LIFT <input checked="" type="checkbox"/> CAR CARRIER				

**REQUIREMENTS FOR ALL CLASSES****CALIFORNIA VEHICLE CODE REQUIREMENTS**

P	F		P	F	
<input checked="" type="checkbox"/>		Current Registration			4000 CVC
<input checked="" type="checkbox"/>		Headlights			24400 CVC
<input checked="" type="checkbox"/>		Beam Indicator			24408 CVC
<input checked="" type="checkbox"/>		Tail Lamps			24600 CVC
<input checked="" type="checkbox"/>		License Plate Lamp			24601 CVC
<input checked="" type="checkbox"/>		Stop Lamps			24603 CVC
<input checked="" type="checkbox"/>		Extension Lights			24605 CVC
<input checked="" type="checkbox"/>		Backup Lamps (1969+)			24606 CVC
<input checked="" type="checkbox"/>		Reflectors, Rear			24607 CVC
<input checked="" type="checkbox"/>		Reflectors, Front and Side (1968+)			24608 CVC
<input checked="" type="checkbox"/>		Turn Signals			24951 CVC
<input checked="" type="checkbox"/>		Clearance Lamps (>80" Wide)			25100 CVC
<input checked="" type="checkbox"/>		Amber Warning Lights			25253 CVC
<input checked="" type="checkbox"/>		Warning Devices (Reflectors)			25300 CVC
<input checked="" type="checkbox"/>		Service Brakes			26311 CVC
<input checked="" type="checkbox"/>		Parking Brake			26451 CVC
<input checked="" type="checkbox"/>		Windshield			26700 CVC
<input checked="" type="checkbox"/>		Windshield Wipers			26706 CVC
<input checked="" type="checkbox"/>		Mirrors			26709 CVC
<input checked="" type="checkbox"/>		Horn			27000 CVC
<input checked="" type="checkbox"/>		Exhaust System			27150 CVC
<input checked="" type="checkbox"/>		Fuel Cap			27155 CVC
<input checked="" type="checkbox"/>		Tire Tread			27465 CVC
<input checked="" type="checkbox"/>		Fenders/Mud Guards			27600 CVC
<input checked="" type="checkbox"/>		Broom			27700 CVC
<input checked="" type="checkbox"/>		Shovel			27700 CVC
<input checked="" type="checkbox"/>		Fire Extinguisher 4B, C Rating			27700 CVC
<input checked="" type="checkbox"/>		Safety Chains			29004 CVC
<input checked="" type="checkbox"/>		Signs			27907 CVC

**SERVICE AND OTHER EQUIPMENT**

<input checked="" type="checkbox"/>	Flashlight	<input checked="" type="checkbox"/>	Hydraulic Jack
<input checked="" type="checkbox"/>	Wrecking Bar (Large Pry Bar)	<input checked="" type="checkbox"/>	Tire Changing Equipment
<input checked="" type="checkbox"/>	Six (6) 30-Minute Flares or 6 Reflectorized Cones, Min. 12" Ht.	<input checked="" type="checkbox"/>	Rubber Mallet / Hub Cap Tool (Classes A and B)
<input checked="" type="checkbox"/>	Trash Cans & Absorbent (4 Gallon Minimum)	<input checked="" type="checkbox"/>	Lockout Tools (Classes A and B)
<input checked="" type="checkbox"/>	Shop Rags or Paper Towels	<input checked="" type="checkbox"/>	Motorcycle Straps (Class A)
<input checked="" type="checkbox"/>	Shop to Truck Communications (Cell phones / 2-way radio)	<input checked="" type="checkbox"/>	Sledge Hammer (Classes B, C, and D)
<input checked="" type="checkbox"/>	Approved Fuel Containers (Classes A and B) if carried	<input checked="" type="checkbox"/>	Tool Kit
<input checked="" type="checkbox"/>	Booster Battery or Hot Box	<input checked="" type="checkbox"/>	Reflective Safety Attire

**TOWING EQUIPMENT**

<input checked="" type="checkbox"/>	Manufacturer Rating Plates	<input checked="" type="checkbox"/>	Wrecker Controls
<input checked="" type="checkbox"/>	Controls Labeled	<input checked="" type="checkbox"/>	Throttle Control (if Equipped)
<input checked="" type="checkbox"/>	Wrecker Boom Assembly	<input checked="" type="checkbox"/>	Hydraulic Rams, Hoses, Valves
<input checked="" type="checkbox"/>	Wheel Lift Assembly	<input checked="" type="checkbox"/>	Cable Sheaves
<input checked="" type="checkbox"/>	Body and Towing Equipment Mounting Bolts	<input checked="" type="checkbox"/>	Recovery Chain
<input checked="" type="checkbox"/>	Winch Rating: 8,000      Boom Capacity: —		

**WHEEL LIFT**

<input checked="" type="checkbox"/>	Pivot Pin	<input checked="" type="checkbox"/>	"L" Arms
<input checked="" type="checkbox"/>	Wheel Lift Tie Down Safety Straps or Chains	<input checked="" type="checkbox"/>	Claw

**CONVENTIONAL**

<input checked="" type="checkbox"/>	Tow Sling Assembly (Check for bent inner tubes)	<input checked="" type="checkbox"/>	Sling Pads
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**CAR CARRIER**

<input checked="" type="checkbox"/>	Carrier Bed Frame	<input checked="" type="checkbox"/>	Bed Safety Lock
<input checked="" type="checkbox"/>	Bed Hinges	<input checked="" type="checkbox"/>	Slide Pads
<input checked="" type="checkbox"/>	Loading Bridle		

COMMENTS

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\* LEVEL 1 DONE ON 03/17/23

INSPECTED BY (NAME & I.D. NUMBER)

R. PAYTON #16177

DATE

4/12/23

TOW OPERATOR'S SIGNATURE

*[Signature]*



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
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**TOW TRUCK EQUIPMENT SPECIFICATIONS (By Class)****CLASS A**

P	F	P	F
	Minimum 14,000 Pound GVWR Chassis		Tow Sling "Minimum" 3,000 Pounds (if equipped)
	4-Ton Boom Rating		Tow Chains "Minimum" 5/16" Grade 70 with J/T Hooks
	One 4-Ton Snatch Block		Two (2) Safety Chains 5/16" Alloy or OEM Specifications
	Tow Dolly (with wheel tie down straps)		Wheel Lift Rating - Extended 3,000 Pounds
	Steering Wheel Securement Device		Two (2) Crossbeams, (1) 4"x4"x60" and (1) 4"x4"x48" (Minimum)
	100' 3/8" 6 x 19 Wire Rope or OEM Specifications		

**CLASS A CAR CARRIER**

	Minimum 19,000 Pound GVWR Chassis		4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
	50' 3/8" 6 x 19 Wire Rope or OEM Specifications		Adequate Crossbeams or Ramping Material
	Loading Bridle with J/T Hooks		

**CLASS A CAR CARRIER TWO VEHICLE**

	Minimum 23,500 Pound GVWR Chassis		4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
	Loading Bridle with J/T Hooks		2 Safety Chains 5/16" Alloy/OEM Spec & Wheel Straps - Towed Veh
	50' 3/8" 6 x 19 Wire Rope or OEM Specifications		Adequate Crossbeams or Ramping Material
	Alloy/OEM Spec & Wheel Straps - Towed Vehicle		

**CLASS B**

	Minimum 33,000 Pound GVWR Chassis		Axle Covers/Caps
	16-Ton Boom Rating		Truck Hitch/Tow Bar with 7,000 Pound Rating (if equipped)
	150' 7/16" 6 x 19 Wire Rope or OEM Specifications		Two (2) - 4"x6"x48" Crossbeams (minimum)
	Safety Chains 1/2" Alloy or OEM Specifications		Tow Chains "Minimum" 1/2" Grade 70 with JT Hooks
	Two 8-Ton Snatch Blocks		Wheel Lift Rating - 10,000 Pounds Retracted / 8,000 Pounds Extended
	Air Brakes or Hydraulic W/Air Hookup Package		Under Lift/Fork Adapters w/Tie-Down Straps or Chains
	Air Hoses and Fittings		Safety Tie-Down Chains and Binders
	Steering Wheel Securement Device		Aluminum Tow Angles (Minimum 2)

**CLASS B CAR CARRIER**

	Minimum 33,000 Pound GVWR Chassis		4 Safety Chains 5/16" Grade 70 or OEM Specifications
	50' 3/8" 6 x 19 Wire Rope or OEM Specifications		2 Safety Chains = 5/16" Alloy/OEM Spec & Wheel Straps for Towed Vehicle
	Loading Bridle with J/T Hooks		Adequate Cross Beams or Ramping Material
	Steering Wheel Securement Device		

**CLASS C**

	Minimum 52,000 Pound GVWR Chassis		Tow Chains 5/8" Grade 70 or OEM Specifications
	25-Ton Boom Rating		Two (2) 4"x6"x48" Crossbeams (Minimum)
	200' 5/8" 6x19 Wire Rope or OEM Specifications		Pintle Hook
	Two (2) Safety Chains 5/8" Alloy or OEM Specifications		Under Lift Rating - 25,000 Pounds / 12,000 Pounds Extended
	Two 12-Ton Snatch Blocks		Under Lift/Fork Adapters w/Tie-Down Straps or Chains
	Air Brakes W/Air Hookup Package		Aluminum Tow Angles (Minimum 2)
	Air Hoses and Fittings		Safety Tie-Down Chains and Binders
	Steering Wheel Securement Device		Truck Hitch/Tow Bar 12,000 Pound Rating (if equipped)
	Axle Covers/Caps		Tow Sling 12,000 Pound Rating (if equipped)

**CLASS D**

	Minimum 54,000 Pound GVWR Chassis		Tow Chains 5/8" Grade 70 or OEM Specifications
	35-Ton Boom Rating		Two (2) 4"x6"x48" Crossbeams (Minimum)
	250' 3/4" 6x19 Wire Rope or OEM Specifications		Pintle Hook
	Two (2) Safety Chains 5/8" Alloy or OEM Specifications		Under Lift Rating - 32,000 Pounds / 16,000 Pounds Extended
	Two 12-Ton Snatch Blocks		Truck Hitch/Tow Bar 20,000 Pound Rating (if equipped)
	Air Brakes W/Air Hookup Package		Aluminum Tow Angles (Minimum 2)
	Air Hoses and Fittings		Safety Tie-Down Chains and Binders
	Steering Wheel Securement Device		Tow Sling with 20,000 Pound Rating (if equipped)
	Axle Cover/Caps		Under Lift / Fork Adapters w/Tie-Down Straps or Chains

**MAXIMUM LIFTING CAPACITY (MLC) CALCULATIONS (Refer to HPM 81.2, Chapter 7, Annex B)**

FRONT AXLE WEIGHT (FAW), UNLADEN	WHEEL BASE (WB), IN INCHES	OVER HANG (OH), IN INCHES
FORMULA		
1/2 FAW:	x WB:	+ BY OH:
= MLC:		
CLASS OF VEHICLE BASED ON THE MLC		



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**TOW TRUCK INSPECTION GUIDE**  
CHP 234B (Rev. 5-17) OPI 061

AREA NUMBER <b>650</b>	COMPANY <b>QUALITY TOWING</b>		CA NUMBER <b>CA502554</b>	DOT NUMBER <b>2983622</b>	LEGEND <b>P = Pass</b> <b>F = Fail</b>
YEAR <b>2020</b>	MAKE <b>FREIGHTLINER</b>	MODEL <b>M2</b>	LICENSE NUMBER <b>56770V2</b>	VIN <b>1FVACWFC8LHLC9809</b>	
GVWR <b>25,500</b>	EQUIPMENT TYPE (CHECK APPROPRIATE BOX)				
	<input type="checkbox"/> CONVENTIONAL	<input type="checkbox"/> UNDERLIFT	<input type="checkbox"/> TRUCK HITCH	<input type="checkbox"/> WHEEL LIFT	<input checked="" type="checkbox"/> CAR CARRIER

**REQUIREMENTS FOR ALL CLASSES**  
**CALIFORNIA VEHICLE CODE REQUIREMENTS**

P	F		P	F	
\		Current Registration	\		Parking Brake
		4000 CVC			26451 CVC
\		Headlights	\		Windshield
		24400 CVC			26700 CVC
\		Beam Indicator	\		Windshield Wipers
		24408 CVC			26706 CVC
\		Tail Lamps	\		Mirrors
		24600 CVC			26709 CVC
\		License Plate Lamp	\		Horn
		24601 CVC			27000 CVC
\		Stop Lamps	\		Exhaust System
		24603 CVC			27150 CVC
\		Extension Lights	\		Fuel Cap
		24605 CVC			27155 CVC
\		Backup Lamps (1969+)	\		Tire Tread
		24606 CVC			27465 CVC
\		Reflectors, Rear	\		Fenders/Mud Guards
		24607 CVC			27600 CVC
\		Reflectors, Front and Side (1968+)	\		Broom
		24608 CVC			27700 CVC
\		Turn Signals	\		Shovel
		24951 CVC			27700 CVC
\		Clearance Lamps (>80" Wide)	\		Fire Extinguisher 4B, C Rating
		25100 CVC			27700 CVC
\		Amber Warning Lights	\		Safety Chains
		25253 CVC			29004 CVC
\		Warning Devices (Reflectors)	\		Signs
		25300 CVC			27907 CVC
\		Service Brakes	\		
		26311 CVC			

**SERVICE AND OTHER EQUIPMENT**

\		Flashlight	\		Hydraulic Jack
\		Wrecking Bar (Large Pry Bar)	\		Tire Changing Equipment
\		Six (6) 30-Minute Flares or 6 Reflectorized Cones, Min. 12" Ht.	\		Rubber Mallet / Hub Cap Tool (Classes A and B)
\		Trash Cans & Absorbent (4 Gallon Minimum)	\		Lockout Tools (Classes A and B)
\		Shop Rags or Paper Towels	\		Motorcycle Straps (Class A)
\		Shop to Truck Communications (Cell phones / 2-way radio)	\		Sledge Hammer (Classes B, C, and D)
\		Approved Fuel Containers (Classes A and B) if carried	\		Tool Kit
\		Booster Battery or Hot Box	\		Reflective Safety Attire

**TOWING EQUIPMENT**

\		Manufacturer Rating Plates	\		Wrecker Controls
\		Controls Labeled	\		Throttle Control (if Equipped)
\		Wrecker Boom Assembly	\		Hydraulic Rams, Hoses, Valves
\		Wheel Lift Assembly	\		Cable Sheaves
\		Body and Towing Equipment Mounting Bolts	\		Recovery Chain
\		Winch Rating: <b>8,000</b> Boom Capacity:	\		

**WHEEL LIFT**

\		Pivot Pin	\		"L" Arms
\		Wheel Lift Tie Down Safety Straps or Chains	\		Claw

**CONVENTIONAL**

\		Tow Sling Assembly (Check for bent inner tubes)	\		Sling Pads
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**CAR CARRIER**

\		Carrier Bed Frame	\		Bed Safety Lock
\		Bed Hinges	\		Slide Pads
\		Loading Bridle	\		

COMMENTS

- L/SIDE AIR TANK BRACE HOSE WORN TO SECOND COIL R/S  
- R/L SIDE AIR LINES CHIPPING AT RELAY VALVE IN FRONT OF X2  
CORRECTED ON 7/12/23

\* LEVEL 1 DONE ON 03/13/23

INSPECTED BY (NAME & I.D. NUMBER)  
**K. LACREE #20497**

DATE **6/12/23** TOW OPERATOR'S SIGNATURE 



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**TOW TRUCK INSPECTION GUIDE**

CHP 234B (Rev. 5-17) OPI 061

**TOW TRUCK EQUIPMENT SPECIFICATIONS (By Class)****CLASS A**

P	F		P	F	
		Minimum 14,000 Pound GVWR Chassis			Tow Sling "Minimum" 3,000 Pounds (if equipped)
		4-Ton Boom Rating			Tow Chains "Minimum" 5/16" Grade 70 with J/T Hooks
		One 4-Ton Snatch Block			Two (2) Safety Chains 5/16" Alloy or OEM Specifications
		Tow Dolly (with wheel tie down straps)			Wheel Lift Rating - Extended 3,000 Pounds
		Steering Wheel Securement Device			Two (2) Crossbeams, (1) 4"x4"x60" and (1) 4"x4"x48" (Minimum)
		100' 3/8" 6 x 19 Wire Rope or OEM Specifications			

**CLASS A CAR CARRIER**

		Minimum 19,000 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			Adequate Crossbeams or Ramping Material
		Loading Bridle with J/T Hooks			

**CLASS A CAR CARRIER TWO VEHICLE**

		Minimum 23,500 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
		Loading Bridle with J/T Hooks			2 Safety Chains 5/16" Alloy/OEM Spec & Wheel Straps - Towed Veh
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			Adequate Crossbeams or Ramping Material
		Alloy/OEM Spec & Wheel Straps - Towed Vehicle			

**CLASS B**

		Minimum 33,000 Pound GVWR Chassis			Axle Covers/Caps
		16-Ton Boom Rating			Truck Hitch/Tow Bar with 7,000 Pound Rating (if equipped)
		150' 7/16" 6 x 19 Wire Rope or OEM Specifications			Two (2) - 4"x6"x48" Crossbeams (minimum)
		Safety Chains 1/2" Alloy or OEM Specifications			Tow Chains "Minimum" 1/2" Grade 70 with JT Hooks
		Two 8-Ton Snatch Blocks			Wheel Lift Rating - 10,000 Pounds Retracted / 8,000 Pounds Extended
		Air Brakes or Hydraulic W/Air Hookup Package			Under Lift/Fork Adapters w/Tie-Down Straps or Chains
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Aluminum Tow Angles (Minimum 2)

**CLASS B CAR CARRIER**

		Minimum 33,000 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or OEM Specifications
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			2 Safety Chains = 5/16" Alloy/OEM Spec & Wheel Straps for Towed Vehicle
		Loading Bridle with J/T Hooks			Adequate Cross Beams or Ramping Material
		Steering Wheel Securement Device			

**CLASS C**

		Minimum 52,000 Pound GVWR Chassis			Tow Chains 5/8" Grade 70 or OEM Specifications
		25-Ton Boom Rating			Two (2) 4"x6"x48" Crossbeams (Minimum)
		200' 5/8" 6x19 Wire Rope or OEM Specifications			Pintle Hook
		Two (2) Safety Chains 5/8" Alloy or OEM Specifications			Under Lift Rating - 25,000 Pounds / 12,000 Pounds Extended
		Two 12-Ton Snatch Blocks			Under Lift/Fork Adapters w/Tie-Down Straps or Chains
		Air Brakes W/Air Hookup Package			Aluminum Tow Angles (Minimum 2)
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Truck Hitch/Tow Bar 12,000 Pound Rating (if equipped)
		Axle Covers/Caps			Tow Sling 12,000 Pound Rating (if equipped)

**CLASS D**

		Minimum 54,000 Pound GVWR Chassis			Tow Chains 5/8" Grade 70 or OEM Specifications
		35-Ton Boom Rating			Two (2) 4"x6"x48" Crossbeams (Minimum)
		250' 3/4" 6x19 Wire Rope or OEM Specifications			Pintle Hook
		Two (2) Safety Chains 5/8" Alloy or OEM Specifications			Under Lift Rating - 32,000 Pounds / 16,000 Pounds Extended
		Two 12-Ton Snatch Blocks			Truck Hitch/Tow Bar 20,000 Pound Rating (if equipped)
		Air Brakes W/Air Hookup Package			Aluminum Tow Angles (Minimum 2)
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Tow Sling with 20,000 Pound Rating (if equipped)
		Axle Cover/Caps			Under Lift / Fork Adapters w/Tie-Down Straps or Chains

**MAXIMUM LIFTING CAPACITY (MLC) CALCULATIONS (Refer to HPM 81.2, Chapter 7, Annex B)**

FRONT AXLE WEIGHT (FAW), UNLADEN

WHEEL BASE (WB), IN INCHES

OVER HANG (OH), IN INCHES

FORMULA

1/2 FAW:

x WB:

÷ BY OH:

= MLC:

CLASS OF VEHICLE BASED ON THE MLC



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**TOW TRUCK INSPECTION GUIDE**  
CHP 234B (Rev. 5-17) OPI 061

AREA NUMBER <b>650</b>	COMPANY <b>QUALITY TOWING</b>		CA NUMBER <b>CA502554</b>	DOT NUMBER <b>2983622</b>	LEGEND <b>P = Pass</b> <b>F = Fail</b>
YEAR <b>2015</b>	MAKE <b>FREIGHTLINER</b>	MODEL <b>M2</b>	LICENSE NUMBER <b>87036U1</b>	VIN <b>1FVACWDT8FHGK4018</b>	
GWR <b>26,000</b>	EQUIPMENT TYPE (CHECK APPROPRIATE BOX)				
	<input type="checkbox"/> CONVENTIONAL	<input type="checkbox"/> UNDERLIFT	<input type="checkbox"/> TRUCK HITCH	<input checked="" type="checkbox"/> WHEEL LIFT	<input type="checkbox"/> CAR CARRIER

**REQUIREMENTS FOR ALL CLASSES****CALIFORNIA VEHICLE CODE REQUIREMENTS**

P	F		P	F	
✓		Current Registration <b>02/24</b> 4000 CVC	✓		Parking Brake 26451 CVC
✓		Headlights 24400 CVC	✓		Windshield 26700 CVC
✓		Beam Indicator 24408 CVC	✓		Windshield Wipers 26706 CVC
✓		Tail Lamps 24600 CVC	✓		Mirrors 26709 CVC
✓		License Plate Lamp 24601 CVC	✓		Horn 27000 CVC
✓		Stop Lamps 24603 CVC	✓		Exhaust System 27150 CVC
✓		Extension Lights 24605 CVC	✓		Fuel Cap 27155 CVC
✓		Backup Lamps (1969+) 24606 CVC	✓		Tire Tread 27465 CVC
✓		Reflectors, Rear 24607 CVC	✓		Fenders/Mud Guards 27600 CVC
✓		Reflectors, Front and Side (1968+) 24608 CVC	✓		Broom 27700 CVC
✓		Turn Signals 24951 CVC	✓		Shovel 27700 CVC
✓		Clearance Lamps (>80" Wide) 25100 CVC	✓		Fire Extinguisher 4B, C Rating 27700 CVC
✓		Amber Warning Lights 25253 CVC	✓		Safety Chains 29004 CVC
✓		Warning Devices (Reflectors) 25300 CVC	✓		Signs 27907 CVC
✓		Service Brakes 26311 CVC			

**SERVICE AND OTHER EQUIPMENT**

✓	Flashlight		Hydraulic Jack
✓	Wrecking Bar (Large Pry Bar)		Tire Changing Equipment
✓	Six (6) 30-Minute Flares or 6 Reflectorized Cones, Min. 12" Ht.		Rubber Mallet / Hub Cap Tool (Classes A and B)
✓	Trash Cans & Absorbent (4 Gallon Minimum)		Lockout Tools (Classes A and B)
	Shop Rags or Paper Towels		Motorcycle Straps (Class A)
	Shop to Truck Communications (Cell phones / 2-way radio)		Sledge Hammer (Classes B, C, and D)
	Approved Fuel Containers (Classes A and B) if carried		Tool Kit
	Booster Battery or Hot Box		Reflective Safety Attire

**TOWING EQUIPMENT**

✓	Manufacturer Rating Plates	✓	Wrecker Controls
✓	Controls Labeled	✓	Throttle Control (if Equipped)
✓	Wrecker Boom Assembly	✓	Hydraulic Rams, Hoses, Valves
✓	Wheel Lift Assembly	✓	Cable Sheaves
✓	Body and Towing Equipment Mounting Bolts	✓	Recovery Chain
✓	Winch Rating: <b>12k</b> Boom Capacity: <b>24k</b>		

**WHEEL LIFT**

✓	Pivot Pin	✓	"L" Arms
✓	Wheel Lift Tie Down Safety Straps or Chains		Claw

**CONVENTIONAL**

	Tow Sling Assembly (Check for bent inner tubes)		Sling Pads
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**CAR CARRIER**

	Carrier Bed Frame		Bed Safety Lock
	Bed Hinges		Slide Pads
	Loading Bridle		

COMMENTS **D.L. #: D6421785**  
**WHEEL LIFT EXTENSIONS DON'T HAVE SECUREMENT DEVICE - C. PETERSON MOVED 4-12-23**  
**LEVEL 1 COMPLETED ON 3/24/23**

INSPECTED BY (NAME &amp; I.D. NUMBER)

**SUMNER 15443**

DATE

**4.10.23**

TOW OPERATOR'S SIGNATURE



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**TOW TRUCK INSPECTION GUIDE**

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**TOW TRUCK EQUIPMENT SPECIFICATIONS (By Class)****CLASS A**

P	F		P	F	
✓		Minimum 14,000 Pound GVWR Chassis <i>2th</i>			Tow Sling "Minimum" 3,000 Pounds (if equipped)
✓		4-Ton Boom Rating	✓		Tow Chains "Minimum" 5/16" Grade 70 with J/T Hooks
✓		One 4-Ton Snatch Block	✓		Two (2) Safety Chains 5/16" Alloy or OEM Specifications
✓		Tow Dolly (with wheel tie down straps)	✓		Wheel Lift Rating - Extended 3,000 Pounds
✓		Steering Wheel Securement Device	✓		Two (2) Crossbeams, (1) 4"x4"x60" and (1) 4"x4"x48"(Minimum)
✓		100' 3/8" 6 x 19 Wire Rope or OEM Specifications			

**CLASS A CAR CARRIER**

		Minimum 19,000 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			Adequate Crossbeams or Ramping Material
		Loading Bridle with J/T Hooks			

**CLASS A CAR CARRIER TWO VEHICLE**

		Minimum 23,500 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
		Loading Bridle with J/T Hooks			2 Safety Chains 5/16" Alloy/OEM Spec & Wheel Straps - Towed Veh
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			Adequate Crossbeams or Ramping Material
		Alloy/OEM Spec & Wheel Straps - Towed Vehicle			

**CLASS B**

		Minimum 33,000 Pound GVWR Chassis			Axle Covers/Caps
		16-Ton Boom Rating			Truck Hitch/Tow Bar with 7,000 Pound Rating (if equipped)
		150' 7/16" 6 x 19 Wire Rope or OEM Specifications			Two (2) - 4"x6"x48" Crossbeams (minimum)
		Safety Chains 1/2" Alloy or OEM Specifications			Tow Chains "Minimum" 1/2" Grade 70 with JT Hooks
		Two 8-Ton Snatch Blocks			Wheel Lift Rating - 10,000 Pounds Retracted / 8,000 Pounds Extended
		Air Brakes or Hydraulic W/Air Hookup Package			Under Lift/Fork Adapters w/Tie-Down Straps or Chains
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Aluminum Tow Angles (Minimum 2)

**CLASS B CAR CARRIER**

		Minimum 33,000 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or OEM Specifications
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			2 Safety Chains = 5/16" Alloy/OEM Spec & Wheel Straps for Towed Vehicle
		Loading Bridle with J/T Hooks			Adequate Cross Beams or Ramping Material
		Steering Wheel Securement Device			

**CLASS C**

		Minimum 52,000 Pound GVWR Chassis			Tow Chains 5/8" Grade 70 or OEM Specifications
		25-Ton Boom Rating			Two (2) 4"x6"x48" Crossbeams (Minimum)
		200' 5/8" 6x19 Wire Rope or OEM Specifications			Pintle Hook
		Two (2) Safety Chains 5/8" Alloy or OEM Specifications			Under Lift Rating - 25,000 Pounds / 12,000 Pounds Extended
		Two 12-Ton Snatch Blocks			Under Lift/Fork Adapters w/Tie-Down Straps or Chains
		Air Brakes W/Air Hookup Package			Aluminum Tow Angles (Minimum 2)
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Truck Hitch/Tow Bar 12,000 Pound Rating (if equipped)
		Axle Covers/Caps			Tow Sling 12,000 Pound Rating (if equipped)

**CLASS D**

		Minimum 54,000 Pound GVWR Chassis			Tow Chains 5/8" Grade 70 or OEM Specifications
		35-Ton Boom Rating			Two (2) 4"x6"x48" Crossbeams (Minimum)
		250' 3/4" 6x19 Wire Rope or OEM Specifications			Pintle Hook
		Two (2) Safety Chains 5/8" Alloy or OEM Specifications			Under Lift Rating - 32,000 Pounds / 16,000 Pounds Extended
		Two 12-Ton Snatch Blocks			Truck Hitch/Tow Bar 20,000 Pound Rating (if equipped)
		Air Brakes W/Air Hookup Package			Aluminum Tow Angles (Minimum 2)
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Tow Sling with 20,000 Pound Rating (if equipped)
		Axle Cover/Caps			Under Lift / Fork Adapters w/Tie-Down Straps or Chains

**MAXIMUM LIFTING CAPACITY (MLC) CALCULATIONS (Refer to HPM 81.2, Chapter 7, Annex B)**

FRONT AXLE WEIGHT (FAW), UNLADEN

WHEEL BASE (WB), IN INCHES

OVER HANG (OH), IN INCHES

FORMULA

1/2 FAW:

x WB:

÷ BY OH:

= MLC:

CLASS OF VEHICLE BASED ON THE MLC



STATE OF CALIFORNIA  
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**TOW TRUCK INSPECTION GUIDE**  
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AREA NUMBER <b>650</b>	COMPANY <b>QUALITY TOWING</b>		CA NUMBER <b>CA502554</b>	DOT NUMBER <b>2983622</b>	LEGEND <b>P = Pass</b> F = Fail
YEAR <b>2020</b>	MAKE <b>HINO</b>	MODEL <b>258LP</b>	LICENSE NUMBER <b>72346T2</b>	VIN <b>5PVNJ8JN6L4S54028</b>	
GWR <b>25,500</b>	EQUIPMENT TYPE (CHECK APPROPRIATE BOX)				
<input type="checkbox"/> CONVENTIONAL <input type="checkbox"/> UNDERLIFT <input type="checkbox"/> TRUCK HITCH <input type="checkbox"/> WHEEL LIFT <input checked="" type="checkbox"/> CAR CARRIER					

**REQUIREMENTS FOR ALL CLASSES****CALIFORNIA VEHICLE CODE REQUIREMENTS**

P	F		P	F	
/		Current Registration <b>8/23</b>	/		4000 CVC
/		Headlights	/		24400 CVC
/		Beam Indicator	/		24408 CVC
/		Tail Lamps	/		24600 CVC
/		License Plate Lamp	/		24601 CVC
/		Stop Lamps	/		24603 CVC
/		Extension Lights	/		24605 CVC
/		Backup Lamps (1969+)	/		24606 CVC
/		Reflectors, Rear	/		24607 CVC
/		Reflectors, Front and Side (1968+)	/		24608 CVC
/		Turn Signals	/		24951 CVC
/		Clearance Lamps (>80" Wide)	/		25100 CVC
/		Amber Warning Lights	/		25253 CVC
/		Warning Devices (Reflectors)	/		25300 CVC
/		Service Brakes	/		26311 CVC
/			/		Parking Brake
/			/		26451 CVC
/			/		Windshield
/			/		26700 CVC
/			/		Windshield Wipers
/			/		26706 CVC
/			/		Mirrors
/			/		26709 CVC
/			/		Horn
/			/		27000 CVC
/			/		Exhaust System
/			/		27150 CVC
/			/		Fuel Cap
/			/		27155 CVC
/			/		Tire Tread
/			/		27465 CVC
/			/		Fenders/Mud Guards
/			/		27600 CVC
/			/		Broom
/			/		27700 CVC
/			/		Shovel
/			/		27700 CVC
/			/		Fire Extinguisher 4B, C Rating
/			/		27700 CVC
/			/		Safety Chains
/			/		29004 CVC
/			/		Signs <b>ADDRESS</b>
/			/		27907 CVC

**SERVICE AND OTHER EQUIPMENT**

/		Flashlight	/		Hydraulic Jack
/		Wrecking Bar (Large Pry Bar)	/		Tire Changing Equipment
/		Six (6) 30-Minute Flares or 6 Reflectorized Cones, Min. 12" Ht.	/		Rubber Mallet / Hub Cap Tool (Classes A and B)
/		Trash Cans & Absorbent (4 Gallon Minimum)	/		Lockout Tools (Classes A and B)
/		Shop Rags or Paper Towels	/		Motorcycle Straps (Class A)
/		Shop to Truck Communications (Cell phones / 2-way radio)	/		Sledge Hammer (Classes B, C, and D)
/		Approved Fuel Containers (Classes A and B) if carried	/		Tool Kit
/		Booster Battery or Hot Box	/		Reflective Safety Attire

**TOWING EQUIPMENT**

/		Manufacturer Rating Plates	/		Wrecker Controls
/		Controls Labeled	/		Throttle Control (if Equipped)
/		Wrecker Boom Assembly	/		Hydraulic Rams, Hoses, Valves
/		Wheel Lift Assembly	/		Cable Sheaves
/		Body and Towing Equipment Mounting Bolts	/		Recovery Chain
/		Winch Rating: <b>8K</b> Boom Capacity:	/		

**WHEEL LIFT**

/		Pivot Pin	/		"L" Arms
/		Wheel Lift Tie Down Safety Straps or Chains	/		Claw

**CONVENTIONAL**

/		Tow Sling Assembly (Check for bent inner tubes)	/		Sling Pads
---	--	---	---	--	------------

**CAR CARRIER**

/		Carrier Bed Frame	/		Bed Safety Lock
/		Bed Hinges	/		Slide Pads
/		Loading Bridle	/		

COMMENTS

**LEVEL 1 ON 3/26/23****REPLACE ADDRESS LABELING @ LEAST 2" HEIGHT****REFLECTIVE SAFETY ATTIRE****B 9675553**

INSPECTED BY (NAME &amp; I.D. NUMBER)

**K. LAGACE****20497**

DATE

**4/11/23**

TOW OPERATOR'S SIGNATURE



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**TOW TRUCK INSPECTION GUIDE**

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**TOW TRUCK EQUIPMENT SPECIFICATIONS (By Class)****CLASS A**

P	F	P	F
	Minimum 14,000 Pound GVWR Chassis		Tow Sling "Minimum" 3,000 Pounds (if equipped)
	4-Ton Boom Rating		Tow Chains "Minimum" 5/16" Grade 70 with J/T Hooks
	One 4-Ton Snatch Block		Two (2) Safety Chains 5/16" Alloy or OEM Specifications
	Tow Dolly (with wheel tie down straps)		Wheel Lift Rating - Extended 3,000 Pounds
	Steering Wheel Securement Device		Two (2) Crossbeams, (1) 4"x4"x60" and (1) 4"x4"x48" (Minimum)
	100' 3/8" 6 x 19 Wire Rope or OEM Specifications		

**CLASS A CAR CARRIER**

	Minimum 19,000 Pound GVWR Chassis		4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
	50' 3/8" 6 x 19 Wire Rope or OEM Specifications		Adequate Crossbeams or Ramping Material
	Loading Bridle with J/T Hooks		

**CLASS A CAR CARRIER TWO VEHICLE**

	Minimum 23,500 Pound GVWR Chassis		4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
	Loading Bridle with J/T Hooks		2 Safety Chains 5/16" Alloy/OEM Spec & Wheel Straps - Towed Veh
	50' 3/8" 6 x 19 Wire Rope or OEM Specifications		Adequate Crossbeams or Ramping Material
	Alloy/OEM Spec & Wheel Straps - Towed Vehicle		

**CLASS B**

	Minimum 33,000 Pound GVWR Chassis		Axle Covers/Caps
	16-Ton Boom Rating		Truck Hitch/Tow Bar with 7,000 Pound Rating (if equipped)
	150' 7/16" 6 x 19 Wire Rope or OEM Specifications		Two (2) - 4"x6"x48" Crossbeams (minimum)
	Safety Chains 1/2" Alloy or OEM Specifications		Tow Chains "Minimum" 1/2" Grade 70 with JT Hooks
	Two 8-Ton Snatch Blocks		Wheel Lift Rating - 10,000 Pounds Retracted / 8,000 Pounds Extended
	Air Brakes or Hydraulic W/Air Hookup Package		Under Lift/Fork Adapters w/Tie-Down Straps or Chains
	Air Hoses and Fittings		Safety Tie-Down Chains and Binders
	Steering Wheel Securement Device		Aluminum Tow Angles (Minimum 2)

**CLASS B CAR CARRIER**

	Minimum 33,000 Pound GVWR Chassis		4 Safety Chains 5/16" Grade 70 or OEM Specifications
	50' 3/8" 6 x 19 Wire Rope or OEM Specifications		2 Safety Chains - 5/16" Alloy/OEM Spec & Wheel Straps for Towed Vehicle
	Loading Bridle with J/T Hooks		Adequate Cross Beams or Ramping Material
	Steering Wheel Securement Device		

**CLASS C**

	Minimum 52,000 Pound GVWR Chassis		Tow Chains 5/8" Grade 70 or OEM Specifications
	25-Ton Boom Rating		Two (2) 4"x6"x48" Crossbeams (Minimum)
	200' 5/8" 6x19 Wire Rope or OEM Specifications		Pintle Hook
	Two (2) Safety Chains 5/8" Alloy or OEM Specifications		Under Lift Rating - 25,000 Pounds / 12,000 Pounds Extended
	Two 12-Ton Snatch Blocks		Under Lift/Fork Adapters w/Tie-Down Straps or Chains
	Air Brakes W/Air Hookup Package		Aluminum Tow Angles (Minimum 2)
	Air Hoses and Fittings		Safety Tie-Down Chains and Binders
	Steering Wheel Securement Device		Truck Hitch/Tow Bar 12,000 Pound Rating (if equipped)
	Axle Covers/Caps		Tow Sling 12,000 Pound Rating (if equipped)

**CLASS D**

	Minimum 54,000 Pound GVWR Chassis		Tow Chains 5/8" Grade 70 or OEM Specifications
	35-Ton Boom Rating		Two (2) 4"x6"x48" Crossbeams (Minimum)
	250' 3/4" 6x19 Wire Rope or OEM Specifications		Pintle Hook
	Two (2) Safety Chains 5/8" Alloy or OEM Specifications		Under Lift Rating - 32,000 Pounds / 16,000 Pounds Extended
	Two 12-Ton Snatch Blocks		Truck Hitch/Tow Bar 20,000 Pound Rating (if equipped)
	Air Brakes W/Air Hookup Package		Aluminum Tow Angles (Minimum 2)
	Air Hoses and Fittings		Safety Tie-Down Chains and Binders
	Steering Wheel Securement Device		Tow Sling with 20,000 Pound Rating (if equipped)
	Axle Cover/Caps		Under Lift / Fork Adapters w/Tie-Down Straps or Chains

**MAXIMUM LIFTING CAPACITY (MLC) CALCULATIONS (Refer to HPM 81.2, Chapter 7, Annex B)**

FRONT AXLE WEIGHT (FAW), UNLADEN	WHEEL BASE (WB), IN INCHES	OVER HANG (OH), IN INCHES
FORMULA		

1/2 FAW:

x WB:

÷ BY OH:

= MLC:

CLASS OF VEHICLE BASED ON THE MLC



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**TOW TRUCK INSPECTION GUIDE**  
CHP 234B (Rev. 5-17) OPI 061

AREA NUMBER 650	COMPANY QUALITY TOWING		CA NUMBER CA502554	DOT NUMBER 2983622	LEGEND <input checked="" type="checkbox"/> P = Pass <input type="checkbox"/> F = Fail
YEAR 2020	MAKE FREIGHTLINER	MODEL M2	LICENSE NUMBER 98995V2	VIN 1FVACWFC6LHLC9811	
GVWR 25,500	EQUIPMENT TYPE (CHECK APPROPRIATE BOX)				
<input type="checkbox"/> CONVENTIONAL <input type="checkbox"/> UNDERLIFT <input type="checkbox"/> TRUCK HITCH <input type="checkbox"/> WHEEL LIFT <input checked="" type="checkbox"/> CAR CARRIER					

**REQUIREMENTS FOR ALL CLASSES****CALIFORNIA VEHICLE CODE REQUIREMENTS**

P	F		P	F	
<input checked="" type="checkbox"/>		Current Registration 10/23	<input checked="" type="checkbox"/>		4000 CVC
<input checked="" type="checkbox"/>		Headlights	<input checked="" type="checkbox"/>		24400 CVC
<input checked="" type="checkbox"/>		Beam Indicator	<input checked="" type="checkbox"/>		24408 CVC
<input checked="" type="checkbox"/>		Tall Lamps	<input checked="" type="checkbox"/>		24600 CVC
<input checked="" type="checkbox"/>		License Plate Lamp	<input checked="" type="checkbox"/>		24601 CVC
<input checked="" type="checkbox"/>		Stop Lamps	<input checked="" type="checkbox"/>		24603 CVC
<input checked="" type="checkbox"/>		Extension Lights	<input checked="" type="checkbox"/>		24605 CVC
<input checked="" type="checkbox"/>		Backup Lamps (1969+)	<input checked="" type="checkbox"/>		24606 CVC
<input checked="" type="checkbox"/>		Reflectors, Rear	<input checked="" type="checkbox"/>		24607 CVC
<input checked="" type="checkbox"/>		Reflectors, Front and Side (1968+)	<input checked="" type="checkbox"/>		24608 CVC
<input checked="" type="checkbox"/>		Turn Signals	<input checked="" type="checkbox"/>		24951 CVC
<input checked="" type="checkbox"/>		Clearance Lamps (>80" Wide)	<input checked="" type="checkbox"/>		25100 CVC
<input checked="" type="checkbox"/>		Amber Warning Lights	<input checked="" type="checkbox"/>		25253 CVC
<input checked="" type="checkbox"/>		Warning Devices (Reflectors)	<input checked="" type="checkbox"/>		25300 CVC
<input checked="" type="checkbox"/>		Service Brakes	<input checked="" type="checkbox"/>		26311 CVC
<input checked="" type="checkbox"/>		Parking Brake	<input checked="" type="checkbox"/>		26451 CVC
<input checked="" type="checkbox"/>		Windshield	<input checked="" type="checkbox"/>		26700 CVC
<input checked="" type="checkbox"/>		Windshield Wipers	<input checked="" type="checkbox"/>		26706 CVC
<input checked="" type="checkbox"/>		Mirrors	<input checked="" type="checkbox"/>		26709 CVC
<input checked="" type="checkbox"/>		Horn	<input checked="" type="checkbox"/>		27000 CVC
<input checked="" type="checkbox"/>		Exhaust System	<input checked="" type="checkbox"/>		27150 CVC
<input checked="" type="checkbox"/>		Fuel Cap	<input checked="" type="checkbox"/>		27155 CVC
<input checked="" type="checkbox"/>		Tire Tread	<input checked="" type="checkbox"/>		27465 CVC
<input checked="" type="checkbox"/>		Fenders/Mud Guards	<input checked="" type="checkbox"/>		27600 CVC
<input checked="" type="checkbox"/>		Broom	<input checked="" type="checkbox"/>		27700 CVC
<input checked="" type="checkbox"/>		Shovel	<input checked="" type="checkbox"/>		27700 CVC
<input checked="" type="checkbox"/>		Fire Extinguisher 4B, C Rating	<input checked="" type="checkbox"/>		27700 CVC
<input checked="" type="checkbox"/>		Safety Chains	<input checked="" type="checkbox"/>		29004 CVC
<input checked="" type="checkbox"/>		Signs	<input checked="" type="checkbox"/>		27907 CVC

**SERVICE AND OTHER EQUIPMENT**

<input checked="" type="checkbox"/>	Flashlight	<input checked="" type="checkbox"/>	Hydraulic Jack
<input checked="" type="checkbox"/>	Wrecking Bar (Large Pry Bar)	<input checked="" type="checkbox"/>	Tire Changing Equipment
<input checked="" type="checkbox"/>	Six (6) 30-Minute Flares or 6 Reflectorized Cones, Min. 12" Ht.	<input checked="" type="checkbox"/>	Rubber Mallet / Hub Cap Tool (Classes A and B)
<input checked="" type="checkbox"/>	Trash Cans & Absorbent (4 Gallon Minimum)	<input checked="" type="checkbox"/>	Lockout Tools (Classes A and B)
<input checked="" type="checkbox"/>	Shop Rags or Paper Towels	<input checked="" type="checkbox"/>	Motorcycle Straps (Class A)
<input checked="" type="checkbox"/>	Shop to Truck Communications (Cell phones / 2-way radio)	<input checked="" type="checkbox"/>	Sledge Hammer (Classes B, C, and D)
<input checked="" type="checkbox"/>	Approved Fuel Containers (Classes A and B) if carried	<input checked="" type="checkbox"/>	Tool Kit
<input checked="" type="checkbox"/>	Booster Battery or Hot Box	<input checked="" type="checkbox"/>	Reflective Safety Attire

**TOWING EQUIPMENT**

<input checked="" type="checkbox"/>	Manufacturer Rating Plates	<input checked="" type="checkbox"/>	Wrecker Controls
<input checked="" type="checkbox"/>	Controls Labeled	<input checked="" type="checkbox"/>	Throttle Control (if Equipped)
<input checked="" type="checkbox"/>	Wrecker Boom Assembly	<input checked="" type="checkbox"/>	Hydraulic Rams, Hoses, Valves
<input checked="" type="checkbox"/>	Wheel Lift Assembly	<input checked="" type="checkbox"/>	Cable Sheaves
<input checked="" type="checkbox"/>	Body and Towing Equipment Mounting Bolts	<input checked="" type="checkbox"/>	Recovery Chain
<input checked="" type="checkbox"/>	Winch Rating: 8 Boom Capacity:		

**WHEEL LIFT**

<input checked="" type="checkbox"/>	Pivot Pin	<input checked="" type="checkbox"/>	"L" Arms
<input checked="" type="checkbox"/>	Wheel Lift Tie Down Safety Straps or Chains	<input checked="" type="checkbox"/>	Claw

**CONVENTIONAL**

<input checked="" type="checkbox"/>	Tow Sling Assembly (Check for bent inner tubes)	<input checked="" type="checkbox"/>	Sling Pads
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**CAR CARRIER**

<input checked="" type="checkbox"/>	Carrier Bed Frame	<input checked="" type="checkbox"/>	Bed Safety Lock
<input checked="" type="checkbox"/>	Bed Hinges	<input checked="" type="checkbox"/>	Slide Pads
<input checked="" type="checkbox"/>	Loading Bridle		

COMMENTS  
 D1311, 585  
 LEVEL 1 2/18/23

INSPECTED BY (NAME &amp; I.D. NUMBER)

K. LAGREE

20497

DATE

4/11/23

TOW OPERATOR'S SIGNATURE

[Signature]



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**TOW TRUCK INSPECTION GUIDE**

CHP 234B (Rev. 5-17) OPI 061

**TOW TRUCK EQUIPMENT SPECIFICATIONS (By Class)****CLASS A**

P	F	P	F
	Minimum 14,000 Pound GVWR Chassis		Tow Sling "Minimum" 3,000 Pounds (if equipped)
	4-Ton Boom Rating		Tow Chains "Minimum" 5/16" Grade 70 with J/T Hooks
	One 4-Ton Snatch Block		Two (2) Safety Chains 5/16" Alloy or OEM Specifications
	Tow Dolly (with wheel tie down straps)		Wheel Lift Rating - Extended 3,000 Pounds
	Steering Wheel Securement Device		Two (2) Crossbeams, (1) 4"x4"x60" and (1) 4"x4"x48"(Minimum)
	100' 3/8" 6 x 19 Wire Rope or OEM Specifications		

**CLASS A CAR CARRIER**

	Minimum 19,000 Pound GVWR Chassis		4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
	50' 3/8" 6 x 19 Wire Rope or OEM Specifications		Adequate Crossbeams or Ramping Material
	Loading Bridle with J/T Hooks		

**CLASS A CAR CARRIER TWO VEHICLE**

	Minimum 23,500 Pound GVWR Chassis		4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
	Loading Bridle with J/T Hooks		2 Safety Chains 5/16" Alloy/OEM Spec & Wheel Straps - Towed Veh
	50' 3/8" 6 x 19 Wire Rope or OEM Specifications		Adequate Crossbeams or Ramping Material
	Alloy/OEM Spec & Wheel Straps - Towed Vehicle		

**CLASS B**

	Minimum 33,000 Pound GVWR Chassis		Axle Covers/Caps
	16-Ton Boom Rating		Truck Hitch/Tow Bar with 7,000 Pound Rating (if equipped)
	150' 7/16" 6 x 19 Wire Rope or OEM Specifications		Two (2) - 4"x6"x48" Crossbeams (minimum)
	Safety Chains 1/2" Alloy or OEM Specifications		Tow Chains "Minimum" 1/2" Grade 70 with JT Hooks
	Two 8-Ton Snatch Blocks		Wheel Lift Rating - 10,000 Pounds Retracted / 8,000 Pounds Extended
	Air Brakes or Hydraulic W/Air Hookup Package		Under Lift/Fork Adapters w/Tie-Down Straps or Chains
	Air Hoses and Fittings		Safety Tie-Down Chains and Binders
	Steering Wheel Securement Device		Aluminum Tow Angles (Minimum 2)

**CLASS B CAR CARRIER**

	Minimum 33,000 Pound GVWR Chassis		4 Safety Chains 5/16" Grade 70 or OEM Specifications
	50' 3/8" 6 x 19 Wire Rope or OEM Specifications		2 Safety Chains = 5/16" Alloy/OEM Spec & Wheel Straps for Towed Vehicle
	Loading Bridle with J/T Hooks		Adequate Cross Beams or Ramping Material
	Steering Wheel Securement Device		

**CLASS C**

	Minimum 52,000 Pound GVWR Chassis		Tow Chains 5/8" Grade 70 or OEM Specifications
	25-Ton Boom Rating		Two (2) 4"x6"x48" Crossbeams (Minimum)
	200' 5/8" 6x19 Wire Rope or OEM Specifications		Pintle Hook
	Two (2) Safety Chains 5/8" Alloy or OEM Specifications		Under Lift Rating - 25,000 Pounds / 12,000 Pounds Extended
	Two 12-Ton Snatch Blocks		Under Lift/Fork Adapters w/Tie-Down Straps or Chains
	Air Brakes W/Air Hookup Package		Aluminum Tow Angles (Minimum 2)
	Air Hoses and Fittings		Safety Tie-Down Chains and Binders
	Steering Wheel Securement Device		Truck Hitch/Tow Bar 12,000 Pound Rating (if equipped)
	Axle Covers/Caps		Tow Sling 12,000 Pound Rating (if equipped)

**CLASS D**

	Minimum 54,000 Pound GVWR Chassis		Tow Chains 5/8" Grade 70 or OEM Specifications
	35-Ton Boom Rating		Two (2) 4"x6"x48" Crossbeams (Minimum)
	250' 3/4" 6x19 Wire Rope or OEM Specifications		Pintle Hook
	Two (2) Safety Chains 5/8" Alloy or OEM Specifications		Under Lift Rating - 32,000 Pounds / 16,000 Pounds Extended
	Two 12-Ton Snatch Blocks		Truck Hitch/Tow Bar 20,000 Pound Rating (if equipped)
	Air Brakes W/Air Hookup Package		Aluminum Tow Angles (Minimum 2)
	Air Hoses and Fittings		Safety Tie-Down Chains and Binders
	Steering Wheel Securement Device		Tow Sling with 20,000 Pound Rating (if equipped)
	Axle Cover/Caps		Under Lift / Fork Adapters w/Tie-Down Straps or Chains

**MAXIMUM LIFTING CAPACITY (MLC) CALCULATIONS (Refer to HPM 81.2, Chapter 7, Annex B)**

FRONT AXLE WEIGHT (FAW), UNLADEN	WHEEL BASE (WB), IN INCHES	OVER HANG (OH), IN INCHES
----------------------------------	----------------------------	---------------------------

FORMULA

$$\frac{1}{2} \text{ FAW:} \quad \times \text{ WB:} \quad \div \text{ BY OH:} \quad = \text{ MLC:}$$

CLASS OF VEHICLE BASED ON THE MLC



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**TOW TRUCK INSPECTION GUIDE**  
CHP 234B (Rev. 5-17) OPI 061

AREA NUMBER 650	COMPANY QUALITY TOWING		CA NUMBER CA502554	DOT NUMBER 2983622	LEGEND P = Pass F = Fail
YEAR 2018	MAKE HINO	MODEL 258LP	LICENSE NUMBER 08830H2	VIN 5PVNJ8JN9J4S53033	
GWR 25,500	EQUIPMENT TYPE (CHECK APPROPRIATE BOX)				
<input type="checkbox"/> CONVENTIONAL <input type="checkbox"/> UNDERLIFT <input type="checkbox"/> TRUCK HITCH <input type="checkbox"/> WHEEL LIFT <input checked="" type="checkbox"/> CAR CARRIER					

**REQUIREMENTS FOR ALL CLASSES****CALIFORNIA VEHICLE CODE REQUIREMENTS**

P	F		P	F	
/		Current Registration 4/23	/		4000 CVC
/		Headlights	/		24400 CVC
/		Beam Indicator	/		24408 CVC
/		Tail Lamps	/		24600 CVC
/		License Plate Lamp	/		24601 CVC
/		Stop Lamps	/		24603 CVC
/		Extension Lights	/		24605 CVC
/		Backup Lamps (1969+)	/		24606 CVC
/		Reflectors, Rear	/		24607 CVC
/		Reflectors, Front and Side (1968+)	/		24608 CVC
/		Turn Signals	/		24951 CVC
/		Clearance Lamps (>80" Wide)	/		25100 CVC
/		Amber Warning Lights	/		25253 CVC
/		Warning Devices (Reflectors)	/		25300 CVC
/		Service Brakes	/		26311 CVC
/			/		Parking Brake
/			/		26451 CVC
/			/		Windshield
/			/		26700 CVC
/			/		Windshield Wipers
/			/		26706 CVC
/			/		Mirrors
/			/		26709 CVC
/			/		Horn
/			/		27000 CVC
/			/		Exhaust System
/			/		27150 CVC
/			/		Fuel Cap
/			/		27155 CVC
/			/		Tire Tread
/			/		27465 CVC
/			/		Fenders/Mud Guards
/			/		27600 CVC
/			/		Broom
/			/		27700 CVC
/			/		Shovel
/			/		27700 CVC
/			/		Fire Extinguisher 4B, C Rating
/			/		27700 CVC
/			/		Safety Chains
/			/		29004 CVC
/			/		Signs
/			/		27907 CVC

**SERVICE AND OTHER EQUIPMENT**

/		Flashlight	/		Hydraulic Jack
/		Wrecking Bar (Large Pry Bar)	/		Tire Changing Equipment
/		Six (6) 30-Minute Flares or 6 Reflectorized Cones, Min. 12" Ht.	/		Rubber Mallet / Hub Cap Tool (Classes A and B)
/		Trash Cans & Absorbent (4 Gallon Minimum)	/		Lockout Tools (Classes A and B)
/		Shop Rags or Paper Towels	/		Motorcycle Straps (Class A)
/		Shop to Truck Communications (Cell phones / 2-way radio)	/		Sledge Hammer (Classes B, C, and D)
/		Approved Fuel Containers (Classes A and B) if carried	/		Tool Kit
/		Booster Battery or Hot Box	/		Reflective Safety Attire

**TOWING EQUIPMENT**

/		Manufacturer Rating Plates	/		Wrecker Controls
/		Controls Labeled	/		Throttle Control (if Equipped)
/		Wrecker Boom Assembly	/		Hydraulic Rams, Hoses, Valves
/		Wheel Lift Assembly	/		Cable Sheaves
/		Body and Towing Equipment Mounting Bolts	/		Recovery Chain
/		Winch Rating: 8K Boom Capacity:	/		

**WHEEL LIFT**

/		Pivot Pin	/		"L" Arms
/		Wheel Lift Tie Down Safety Straps or Chains	/		Claw

**CONVENTIONAL**

/		Tow Sling Assembly (Check for bent inner tubes)	/		Sling Pads
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**CAR CARRIER**

/		Carrier Bed Frame	/		Bed Safety Lock
/		Bed Hinges	/		Slide Pads
/		Loading Bridle	/		

COMMENTS

NO DRAG LIGHTS OK KAP  
TRUCK AIR BRAKE NOT LABELED - OK KAP  
LEVE 1 DONE ON 3/24/23

INSPECTED BY (NAME &amp; I.D. NUMBER)

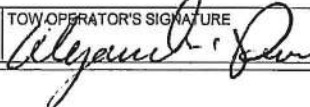
K. CAGARE

20497

DATE

4/11/23

TOW OPERATOR'S SIGNATURE





STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**TOW TRUCK INSPECTION GUIDE**  
CHP 234B (Rev. 5-17) OPI 061

**TOW TRUCK EQUIPMENT SPECIFICATIONS (By Class)****CLASS A**

P	F		P	F	
		Minimum 14,000 Pound GVWR Chassis			Tow Sling "Minimum" 3,000 Pounds (if equipped)
		4-Ton Boom Rating			Tow Chains "Minimum" 5/16" Grade 70 with J/T Hooks
		One 4-Ton Snatch Block			Two (2) Safety Chains 5/16" Alloy or OEM Specifications
		Tow Dolly (with wheel tie down straps)			Wheel Lift Rating - Extended 3,000 Pounds
		Steering Wheel Securement Device			Two (2) Crossbeams, (1) 4"x4"x60" and (1) 4"x4"x48"(Minimum)
		100' 3/8" 6 x 19 Wire Rope or OEM Specifications			

**CLASS A CAR CARRIER**

		Minimum 19,000 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			Adequate Crossbeams or Ramping Material
		Loading Bridle with J/T Hooks			

**CLASS A CAR CARRIER TWO VEHICLE**

		Minimum 23,500 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
		Loading Bridle with J/T Hooks			2 Safety Chains 5/16" Alloy/OEM Spec & Wheel Straps - Towed Veh
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			Adequate Crossbeams or Ramping Material
		Alloy/OEM Spec & Wheel Straps - Towed Vehicle			

**CLASS B**

		Minimum 33,000 Pound GVWR Chassis			Axle Covers/Caps
		16-Ton Boom Rating			Truck Hitch/Tow Bar with 7,000 Pound Rating (if equipped)
		150' 7/16" 6 x 19 Wire Rope or OEM Specifications			Two (2) - 4"x6"x48" Crossbeams (minimum)
		Safety Chains 1/2" Alloy or OEM Specifications			Tow Chains "Minimum" 1/2" Grade 70 with JT Hooks
		Two 8-Ton Snatch Blocks			Wheel Lift Rating - 10,000 Pounds Retracted / 8,000 Pounds Extended
		Air Brakes or Hydraulic W/Air Hookup Package			Under Lift/Fork Adapters w/Tie-Down Straps or Chains
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Aluminum Tow Angles (Minimum 2)

**CLASS B CAR CARRIER**

		Minimum 33,000 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or OEM Specifications
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			2 Safety Chains = 5/16" Alloy/OEM Spec & Wheel Straps for Towed Vehicle
		Loading Bridle with J/T Hooks			Adequate Cross Beams or Ramping Material
		Steering Wheel Securement Device			

**CLASS C**

		Minimum 52,000 Pound GVWR Chassis			Tow Chains 5/8" Grade 70 or OEM Specifications
		25-Ton Boom Rating			Two (2) 4"x6"x48" Crossbeams (Minimum)
		200' 5/8" 6x19 Wire Rope or OEM Specifications			Pintle Hook
		Two (2) Safety Chains 5/8" Alloy or OEM Specifications			Under Lift Rating - 25,000 Pounds / 12,000 Pounds Extended
		Two 12-Ton Snatch Blocks			Under Lift/Fork Adapters w/Tie-Down Straps or Chains
		Air Brakes W/Air Hookup Package			Aluminum Tow Angles (Minimum 2)
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Truck Hitch/Tow Bar 12,000 Pound Rating (if equipped)
		Axle Covers/Caps			Tow Sling 12,000 Pound Rating (if equipped)

**CLASS D**

		Minimum 54,000 Pound GVWR Chassis			Tow Chains 5/8" Grade 70 or OEM Specifications
		35-Ton Boom Rating			Two (2) 4"x6"x48" Crossbeams (Minimum)
		250' 3/4" 6x19 Wire Rope or OEM Specifications			Pintle Hook
		Two (2) Safety Chains 5/8" Alloy or OEM Specifications			Under Lift Rating - 32,000 Pounds / 16,000 Pounds Extended
		Two 12-Ton Snatch Blocks			Truck Hitch/Tow Bar 20,000 Pound Rating (if equipped)
		Air Brakes W/Air Hookup Package			Aluminum Tow Angles (Minimum 2)
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Tow Sling with 20,000 Pound Rating (if equipped)
		Axle Cover/Caps			Under Lift / Fork Adapters w/Tie-Down Straps or Chains

**MAXIMUM LIFTING CAPACITY (MLC) CALCULATIONS (Refer to HPM 81.2, Chapter 7, Annex B)**

FRONT AXLE WEIGHT (FAW), UNLADEN

WHEEL BASE (WB), IN INCHES

OVER HANG (OH), IN INCHES

FORMULA

1/2 FAW:

x WB:

÷ BY OH:

= MLC:

CLASS OF VEHICLE BASED ON THE MLC



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**TOW TRUCK INSPECTION GUIDE**  
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AREA NUMBER <b>650</b>	COMPANY <b>QUALITY TOWING</b>		CA NUMBER <b>CA502554</b>	DOT NUMBER <b>2983622</b>	LEGEND <b>P = Pass</b> <b>F = Fail</b>
YEAR <b>2017</b>	MAKE <b>DODGE</b>	MODEL <b>5500</b>	LICENSE NUMBER <b>8016282 37864F2</b>	VIN <b>3C7WRMDLXH607688</b>	
GVWR <b>19,500</b>	EQUIPMENT TYPE (CHECK APPROPRIATE BOX)				
	<input type="checkbox"/> CONVENTIONAL	<input type="checkbox"/> UNDERLIFT	<input type="checkbox"/> TRUCK HITCH	<input type="checkbox"/> WHEEL LIFT	<input checked="" type="checkbox"/> CAR CARRIER

**REQUIREMENTS FOR ALL CLASSES****CALIFORNIA VEHICLE CODE REQUIREMENTS**

P	F		P	F	
✓		Current Registration <b>03/24</b>	✓		Parking Brake
✓		Headlights	✓		Windshield
✓		Beam Indicator	✓		Windshield Wipers
✓		Tail Lamps	✓		Mirrors
✓		License Plate Lamp	✓		Horn
✓		Stop Lamps	✓		Exhaust System
✓		Extension Lights	✓		Fuel Cap
✓		Backup Lamps (1969+)	✓		Tire Tread
✓		Reflectors, Rear	✓		Fenders/Mud Guards
✓		Reflectors, Front and Side (1968+)	✓		Broom
✓		Turn Signals	✓		Shovel
✓		Clearance Lamps (>80" Wide)	✓		Fire Extinguisher 4B, C Rating
✓		Amber Warning Lights	✓		Safety Chains
✓		Warning Devices (Reflectors)	✓		Signs
✓		Service Brakes			

**SERVICE AND OTHER EQUIPMENT**

✓	Flashlight	✓	Hydraulic Jack
✓	Wrecking Bar (Large Pry Bar)	✓	Tire Changing Equipment
✓	Six (6) 30-Minute Flares or 6 Reflectorized Cones, Min. 12" Ht.	✓	Rubber Mallet / Hub Cap Tool (Classes A and B)
✓	Trash Cans & Absorbent (4 Gallon Minimum)	✓	Lockout Tools (Classes A and B)
✓	Shop Rags or Paper Towels	✓	Motorcycle Straps (Class A)
✓	Shop to Truck Communications (Cell phones / 2-way radio)	✓	Sledge Hammer (Classes B, C, and D)
✓	Approved Fuel Containers (Classes A and B) if carried	✓	Tool Kit
✓	Booster Battery or Hot Box	✓	Reflective Safety Attire

**TOWING EQUIPMENT**

✓	Manufacturer Rating Plates	✓	Wrecker Controls
✓	Controls Labeled	✓	Throttle Control (if Equipped)
✓	Wrecker Boom Assembly	✓	Hydraulic Rams, Hoses, Valves
✓	Wheel Lift Assembly	✓	Cable Sheaves
✓	Body and Towing Equipment Mounting Bolts	✓	Recovery Chain
✓	Winch Rating: <b>6k</b> Boom Capacity: <b>14.5k</b>		

**WHEEL LIFT**

✓	Pivot Pin	✓	"L" Arms
✓	Wheel Lift Tie Down Safety Straps or Chains		Claw

**CONVENTIONAL**

	Tow Sling Assembly (Check for bent inner tubes)		Sling Pads
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**CAR CARRIER**

✓	Carrier Bed Frame	✓	Bed Safety Lock
✓	Bed Hinges		Slide Pads
✓	Loading Bridle		

COMMENTS

**LEVEL 1 DONE ON 3/17/23**

INSPECTED BY (NAME &amp; I.D. NUMBER)

**SUMNER****15443**

DATE

**4.10.23**

TOW OPERATOR'S SIGNATURE



STATE OF CALIFORNIA  
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**TOW TRUCK INSPECTION GUIDE**  
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**TOW TRUCK EQUIPMENT SPECIFICATIONS (By Class)****CLASS A**

P	F		P	F	
		Minimum 14,000 Pound GVWR Chassis			Tow Sling "Minimum" 3,000 Pounds (if equipped)
		4-Ton Boom Rating			Tow Chains "Minimum" 5/16" Grade 70 with J/T Hooks
		One 4-Ton Snatch Block			Two (2) Safety Chains 5/16" Alloy or OEM Specifications
		Tow Dolly (with wheel tie down straps)			Wheel Lift Rating - Extended 3,000 Pounds
		Steering Wheel Securement Device			Two (2) Crossbeams, (1) 4"x4"x60" and (1) 4"x4"x48" (Minimum)
		100' 3/8" 6 x 19 Wire Rope or OEM Specifications			

**CLASS A CAR CARRIER**

✓		Minimum 19,000 Pound GVWR Chassis 19.5 k	✓		4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
✓		50' 3/8" 6 x 19 Wire Rope or OEM Specifications	✓		Adequate Crossbeams or Ramping Material
✓		Loading Bridle with J/T Hooks			

**CLASS A CAR CARRIER TWO VEHICLE**

		Minimum 23,500 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
		Loading Bridle with J/T Hooks			2 Safety Chains 5/16" Alloy/OEM Spec & Wheel Straps - Towed Veh
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			Adequate Crossbeams or Ramping Material
		Alloy/OEM Spec & Wheel Straps - Towed Vehicle			

**CLASS B**

		Minimum 33,000 Pound GVWR Chassis			Axle Covers/Caps
		16-Ton Boom Rating			Truck Hitch/Tow Bar with 7,000 Pound Rating (if equipped)
		150' 7/16" 6 x 19 Wire Rope or OEM Specifications			Two (2) - 4"x6"x48" Crossbeams (minimum)
		Safety Chains 1/2" Alloy or OEM Specifications			Tow Chains "Minimum" 1/2" Grade 70 with JT Hooks
		Two 8-Ton Snatch Blocks			Wheel Lift Rating - 10,000 Pounds Retracted / 8,000 Pounds Extended
		Air Brakes or Hydraulic W/Air Hookup Package			Under Lift/Fork Adapters w/Tie-Down Straps or Chains
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Aluminum Tow Angles (Minimum 2)

**CLASS B CAR CARRIER**

		Minimum 33,000 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or OEM Specifications
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			2 Safety Chains = 5/16" Alloy/OEM Spec & Wheel Straps for Towed Vehicle
		Loading Bridle with J/T Hooks			Adequate Cross Beams or Ramping Material
		Steering Wheel Securement Device			

**CLASS C**

		Minimum 52,000 Pound GVWR Chassis			Tow Chains 5/8" Grade 70 or OEM Specifications
		25-Ton Boom Rating			Two (2) 4"x6"x48" Crossbeams (Minimum)
		200' 5/8" 6x19 Wire Rope or OEM Specifications			Pintle Hook
		Two (2) Safety Chains 5/8" Alloy or OEM Specifications			Under Lift Rating - 25,000 Pounds / 12,000 Pounds Extended
		Two 12-Ton Snatch Blocks			Under Lift/Fork Adapters w/Tie-Down Straps or Chains
		Air Brakes W/Air Hookup Package			Aluminum Tow Angles (Minimum 2)
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Truck Hitch/Tow Bar 12,000 Pound Rating (if equipped)
		Axle Covers/Caps			Tow Sling 12,000 Pound Rating (if equipped)

**CLASS D**

		Minimum 54,000 Pound GVWR Chassis			Tow Chains 5/8" Grade 70 or OEM Specifications
		35-Ton Boom Rating			Two (2) 4"x6"x48" Crossbeams (Minimum)
		250' 3/4" 6x19 Wire Rope or OEM Specifications			Pintle Hook
		Two (2) Safety Chains 5/8" Alloy or OEM Specifications			Under Lift Rating - 32,000 Pounds / 16,000 Pounds Extended
		Two 12-Ton Snatch Blocks			Truck Hitch/Tow Bar 20,000 Pound Rating (if equipped)
		Air Brakes W/Air Hookup Package			Aluminum Tow Angles (Minimum 2)
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Tow Sling with 20,000 Pound Rating (if equipped)
		Axle Cover/Caps			Under Lift / Fork Adapters w/Tie-Down Straps or Chains

**MAXIMUM LIFTING CAPACITY (MLC) CALCULATIONS (Refer to HPM 81.2, Chapter 7, Annex B)**

FRONT AXLE WEIGHT (FAW), UNLADEN	WHEEL BASE (WB), IN INCHES	OVER HANG (OH), IN INCHES
FORMULA		

1/2 FAW:                      x WB:                      + BY OH:                      = MLC:

CLASS OF VEHICLE BASED ON THE MLC



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AREA NUMBER <b>650</b>	COMPANY <b>QUALITY TOWING</b>	CA NUMBER <b>CA502554</b>	DOT NUMBER <b>2983622</b>	LEGEND <b>P = Pass</b> <b>F = Fail</b>
YEAR <b>2017</b>	MAKE <b>HINO</b>	MODEL <b>258LP</b>	LICENSE NUMBER <b>57420J2</b>	VIN <b>5PVNJ8JN9H4S52779</b>
GVWR <b>25,500</b>	EQUIPMENT TYPE (CHECK APPROPRIATE BOX)			
<input type="checkbox"/> CONVENTIONAL <input type="checkbox"/> UNDERLIFT <input type="checkbox"/> TRUCK HITCH <input type="checkbox"/> WHEEL LIFT <input checked="" type="checkbox"/> CAR CARRIER				

**REQUIREMENTS FOR ALL CLASSES**  
**CALIFORNIA VEHICLE CODE REQUIREMENTS**

P	F		P	F	
/		Current Registration <i>1/29</i>	/		4000 CVC
/		Headlights	/		24400 CVC
/		Beam Indicator	/		24408 CVC
/		Tail Lamps	/		24600 CVC
/		License Plate Lamp	/		24601 CVC
/		Stop Lamps	/		24603 CVC
/		Extension Lights	/		24605 CVC
/		Backup Lamps (1969+)	/		24606 CVC
/		Reflectors, Rear	/		24607 CVC
/		Reflectors, Front and Side (1968+)	/		24608 CVC
/		Turn Signals	/		24951 CVC
/		Clearance Lamps (>80" Wide)	/		25100 CVC
/		Amber Warning Lights	/		25253 CVC
/		Warning Devices (Reflectors)	/		25300 CVC
/		Service Brakes	/		26311 CVC
/		Parking Brake	/		26451 CVC
/		Windshield	/		26700 CVC
/		Windshield Wipers	/		26706 CVC
/		Mirrors	/		26709 CVC
/		Horn	/		27000 CVC
/		Exhaust System	/		27150 CVC
/		Fuel Cap	/		27155 CVC
/		Tire Tread	/		27465 CVC
/		Fenders/Mud Guards	/		27600 CVC
/		Broom	/		27700 CVC
/		Shovel	/		27700 CVC
/		Fire Extinguisher 4B, C Rating	/		27700 CVC
/		Safety Chains	/		29004 CVC
/		Signs	/		27907 CVC

**SERVICE AND OTHER EQUIPMENT**

/		Flashlight	/		Hydraulic Jack
/		Wrecking Bar (Large Pry Bar)	/		Tire Changing Equipment
/		Six (6) 30-Minute Flares or 6 Reflectorized Cones, Min. 12" Ht.	/		Rubber Mallet / Hub Cap Tool (Classes A and B)
/		Trash Cans & Absorbent (4 Gallon Minimum)	/		Lockout Tools (Classes A and B)
/		Shop Rags or Paper Towels	/		Motorcycle Straps (Class A)
/		Shop to Truck Communications (Cell phones / 2-way radio)	/		Sledge Hammer (Classes B, C, and D)
/		Approved Fuel Containers (Classes A and B) if carried	/		Tool Kit
/		Booster Battery or Hot Box	/		Reflective Safety Attire

**TOWING EQUIPMENT**

/		Manufacturer Rating Plates	/		Wrecker Controls
/		Controls Labeled	/		Throttle Control (if Equipped)
/		Wrecker Boom Assembly	/		Hydraulic Rams, Hoses, Valves
/		Wheel Lift Assembly	/		Cable Sheaves
/		Body and Towing Equipment Mounting Bolts	/		Recovery Chain
/		Winch Rating: <i>8K</i> Boom Capacity:	/		

**WHEEL LIFT**

/		Pivot Pin	/		"L" Arms
/		Wheel Lift Tie Down Safety Straps or Chains	/		Claw

**CONVENTIONAL**

/		Tow Sling Assembly (Check for bent inner tubes)	/		Sling Pads
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**CAR CARRIER**

/		Carrier Bed Frame	/		Bed Safety Lock
/		Bed Hinges	/		Slide Pads
/		Loading Bridle	/		

COMMENTS *E1748541*  
*LEVEL 1 PINE ON 4/9/23*  
*\* TIRES - 2ND AXLE LEFT OUTER & INNER } NO CORROSION*  
*\* NO LOCKOUT TOOLS } 04/13/23 CAG*  
*\* LICENSE PLATE LIGHT*

INSPECTED BY (NAME & I.D. NUMBER) <i>C. PETERSON #20082</i> <i>K. CAGREE 20497</i>	DATE <i>4/13/23</i>	TOW OPERATOR'S SIGNATURE <i>[Signature]</i>
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**TOW TRUCK EQUIPMENT SPECIFICATIONS (By Class)****CLASS A**

P	F		P	F	
		Minimum 14,000 Pound GVWR Chassis			Tow Sling "Minimum" 3,000 Pounds (if equipped)
		4-Ton Boom Rating			Tow Chains "Minimum" 5/16" Grade 70 with J/T Hooks
		One 4-Ton Snatch Block			Two (2) Safety Chains 5/16" Alloy or OEM Specifications
		Tow Dolly (with wheel tie down straps)			Wheel Lift Rating - Extended 3,000 Pounds
		Steering Wheel Securement Device			Two (2) Crossbeams, (1) 4"x4"x60" and (1) 4"x4"x48" (Minimum)
		100' 3/8" 6 x 19 Wire Rope or OEM Specifications			

**CLASS A CAR CARRIER**

		Minimum 19,000 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			Adequate Crossbeams or Ramping Material
		Loading Bridle with J/T Hooks			

**CLASS A CAR CARRIER TWO VEHICLE**

		Minimum 23,500 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
		Loading Bridle with J/T Hooks			2 Safety Chains 5/16" Alloy/OEM Spec & Wheel Straps - Towed Veh
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			Adequate Crossbeams or Ramping Material
		Alloy/OEM Spec & Wheel Straps - Towed Vehicle			

**CLASS B**

		Minimum 33,000 Pound GVWR Chassis			Axle Covers/Caps
		16-Ton Boom Rating			Truck Hitch/Tow Bar with 7,000 Pound Rating (if equipped)
		150' 7/16" 6 x 19 Wire Rope or OEM Specifications			Two (2) - 4"x6"x48" Crossbeams (minimum)
		Safety Chains 1/2" Alloy or OEM Specifications			Tow Chains "Minimum" 1/2" Grade 70 with JT Hooks
		Two 8-Ton Snatch Blocks			Wheel Lift Rating - 10,000 Pounds Retracted / 8,000 Pounds Extended
		Air Brakes or Hydraulic W/Air Hookup Package			Under Lift/Fork Adapters w/Tie-Down Straps or Chains
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Aluminum Tow Angles (Minimum 2)

**CLASS B CAR CARRIER**

		Minimum 33,000 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or OEM Specifications
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			2 Safety Chains = 5/16" Alloy/OEM Spec & Wheel Straps for Towed Vehicle
		Loading Bridle with J/T Hooks			Adequate Cross Beams or Ramping Material
		Steering Wheel Securement Device			

**CLASS C**

		Minimum 52,000 Pound GVWR Chassis			Tow Chains 5/8" Grade 70 or OEM Specifications
		25-Ton Boom Rating			Two (2) 4"x6"x48" Crossbeams (Minimum)
		200' 5/8" 6x19 Wire Rope or OEM Specifications			Pintle Hook
		Two (2) Safety Chains 5/8" Alloy or OEM Specifications			Under Lift Rating - 25,000 Pounds / 12,000 Pounds Extended
		Two 12-Ton Snatch Blocks			Under Lift/Fork Adapters w/Tie-Down Straps or Chains
		Air Brakes W/Air Hookup Package			Aluminum Tow Angles (Minimum 2)
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Truck Hitch/Tow Bar 12,000 Pound Rating (if equipped)
		Axle Covers/Caps			Tow Sling 12,000 Pound Rating (if equipped)

**CLASS D**

		Minimum 54,000 Pound GVWR Chassis			Tow Chains 5/8" Grade 70 or OEM Specifications
		35-Ton Boom Rating			Two (2) 4"x6"x48" Crossbeams (Minimum)
		250' 3/4" 6x19 Wire Rope or OEM Specifications			Pintle Hook
		Two (2) Safety Chains 5/8" Alloy or OEM Specifications			Under Lift Rating - 32,000 Pounds / 16,000 Pounds Extended
		Two 12-Ton Snatch Blocks			Truck Hitch/Tow Bar 20,000 Pound Rating (if equipped)
		Air Brakes W/Air Hookup Package			Aluminum Tow Angles (Minimum 2)
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Tow Sling with 20,000 Pound Rating (if equipped)
		Axle Cover/Caps			Under Lift / Fork Adapters w/Tie-Down Straps or Chains

**MAXIMUM LIFTING CAPACITY (MLC) CALCULATIONS (Refer to HPM 81.2, Chapter 7, Annex B)**

FRONT AXLE WEIGHT (FAW), UNLADEN	WHEEL BASE (WB), IN INCHES	OVER HANG (OH), IN INCHES
FORMULA		
1/2 FAW:	x WB:	+ BY OH:
CLASS OF VEHICLE BASED ON THE MLC		= MLC:



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AREA NUMBER <b>650</b>	COMPANY <b>QUALITY TOWING</b>		CA NUMBER <b>CA502554</b>	DOT NUMBER <b>2983622</b>	LEGEND <b>P = Pass</b> <b>F = Fail</b>
YEAR <b>2017</b>	MAKE <b>HINO</b>	MODEL <b>258LP</b>	LICENSE NUMBER <b>917298L2</b>	VIN <b>5PVNJ8JN5H4S52648</b>	
GVWR <b>25,500</b>	EQUIPMENT TYPE (CHECK APPROPRIATE BOX)				
	<input type="checkbox"/> CONVENTIONAL	<input type="checkbox"/> UNDERLIFT	<input type="checkbox"/> TRUCK HITCH	<input type="checkbox"/> WHEEL LIFT	<input checked="" type="checkbox"/> CAR CARRIER

**REQUIREMENTS FOR ALL CLASSES**  
**CALIFORNIA VEHICLE CODE REQUIREMENTS**

P	F		P	F	
/		Current Registration <b>10/23</b>	/		Parking Brake 26451 CVC
/		Headlights 24400 CVC	/		Windshield 26700 CVC
/		Beam Indicator 24408 CVC	/		Windshield Wipers 26706 CVC
/		Tail Lamps 24600 CVC	/		Mirrors 26709 CVC
/		License Plate Lamp 24601 CVC	/		Horn 27000 CVC
/		Stop Lamps 24603 CVC	/		Exhaust System 27150 CVC
/		Extension Lights 24605 CVC	/		Fuel Cap 27155 CVC
/		Backup Lamps (1969+) 24606 CVC	/		Tire Tread 27465 CVC
/		Reflectors, Rear 24607 CVC	/		Fenders/Mud Guards 27600 CVC
/		Reflectors, Front and Side (1968+) 24608 CVC	/		Broom 27700 CVC
/		Turn Signals 24951 CVC	/		Shovel 27700 CVC
/		Clearance Lamps (>80" Wide) 25100 CVC	/		Fire Extinguisher 4B, C Rating 27700 CVC
/		Amber Warning Lights 25253 CVC	/		Safety Chains 29004 CVC
/		Warning Devices (Reflectors) 25300 CVC	/		Signs 27907 CVC
/		Service Brakes 26311 CVC			

**SERVICE AND OTHER EQUIPMENT**

/		Flashlight	/		Hydraulic Jack
/		Wrecking Bar (Large Pry Bar)	/		Tire Changing Equipment
/		Six (6) 30-Minute Flares or 6 Reflectorized Cones, Min. 12" Ht.	/		Rubber Mallet / Hub Cap Tool (Classes A and B)
/		Trash Cans & Absorbent (4 Gallon Minimum)	/		Lockout Tools (Classes A and B)
/		Shop Rags or Paper Towels	/		Motorcycle Straps (Class A)
/		Shop to Truck Communications (Cell phones / 2-way radio)	/		Sledge Hammer (Classes B, C, and D)
/		Approved Fuel Containers (Classes A and B) if carried	/		Tool Kit
/		Booster Battery or Hot Box	/		Reflective Safety Attire

**TOWING EQUIPMENT**

/		Manufacturer Rating Plates	/		Wrecker Controls
/		Controls Labeled	/		Throttle Control (if Equipped)
/		Wrecker Boom Assembly	/		Hydraulic Rams, Hoses, Valves
/		Wheel Lift Assembly	/		Cable Sheaves
/		Body and Towing Equipment Mounting Bolts	/		Recovery Chain
/		Winch Rating: <b>25</b> Boom Capacity:			

**WHEEL LIFT**

/		Pivot Pin	/		"L" Arms
/		Wheel Lift Tie Down Safety Straps or Chains	/		Claw

**CONVENTIONAL**

/		Tow Sling Assembly (Check for bent inner tubes)	/		Sling Pads
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**CAR CARRIER**

/		Carrier Bed Frame	/		Bed Safety Lock
/		Bed Hinges	/		Slide Pads
/		Loading Bridle			

COMMENTS  
**AG667435**  
**LEVEL 1 DONE ON 4/1/23**

INSPECTED BY (NAME & I.D. NUMBER) **R. GERAGHTY #16539**  
**K. LAGRE #20497** DATE **4/13/23** TOW OPERATOR'S SIGNATURE **[Signature]**



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**TOW TRUCK INSPECTION GUIDE**

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**TOW TRUCK EQUIPMENT SPECIFICATIONS (By Class)****CLASS A**

P	F		P	F	
		Minimum 14,000 Pound GVWR Chassis			Tow Sling "Minimum" 3,000 Pounds (if equipped)
		4-Ton Boom Rating			Tow Chains "Minimum" 5/16" Grade 70 with J/T Hooks
		One 4-Ton Snatch Block			Two (2) Safety Chains 5/16" Alloy or OEM Specifications
		Tow Dolly (with wheel tie down straps)			Wheel Lift Rating - Extended 3,000 Pounds
		Steering Wheel Securement Device			Two (2) Crossbeams, (1) 4"x4"x60" and (1) 4"x4"x48"(Minimum)
		100' 3/8" 6 x 19 Wire Rope or OEM Specifications			

**CLASS A CAR CARRIER**

		Minimum 19,000 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			Adequate Crossbeams or Ramping Material
		Loading Bridle with J/T Hooks			

**CLASS A CAR CARRIER TWO VEHICLE**

		Minimum 23,500 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
		Loading Bridle with J/T Hooks			2 Safety Chains 5/16" Alloy/OEM Spec & Wheel Straps - Towed Veh
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			Adequate Crossbeams or Ramping Material
		Alloy/OEM Spec & Wheel Straps - Towed Vehicle			

**CLASS B**

		Minimum 33,000 Pound GVWR Chassis			Axle Covers/Caps
		16-Ton Boom Rating			Truck Hitch/Tow Bar with 7,000 Pound Rating (if equipped)
		150' 7/16" 6 x 19 Wire Rope or OEM Specifications			Two (2) - 4"x6"x48" Crossbeams (minimum)
		Safety Chains 1/2" Alloy or OEM Specifications			Tow Chains "Minimum" 1/2" Grade 70 with JT Hooks
		Two 8-Ton Snatch Blocks			Wheel Lift Rating - 10,000 Pounds Retracted / 8,000 Pounds Extended
		Air Brakes or Hydraulic W/Air Hookup Package			Under Lift/Fork Adapters w/Tie-Down Straps or Chains
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Aluminum Tow Angles (Minimum 2)

**CLASS B CAR CARRIER**

		Minimum 33,000 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or OEM Specifications
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			2 Safety Chains = 5/16" Alloy/OEM Spec & Wheel Straps for Towed Vehicle
		Loading Bridle with J/T Hooks			Adequate Cross Beams or Ramping Material
		Steering Wheel Securement Device			

**CLASS C**

		Minimum 52,000 Pound GVWR Chassis			Tow Chains 5/8" Grade 70 or OEM Specifications
		25-Ton Boom Rating			Two (2) 4"x6"x48" Crossbeams (Minimum)
		200' 5/8" 6x19 Wire Rope or OEM Specifications			Pintle Hook
		Two (2) Safety Chains 5/8" Alloy or OEM Specifications			Under Lift Rating - 25,000 Pounds / 12,000 Pounds Extended
		Two 12-Ton Snatch Blocks			Under Lift/Fork Adapters w/Tie-Down Straps or Chains
		Air Brakes W/Air Hookup Package			Aluminum Tow Angles (Minimum 2)
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Truck Hitch/Tow Bar 12,000 Pound Rating (if equipped)
		Axle Covers/Caps			Tow Sling 12,000 Pound Rating (if equipped)

**CLASS D**

		Minimum 54,000 Pound GVWR Chassis			Tow Chains 5/8" Grade 70 or OEM Specifications
		35-Ton Boom Rating			Two (2) 4"x6"x48" Crossbeams (Minimum)
		250' 3/4" 6x19 Wire Rope or OEM Specifications			Pintle Hook
		Two (2) Safety Chains 5/8" Alloy or OEM Specifications			Under Lift Rating - 32,000 Pounds / 16,000 Pounds Extended
		Two 12-Ton Snatch Blocks			Truck Hitch/Tow Bar 20,000 Pound Rating (if equipped)
		Air Brakes W/Air Hookup Package			Aluminum Tow Angles (Minimum 2)
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Tow Sling with 20,000 Pound Rating (if equipped)
		Axle Cover/Caps			Under Lift / Fork Adapters w/Tie-Down Straps or Chains

**MAXIMUM LIFTING CAPACITY (MLC) CALCULATIONS (Refer to HPM 81.2, Chapter 7, Annex B)**

FRONT AXLE WEIGHT (FAW), UNLADEN	WHEEL BASE (WB), IN INCHES	OVER HANG (OH), IN INCHES
----------------------------------	----------------------------	---------------------------

FORMULA

1/2 FAW: x WB: ÷ BY OH: = MLC:

CLASS OF VEHICLE BASED ON THE MLC



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**TOW TRUCK INSPECTION GUIDE**  
CHP 234B (Rev. 5-17) OPI 061

AREA NUMBER 650	COMPANY QUALITY TOWING		CA NUMBER CA502554	DOT NUMBER 2983622	LEGEND P = Pass F = Fail
YEAR 2019	MAKE HINO	MODEL 258LP	LICENSE NUMBER 51416R2	VIN 5PVNJ8JN1K4S53674	
GVWR 25,500	EQUIPMENT TYPE (CHECK APPROPRIATE BOX)				
<input type="checkbox"/> CONVENTIONAL <input type="checkbox"/> UNDERLIFT <input type="checkbox"/> TRUCK HITCH <input type="checkbox"/> WHEEL LIFT <input checked="" type="checkbox"/> CAR CARRIER					

**REQUIREMENTS FOR ALL CLASSES****CALIFORNIA VEHICLE CODE REQUIREMENTS**

P F			USE REQUIREMENTS			
X		Current Registration	4000 CVC	X	Parking Brake	26451 CVC
X		Headlights	24400 CVC	X	Windshield	26700 CVC
X		Beam Indicator	24408 CVC	X	Windshield Wipers	26706 CVC
X		Tail Lamps	24600 CVC	X	Mirrors	26709 CVC
X		License Plate Lamp	24601 CVC	X	Horn	27000 CVC
X		Stop Lamps	24603 CVC	X	Exhaust System	27150 CVC
X		Extension Lights	24605 CVC	X	Fuel Cap	27155 CVC
X		Backup Lamps (1969+)	24606 CVC	X	Tire Tread	27465 CVC
X		Reflectors, Rear	24607 CVC	X	Fenders/Mud Guards	27600 CVC
X		Reflectors, Front and Side (1968+)	24608 CVC	X	Broom	27700 CVC
X		Turn Signals	24951 CVC	X	Shovel	27700 CVC
X		Clearance Lamps (>80" Wide)	25100 CVC	X	Fire Extinguisher 4B, C Rating	27700 CVC
X		Amber Warning Lights	25253 CVC	X	Safety Chains	29004 CVC
X		Warning Devices (Reflectors)	25300 CVC	X	Signs	27907 CVC
X		Service Brakes	26311 CVC			

**SERVICE AND OTHER EQUIPMENT**

<input checked="" type="checkbox"/>	Flashlight	<input checked="" type="checkbox"/>	Hydraulic Jack
<input checked="" type="checkbox"/>	Wrecking Bar (Large Pry Bar)	<input checked="" type="checkbox"/>	Tire Changing Equipment
<input checked="" type="checkbox"/>	Six (6) 30-Minute Flares or 6 Reflectorized Cones, Min. 12" Ht.	<input checked="" type="checkbox"/>	Rubber Mallet / Hub Cap Tool (Classes A and B)
<input checked="" type="checkbox"/>	Trash Cans & Absorbent (4 Gallon Minimum)	<input checked="" type="checkbox"/>	Lockout Tools (Classes A and B)
<input checked="" type="checkbox"/>	Shop Rags or Paper Towels	<input checked="" type="checkbox"/>	Motorcycle Straps (Class A)
<input checked="" type="checkbox"/>	Shop to Truck Communications (Cell phones / 2-way radio)	<input checked="" type="checkbox"/>	Sledge Hammer (Classes B, C, and D)
<input checked="" type="checkbox"/>	Approved Fuel Containers (Classes A and B) if carried	<input checked="" type="checkbox"/>	Tool Kit
<input checked="" type="checkbox"/>	Booster Battery or Hot Box	<input checked="" type="checkbox"/>	Reflective Safety Attire

**TOWING EQUIPMENT**

<input checked="" type="checkbox"/>	Manufacturer Rating Plates	<input checked="" type="checkbox"/>	Wrecker Controls
<input checked="" type="checkbox"/>	Controls Labeled	<input checked="" type="checkbox"/>	Throttle Control (if Equipped)
<input checked="" type="checkbox"/>	Wrecker Boom Assembly	<input checked="" type="checkbox"/>	Hydraulic Rams, Hoses, Valves
<input checked="" type="checkbox"/>	Wheel Lift Assembly	<input checked="" type="checkbox"/>	Cable Sheaves
<input checked="" type="checkbox"/>	Body and Towing Equipment Mounting Bolts	<input checked="" type="checkbox"/>	Recovery Chain
<input checked="" type="checkbox"/>	Winch Rating: 8,000      Boom Capacity: 16,000		

**WHEEL LIFT**

<input checked="" type="checkbox"/>	Pivot Pin	<input checked="" type="checkbox"/>	"L" Arms
<input checked="" type="checkbox"/>	Wheel Lift Tie Down Safety Straps or Chains		-Glow

**CONVENTIONAL**

<input type="checkbox"/>	Tow Sling Assembly (Check for bent inner tubes)	<input type="checkbox"/>	Sling Pads
--------------------------	---	--------------------------	------------

**CAR CARRIER**

<input checked="" type="checkbox"/>	Carrier Bed Frame	<input checked="" type="checkbox"/>	Bed Safety Lock
<input checked="" type="checkbox"/>	Bed Hinges	<input checked="" type="checkbox"/>	Slide Pads
<input checked="" type="checkbox"/>	Loading Bridle		

COMMENTS  
 \* AIR HOSE WORK TO A SECOND COLOR  
 \* REPLACE BOTH SAFETY CHAINS ON WHEEL LIFT  
 CORRECTED ON 4/13/23  
 LEVEL 1 DONE ON 4/11/23

INSPECTED BY (NAME &amp; I.D. NUMBER)

C. PETERSON 20082

DATE

4-12-23

TOW OPERATOR'S SIGNATURE



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**TOW TRUCK INSPECTION GUIDE**  
CHP 234B (Rev. 5-17) OPI 061

**TOW TRUCK EQUIPMENT SPECIFICATIONS (By Class)****CLASS A**

P	F		P	F	
		Minimum 14,000 Pound GVWR Chassis			Tow Sling "Minimum" 3,000 Pounds (if equipped)
		4-Ton Boom Rating			Tow Chains "Minimum" 5/16" Grade 70 with J/T Hooks
		One 4-Ton Snatch Block			Two (2) Safety Chains 5/16" Alloy or OEM Specifications
		Tow Dolly (with wheel tie down straps)			Wheel Lift Rating - Extended 3,000 Pounds
		Steering Wheel Securement Device			Two (2) Crossbeams, (1) 4"x4"x60" and (1) 4"x4"x48" (Minimum)
		100' 3/8" 6 x 19 Wire Rope or OEM Specifications			

**CLASS A CAR CARRIER**

		Minimum 19,000 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			Adequate Crossbeams or Ramping Material
		Loading Bridle with J/T Hooks			

**CLASS A CAR CARRIER TWO VEHICLE**

X		Minimum 23,500 Pound GVWR Chassis	X		4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
X		Loading Bridle with J/T Hooks	X		2 Safety Chains 5/16" Alloy/OEM Spec & Wheel Straps - Towed Veh
X		50' 3/8" 6 x 19 Wire Rope or OEM Specifications	X		Adequate Crossbeams or Ramping Material
X		Alloy/OEM Spec & Wheel Straps - Towed Vehicle			

**CLASS B**

		Minimum 33,000 Pound GVWR Chassis			Axle Covers/Caps
		16-Ton Boom Rating			Truck Hitch/Tow Bar with 7,000 Pound Rating (if equipped)
		150' 7/16" 6 x 19 Wire Rope or OEM Specifications			Two (2) - 4"x6"x48" Crossbeams (minimum)
		Safety Chains 1/2" Alloy or OEM Specifications			Tow Chains "Minimum" 1/2" Grade 70 with JT Hooks
		Two 8-Ton Snatch Blocks			Wheel Lift Rating - 10,000 Pounds Retracted / 8,000 Pounds Extended
		Air Brakes or Hydraulic W/Air Hookup Package			Under Lift/Fork Adapters w/Tie-Down Straps or Chains
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Aluminum Tow Angles (Minimum 2)

**CLASS B CAR CARRIER**

		Minimum 33,000 Pound GVWR Chassis			4 Safety Chains 5/16" Grade 70 or OEM Specifications
		50' 3/8" 6 x 19 Wire Rope or OEM Specifications			2 Safety Chains = 5/16" Alloy/OEM Spec & Wheel Straps for Towed Vehicle
		Loading Bridle with J/T Hooks			Adequate Cross Beams or Ramping Material
		Steering Wheel Securement Device			

**CLASS C**

		Minimum 52,000 Pound GVWR Chassis			Tow Chains 5/8" Grade 70 or OEM Specifications
		25-Ton Boom Rating			Two (2) 4"x6"x48" Crossbeams (Minimum)
		200' 5/8" 6x19 Wire Rope or OEM Specifications			Pintle Hook
		Two (2) Safety Chains 5/8" Alloy or OEM Specifications			Under Lift Rating - 25,000 Pounds / 12,000 Pounds Extended
		Two 12-Ton Snatch Blocks			Under Lift/Fork Adapters w/Tie-Down Straps or Chains
		Air Brakes W/Air Hookup Package			Aluminum Tow Angles (Minimum 2)
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Truck Hitch/Tow Bar 12,000 Pound Rating (if equipped)
		Axle Covers/Caps			Tow Sling 12,000 Pound Rating (if equipped)

**CLASS D**

		Minimum 54,000 Pound GVWR Chassis			Tow Chains 5/8" Grade 70 or OEM Specifications
		35-Ton Boom Rating			Two (2) 4"x6"x48" Crossbeams (Minimum)
		250' 3/4" 6x19 Wire Rope or OEM Specifications			Pintle Hook
		Two (2) Safety Chains 5/8" Alloy or OEM Specifications			Under Lift Rating - 32,000 Pounds / 16,000 Pounds Extended
		Two 12-Ton Snatch Blocks			Truck Hitch/Tow Bar 20,000 Pound Rating (if equipped)
		Air Brakes W/Air Hookup Package			Aluminum Tow Angles (Minimum 2)
		Air Hoses and Fittings			Safety Tie-Down Chains and Binders
		Steering Wheel Securement Device			Tow Sling with 20,000 Pound Rating (if equipped)
		Axle Cover/Caps			Under Lift / Fork Adapters w/Tie-Down Straps or Chains

**MAXIMUM LIFTING CAPACITY (MLC) CALCULATIONS (Refer to HPM 81.2, Chapter 7, Annex B)**

FRONT AXLE WEIGHT (FAW), UNLADEN

WHEEL BASE (WB), IN INCHES

OVER HANG (OH), IN INCHES

FORMULA:

1/2 FAW:

x WB:

÷ BY OH:

= MLC:

CLASS OF VEHICLE BASED ON THE MLC































owbook

[Dashboard](#)[Dispatching](#)[Map](#)[Impounds](#)[Accounts](#)[Reports](#)[Settings](#)

Quality Towing  
Revon Tamaru (Manager)

26


[New Call](#)[Search](#)[Driver Messaging](#)[Request Log](#)[Surveys](#)

Search by Call #, Invoice #, Custom









DOSE A LIST...	CALL #	VEHICLE	DRIVER	PO #	DRIVER NOTES	OVERAGES	TOW SOURCE	DESTINATION
urrent (1)	#58309	2006 Maserati Quattroporte Navy	Wissam Allyas	221503			3190 Pioneer Pl, Escondido, C...	23255 Madero, Miss
aiting (0)								
ive (1)								
mpleted								
cheduled (0)								
ncelled								
otes (0)								










TRUCK 42  
**RANI Q. FB**  
Available




**STATUS**

 Driver  
RANI Q

Camera status  
Recording

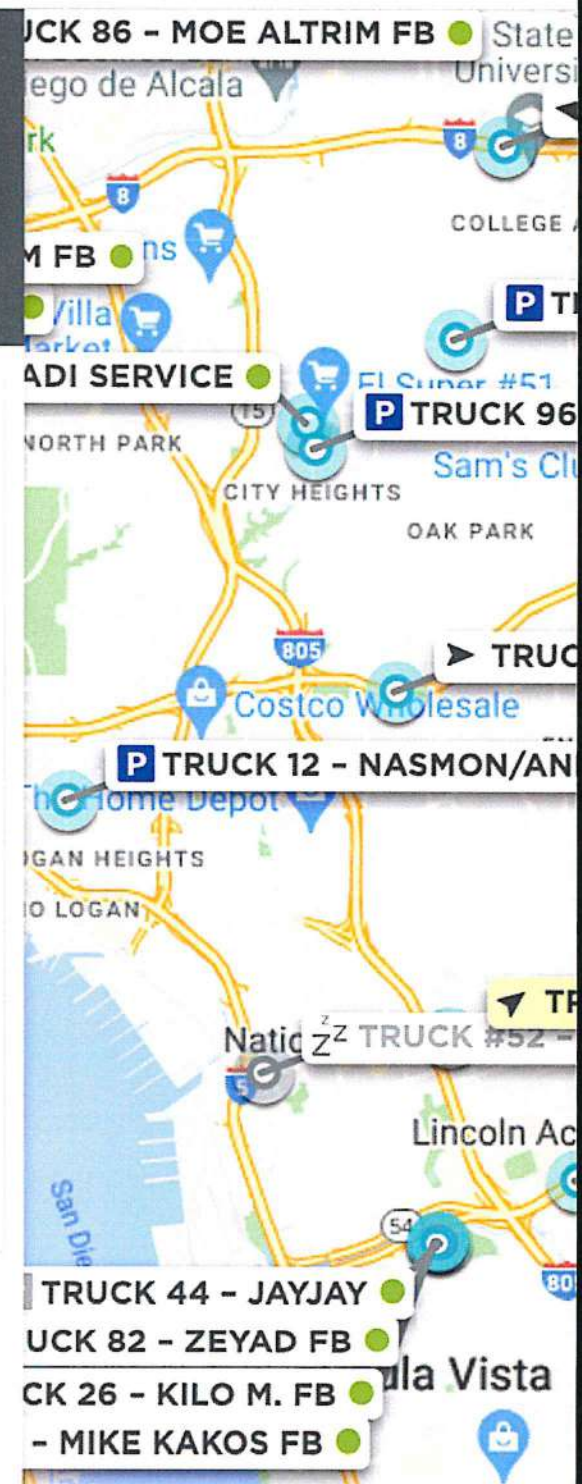




Stop live view

Resolve all (0)

Details





TRUCK #158  
**FRAY FB**  
Available



### POSITION



Position

**P** 07:39 PM, N Quince St, Escondido CA  
92025, US



Business trip

### DRIVER



Name

Unknown

Cell

—

### STATUS



Ignition  
On



Odometer  
6,501 mi



Fuel level  
—



Engine hours  
—

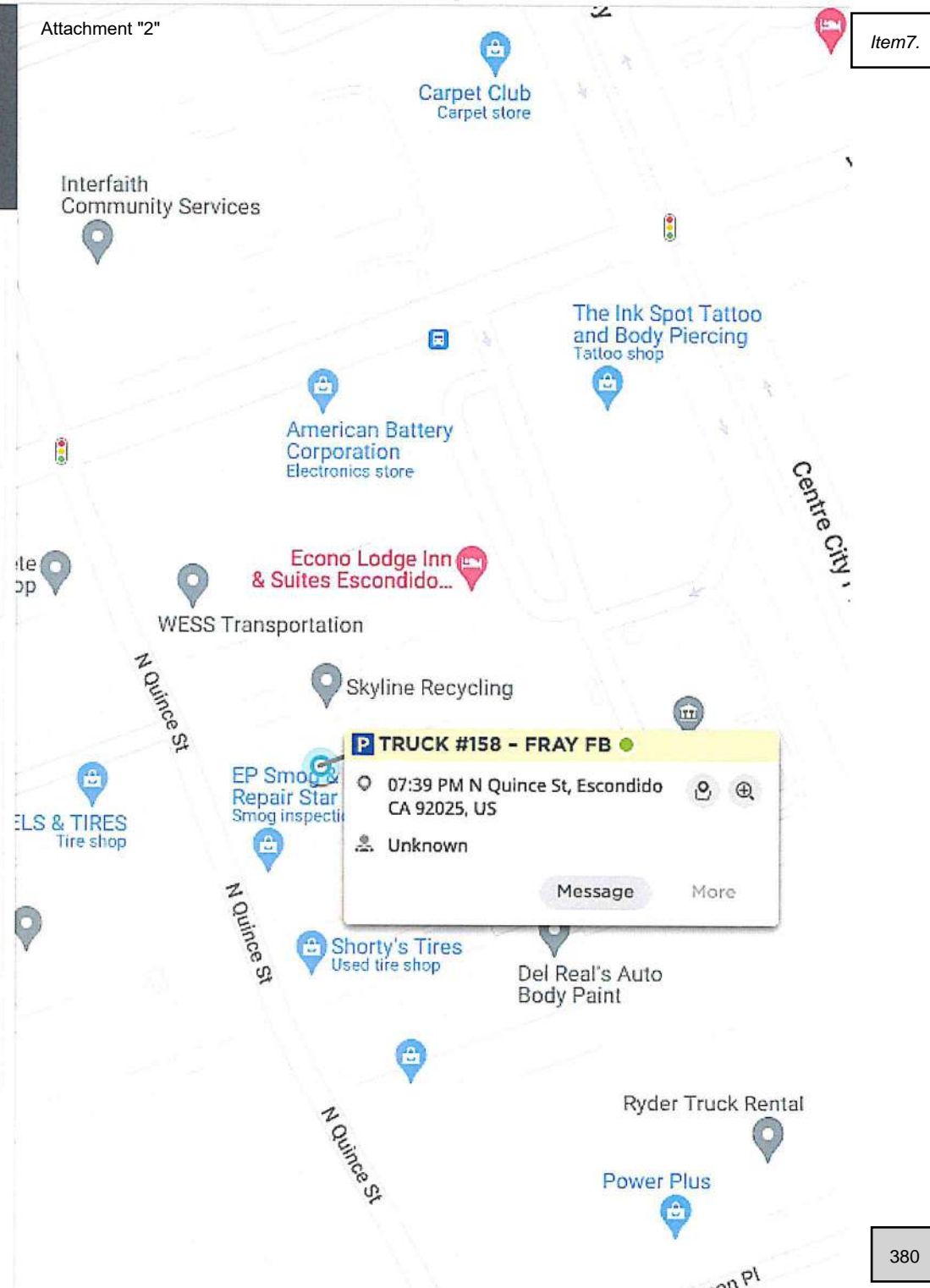


Additional information  
—

### GROUPS

—

Attachment "2"




Item7.



## Quality Towing

Please enter the license plate number or VIN number of your vehicle.

If you have any questions, please call us at [\(760\) 480-9600](tel:7604809600).



Search Vehicles

POWERED BY  
**towbook**

# Quality Towing

Attachment "2"

Please enter the license plate number or VIN number of your vehicle.

If you have any questions, please call us at (760) 480-9600.

7ZXR447

Item7.

Search Vehicles

## Your vehicle has been found!

### QUALITY TOWING ESCONDIDO

520 N QUINCE ST SUITE #11  
ESCONDIDO, CA 92025

(760) 306-5076

#### NOTES

Hours of operations: Monday-Friday 8AM-5PM.

You must have proof of ownership, a valid driver's license, and payment in full.

For More Information please visit:

<https://www.qualitytowing.net/release-information/>



#### IMPOUND DATE

Tuesday, May 9, 2023 @ 3:11 PM

#### VIN

WBA3C1C57FP853414

#### REASON

22651 (0) - EXPIRED REGISTRATION

#### VEHICLE

BMW 3 Series

#### TOWED FROM

675 E Lincoln Ave, Escondido, CA  
92026







# Tow & Transport, Inc.

Roadway Towing & Recovery

4/13/2023

Escondido Police Department  
1163 N. Centre City Pkwy.  
Escondido, CA 92026  
P: (760)839-4721

RE: Request For Proposal #18-01-Towing and Impound Services

To Whom It May Concern:

Thank you for your interest in Roadway Towing & Recovery as a Tow and Impound Service Provider. Frank Khati, President of the Corporation, has been in the tow industry for 10+ years. Mr. Khati worked his way up from Dispatching, to a Tow Operator, and now owner of a very successful tow company. Tow & Transport, Inc. is contracted with California Highway Patrol (CHP), San Diego County Sheriff Department (SDSD), United Parcel Service (UPS), Insurance Agencies, and several small businesses in San Diego County.

In December 2013, Tow & Transport, Inc., dba Roadway Towing & Recovery opened with the hopes of expanding business further. Mr. Khati took full-ownership of the new corporation and grew the company further than he imagined. Roadway Towing & Recovery is also contracted with United Parcel Service (UPS), Insurance Agencies, several small businesses in San Diego County, and in the coming year will also be contracted with several law enforcement agencies. Mr. Khati and employees of Roadway Towing & Recovery are continuously expanding their education in the tow industry by attending seminars and classes related to towing and safety training. Our most recent accomplishment has been the purchase of a Rotator to assist with Salvage Recovery tow services.

Roadway Towing & Recovery understands and agrees with no exceptions to the standards of conduct and operation including, but not limited to "Referral Tows", "On-Demand Tows", "Police Tows", "Impounds", and other provisions as defined in the Draft Tow Services Agreement in "Exhibit A".

As requested, enclosed are our qualifications and additional supporting documents to support our proposal. We greatly appreciate the opportunity to submit our proposal and hope for a long-lasting and successful relationship with the Escondido Police Department and the City of Escondido. For any additional information, questions, concerns, please contact Frank Khati at (619)955-2955 or email [RoadwayAutoTowing@Yahoo.Com](mailto:RoadwayAutoTowing@Yahoo.Com). Mr. Khati is also available via mail at our P.O. Box 462707, Escondido, CA 92046.

Thank you for this great opportunity,



Frank Khati  
President



# Tow & Transport, Inc.

Roadway Towing & Recovery

## Vendor Background and Experience:

### 1. Company Experience:

Tow & Transport, Inc., dba Roadway Towing & Recovery, began in December 2013 and is a Towing and Roadside Assistance company operating in the city of Escondido and San Diego County area.

Frank Khati, President of the Corporation, has been in the towing industry for 10+ years. Mr. Khati first started out as a dispatcher, then to a Service Technician, to a Light-Duty Tow Operator, to a Heavy-Duty Tow Operator, and now a proud owner of a very successful tow company. In 2007, Mr. Khati and his brothers put their combined knowledge of the automobile and tow industry together and began their first business, Khati Brothers Investments, Inc. With their collective knowledge and experience, they established a successful tow company. Mr. Khati later moved forward in the tow industry with Tow & Transport, Inc. Since then, the company has continued to excel and has become a leader in the towing and roadside assistance industry. Mr. Khati and his employees are continuously increasing their knowledge in the tow industry by attending seminars/classes on safety and new towing techniques. We understand how important it is to have experienced staff members who have the ability to meet our customer's needs.

With quality customer care for those seeking towing and roadside assistance, Roadway Towing has become a major provider for numerous insurance companies including one of the nation's largest automotive insurers. In addition, Roadway Towing is a provider for United Parcel Service (UPS), Rush Truck Center, and several small businesses in San Diego County. In the coming year, we will also be contracted with several law enforcement agencies. Roadway Towing moves forward as a business and continues to look at how best practices, technology, and resources can help us improve efficiencies and service delivery for our growing company.

Roadway Towing uses some of the top programs, trucks, and equipment available in the tow industry. We are currently operating with 20 units and are increasing our fleet; it is important to us that our vehicles are always clean and up-to-date. We have invested in one of the top internet and phone systems with Cox Communications. We are currently using a dispatch program called Towbook, and our trucks have GPS tracking thru Verizon. Our dispatch program allows us to see a driver's status, such as enroute to a customer, on-scene, towing, or clear. Our vehicle tracking system allows us to track our vehicles to the minute; it tracks location, speed, direction of driving, etc. All of our records are kept online and at our place of business, 1802 Don Lee Place, Escondido, CA 92029. To keep track of the vehicles stored at our facilities, we use a program called TOPS; TOPS allows us to see which location the vehicle is at, why it was impounded/stored, the date it was impounded/stored, which agency authorized the impound/storage, etc. Our storage facilities are gated, have proper lighting, and are monitored 24/7.

Here at Roadway Towing, we are confident the Escondido Police Department will be impressed with our record keeping systems, storage yard, equipment used, and professionalism.

# Tow & Transport, Inc.

Roadway Towing & Recovery

## 2. Company Information:

**Corporate Name:** Tow & Transport, Inc.

**Do Business As Name:** Roadway Towing & Recovery

**Storage (Tow Yard) Physical Location:** 1802 Don Lee Place, Escondido, CA 92029

**Secondary Location:** 723 Olive Avenue, Suite B, Vista, CA 92083

**Third Location:** 5975 Fairmount Avenue, San Diego, CA 92120

**Mailing Address:** P.O. Box 462707, Escondido, CA 92046

**Phone:** (760)747-3335

**Fax:** (760)747-3341

**Email:** [RoadwayAutoTowing@yahoo.com](mailto:RoadwayAutoTowing@yahoo.com)

# Tow & Transport, Inc.

Roadway Towing & Recovery

### 3. Brief Company/Corporate History:

Tow & Transport, Inc. was established in December 2013 with the goal to play an important role in the towing and roadside assistance industry. Today, we have achieved that goal and are looking to expand the business further. We are currently servicing San Diego County and Northern San Diego. We currently have three storage facilities; one in the City of Escondido and the second in the City of Vista, and third in the City of San Diego. Roadway Towing began with a small fleet and has increased to 20+ tow trucks and service trucks.

Frank Khati, President of the Corporation, is very passionate and skilled in the towing industry. He specializes in all types of tows-light duty to heavy duty, recoveries, and roadside assistance. Mr. Khati is constantly expanding his knowledge learning new tips and tricks on towing, recoveries, and especially safety. Here at Roadway Towing, safety is very crucial. Mr. Khati is continuously passing his knowledge on to our staff to ensure that all of our drivers are performing at their best and that our customers are always satisfied.

# Tow & Transport, Inc.

Roadway Towing & Recovery

4. **Type of Business:**

S-Corporation

Tow & Transport, Inc.

# Tow & Transport, Inc.

Roadway Towing & Recovery

## 5. Corporate Agreements:

Please see following pages.





Attachment



Item7.

BA20230619665



**STATE OF CALIFORNIA**  
*Office of the Secretary of State*  
**STATEMENT OF INFORMATION**  
**CORPORATION**

California Secretary of State  
1500 11th Street  
Sacramento, California 95814  
(916) 653-3516

For Office Use Only

**-FILED-**

File No.: BA20230619665

Date Filed: 4/13/2023

672-8817 04/13/2023 4:08 PM Received by California Secretary of State

## Entity Details

Corporation Name TOW & TRANSPORT INC  
Entity No. 3628209  
Formed In CALIFORNIA

## Street Address of Principal Office of Corporation

Principal Address 1802 DON LEE PLACE  
ESCONDIDO, CA 92029

## Mailing Address of Corporation

Mailing Address P.O. BOX 462707  
ESCONDIDO, CA 92046

Attention

## Street Address of California Office of Corporation

Street Address of California Office 1802 DON LEE PLACE  
ESCONDIDO, CA 92029

## Officers

Officer Name	Officer Address	Position(s)
FRANK KHATI	1802 DON LEE PLACE ESCONDIDO, CA 92029	Chief Executive Officer, Secretary, Chief Financial Officer

## Additional Officers

Officer Name	Officer Address	Position	Stated Position
None Entered			

## Directors

Director Name	Director Address
FRANK KHATI	1802 DON LEE PLACE ESCONDIDO, CA 92029

The number of vacancies on Board of Directors is: 0

## Agent for Service of Process

Agent Name FRANK KHATI  
Agent Address 1802 DON LEE PLACE  
ESCONDIDO, CA 92029

## Type of Business

Type of Business TOWING

## Email Notifications

Opt-in Email Notifications No, I do NOT want to receive entity notifications via email. I prefer notifications by USPS mail.

## Labor Judgment

No Officer or Director of this Corporation has an outstanding final judgment issued by the Division of Labor Standards Enforcement or a court of law, for which no appeal therefrom is pending, for the violation of any wage order or provision of the Labor Code.

Electronic Signature

☒ By signing, I affirm that the information herein is true and correct and that I am authorized by California law to sign.

*Frank Khati*

Signature

*04/13/2023*

Date

672-8818 04/13/2023 4:08 PM Received by California Secretary of State



# California Secretary of State

Business Programs Division

1500 11th Street, Sacramento, CA 95814

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TOW & TRANSPORT INC  
P.O. BOX 462707  
ESCONDIDO, CA 92046

## Business Amendment Filing Approved

April 13, 2023

**Entity Name:** TOW & TRANSPORT INC

**Entity Type:** Stock Corporation - CA - General

**Entity No.:** 3628209

**Document Type:** Statement of Information

**Document No.:** BA20230619665

**File Date:** 04/13/2023

The above referenced document has been approved and filed with the California Secretary of State. To access free copies of filed documents, go to [bizfileOnline.sos.ca.gov](http://bizfileOnline.sos.ca.gov) and enter the entity name or entity number in the Search module.

### What's Next?

The most up to date records may be obtained by searching for the Entity Name or Entity Number in the Search module at [bizfileOnline.sos.ca.gov](http://bizfileOnline.sos.ca.gov).

For further assistance, contact us at (916) 657-5448 or visit [bizfileOnline.sos.ca.gov](http://bizfileOnline.sos.ca.gov).



Thank you for using **bizfile California**, the California Secretary of State's business portal for online filings, searches, business records, and additional resources.

## **MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS TOW & TRANSPORT INC.**

The Board of Directors of Tow & Transport Inc. a California Corporation (The "Board"), held a special meeting on 1/01/2016, at 11:00AM pursuant to the following terms:

The undersigned individuals constituting the current Board of Tow & Transport Inc. hereby give their consent to the following meeting of the Board of Directors of said Corporation of said day at San Diego, California, and hereby give their written consent to all business that may come before said meeting.

The President and Secretary called the meeting and noted all Directors were present and read the Minutes.

### **RESIGNATION OF OFFICERS**

**NONE**

### **ELECTION OF OFFICERS**

The meeting then proceeded to the election of officers. The following were duly elected to the officers indicated after the names of each:

Frank Khati, President

Marina Aqrawi, Vice President

Frank Khati, Secretary

Frank Khati, Chief Financial Officer

Each officer so elected being present accepted his office, and thereafter, the President presided at the meeting as chairman, and the Secretary acted as Secretary of the meeting.

**OTHER RESOLUTIONS**

**FURTHER RESOLVED:** That the Board hereby authorizes and directs the President and Secretary to take all necessary action including the execution of new stock certificates to any new purchaser/issue pursuant to that certain Agreement of Purchase and Sale of Stock (The "Agreement") of even date, or to stamp "VOID" on any stock certificate that no longer accurately reflects the ownership interest of any issue.

**FURTHER RESOLVED:** That Board hereby authorizes the President of the corporation to execute a Statement of Information which shall be filed with the California Secretary of State as required by law. The Statement of Information shall list the newly elected officers and directors of the corporation.

The board of directors of Tow & Transport Inc. has determined that these actions are in the best interest of the corporation.

DATED: 1/01/2016

By: Frank Khatri  
Frank Khatri

Tow & Transport Inc.

DATED: 1/01/2016

By: Marina Agrawi  
Marina Agrawi



# Tow & Transport, Inc.

Roadway Towing & Recovery

## 6. References:



### **G & R Auto & Truck Repair**

Charlie Hoffa

1335 Simpson Way, Escondido, CA 92029

(760)746-3551

[GRAutoTruck1@aol.com](mailto:GRAutoTruck1@aol.com)



### **United Parcel Service (UPS)**

Chuck Goss

111 Bingham Dr., San Marcos, CA 92069

(760)752-4887

[chuckgoss@ups.com](mailto:chuckgoss@ups.com)



### **Rush Truck Center**

Brad Hoerning

8464 Miramar Rd., San Diego, CA 92126

(858)586-2349

[hoerningb@rushenterprises.com](mailto:hoerningb@rushenterprises.com)

# Tow & Transport, Inc.

Roadway Towing & Recovery

## 7. Single Local Point-Of-Contact:

Single local point-of-contact in authority for all issues, such as complaints, contract issues, etc. related to the provision of towing and impound services for the City is Frank Khati. Please see contact information below:

Frank Khati, President  
Business: 1802 Don Lee Place, Escondido, CA 92029  
Mailing: P.O. Box 462707, Escondido, CA 92046  
Business Phone: (760)747-3335  
Cell Phone: (619)955-2955  
Email: [RoadwayAutoTowing@yahoo.com](mailto:RoadwayAutoTowing@yahoo.com)

# Tow & Transport, Inc.

Roadway Towing & Recovery

## Financial Stability:

### 1. Financial Statements and Cash Flow Statements:

Please see attached.

8:30 PM

# Tow & Transport DBA Roadway Towing and Recovery

## Profit & Loss

05/08/23

Cash Basis

January through December 2021

	Jan - Mar 21	Apr - Jun 21	Jul - Sep 21	Oct - Dec 21	TOTAL
<b>Ordinary Income/Expense</b>					
Income					
Towing Service Income					
Battery Sales					
Cash Back/Refunds					
Total Income					
Cost of Goods Sold					
Battery Purchases					
Fuel					
Police Release Fees					
Advance Towing Charges					
Towing Sub-Contracting					
Truck Maintenance					
Total COGS					
Gross Profit					
Expense					
Reconciliation Discrepancies					
Advertising and Promotion					
Auto & Truck Registration Fees					
Automobile Expense					
Bank Service Charges					
Business Licenses and Permits					
Computer and Internet Expenses					
Damages					
Dues & Subscription					
Employee Background Check					
GPS Tracking Services					
Insurance Expense					
Interest Expense					
Lien Cost					
Meals and Entertainment					
Merchant Account Fees					
Office Expense					
Office Supplies					
Oil Recycling Fee					
Outside Services					
Parking & Toll Fees					
Postage & Delivery					
Professional Fees					
Rent Expense					
Repairs & Maintenance					
Small Tools and Equipment					
Software					
Telephone Expense					
Travel Expense					
Truck Auto Lease					
Uniforms					
Utilities					
Total Expense					
Net Ordinary Income					
Other Income/Expense					
Other Income					
Truck Sales Proceeds					
Interest Income					
Total Other Income					

8:30 PM

05/08/23

Cash Basis

**Tow & Transport DBA Roadway Towing and Recovery**  
**Profit & Loss**  
January through December 2021

	Jan - Mar 21	Apr - Jun 21	Jul - Sep 21	Oct - Dec 21	TOTAL
Other Expense					
Corp Tax					
Total Other Expense					
Net Other Income					
Net Income					



8:30 PM

05/08/23

Cash Basis

**Tow & Transport DBA Roadway Towing and Recovery**  
**Profit & Loss**  
 January through December 2022

	Jan - Mar 22	Apr - Jun 22	Jul - Sep 22	Oct - Dec 22	TOTAL
Ordinary Income/Expense					
Income					
Towing Service Income					
Battery Sales					
Total Income					
Cost of Goods Sold					
Battery Purchases					
Fuel					
Police Release Fees					
Advance Towing Charges					
Towing Sub-Contracting					
Truck Maintenance					
Total COGS					
Gross Profit					
Expense					
Advertising and Promotion					
Auto & Truck Registration Fees					
Bank Service Charges					
Business Licenses and Permits					
Computer and Internet Expenses					
Donation					
Dues & Subscription					
Employee Background Check					
GPS Tracking Services					
Insurance Expense					
Lien Cost					
Meals and Entertainment					
Merchant Account Fees					
Office Expense					
Office Supplies					
Oil Recycling Fee					
Outside Services					
Parking & Toll Fees					
Postage & Delivery					
Professional Fees					
Rent Expense					
Repairs & Maintenance					
Small Tools and Equipment					
Software					
Telephone Expense					
Travel Expense					
Truck Auto Lease					
Uniforms					
Utilities					
Total Expense					
Net Ordinary Income					
Other Income/Expense					
Other Income					
Interest Income					
Total Other Income					
Other Expense					
Corp Tax					

8:30 PM

05/08/23

Cash Basis

**Tow & Transport DBA Roadway Towing and Recovery**  
**Profit & Loss**  
January through December 2022

	Jan - Mar 22	Apr - Jun 22	Jul - Sep 22	Oct - Dec 22	TOTAL
Penalties, Tickets & Fines Suspense					
Total Other Expense					
Net Other Income					
Net Income					

# Tow & Transport, Inc.

Roadway Towing & Recovery

## 2. Pending Litigations:

None

# Tow & Transport, Inc.

Roadway Towing & Recovery

3. Active Claims Against Any Other Public Entity in San Diego County:

None

# Tow & Transport, Inc.

Roadway Towing & Recovery

4. Businesses for which you or your business manager have filed for bankruptcy protection while operation under a towing service contract:

None



# Tow & Transport, Inc.

## Roadway Towing & Recovery

### Project Plan:

Roadway Towing & Recovery is dedicated to working at a professional level. We are well-equipped in order to have the ability to handle all requests in the most effective and efficient manner possible. It is our goal to always fulfill the Scope of Work as defined in "Attachment A" and requirements of the Draft Service Agreement in "Exhibit A" that was provided. Mr. Khati and his staff has the experience and knowledge of how to provide service to the City of Escondido and the Escondido Police Department for responding to evidence scenes, impounds, and citizen request accidents.

We offer a variety of services such as emergency recovery with a rapid response time, off road and accident recovery in which a motored vehicle has been damaged or rendered permanently inoperative as the result of a collision or accident, removal of debris from highways and impact areas, vehicle impound, and in addition we also offer courtesy towing when needed.

Services that Roadway Towing & Recovery is proud to offer to our customers includes, but is not limited to:

- Flat-Bed Towing (Light-Duty and Medium-Duty)
- Wheel-Lift Towing (Light-Duty and Medium-Duty)
- Winch-Outs (Light-Duty and Medium-Duty)
- Landoll Service (Medium-Duty and Heavy-Duty)
- Motorcycle Towing
- Accident Recovery
- Long-Distance Transporting
- Abandoned Vehicle Recovery
- Lock-Outs
- Fuel Delivery
- Tire Changes
- Jump Starts
- Battery Installations
- 24/7 Roadside Assistance

When responding to an evidence scene, impound, or accident scene, Roadway Towing & Recovery's company policies and procedures for proper towing and impounding services are to always approach the Officer on scene first and wait for instructions. Once the Officer in charge has given the tow operator the authority to load the vehicle, the tow operator first inspects the vehicle prior to loading for any hazmat issues, or prior damages. If he/she does not see any problems that need to be addressed to the Officer on scene, the tow operator then loads the vehicle to the tow truck and properly straps the vehicle with a 4-point safety hook-up. After the vehicle is loaded on to the tow truck, the tow operator then cleans any debris, oil spills, etc. that is necessary to be cleaned prior to leaving the scene. Before leaving the scene, the tow operator gets confirmation from the Officer that he can leave the scene. The vehicle then comes to our storage facility and the tow operator unloads the vehicle in the appropriate

# Tow & Transport, Inc.

Roadway Towing & Recovery

## Project Plan (Continued):

area. The tow operator then gives the office personnel the Officer's impound form as well as his/her call log the tow/impound. The office personnel then records the vehicle into our storage system called TOPS and files the paperwork in the appropriate file.

Roadway Towing & Recovery has high standards for quality service. Some of our high standards include, but are not limited to offering 24/7 assistance, reliability, servicing a wide area, having certified drivers, competitive pricing, and we offer all types of roadside assistance. We also update/replace our equipment every three years.

If and when a complaint is received, it is immediately forwarded to the management staff. If a complaint was received after-hours when a manager is not present, a message is then taken or an email is sent to management and management will contact the customer the following business day. Every complaint is taken seriously and management will get a statement from both the customer and the employee and investigate the complaint thoroughly. It is our main goal to not have any complaints and always make sure the customer is totally satisfied. If after investigating the complaint management finds our staff at fault, we will work with the customer to make sure they are completely satisfied at getting the issue at hand resolved. Depending on the issue at hand, Roadway Towing will take responsibility of the complaint without investigation just to make sure our customers are always satisfied. Thankfully, we have not had any complaints from the public.

# Tow & Transport, Inc.

Roadway Towing & Recovery

## Facilities & Equipment:

### Vehicles:

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Type</u>	<u>Type / Class</u>	<u>License Plate #</u>	<u>VIN</u>
2006	Landoll	Trailer	Car Carrier	D	4MJ8036	1LH435VH961A15069
2016	Dodge	Ram 5500	Car Carrier	A	72869F2	3C7WRMDL2GG245435
2018	Hino	258	Car Carrier	A	08065H2	5PVNJ8JN8J4S53041
2018	Hino	258	Car Carrier	A	08067H2	5PVNJ8JN5J4S53031
2018	Hino	258	Car Carrier	A	63989V2	5PVNJ8JN7J4S53029
2018	Hino	258	Car Carrier	A	77888K2	5PVNJ8JNXJ4S53042
2018	Hino	258	Car Carrier	A	88870K2	5PVNJ8JN6J4S53037
2019	Hino	258	Car Carrier	A	85391S2	5PVNJ8JN7K4S53761
2017	DODGE	RAM 5500	Wheel-Lift	A	20751F2	3C7WRMAL4HG701134
2020	Hino	258	Car Carrier	A	30649Y2	5PVNJ8JNXL5S54155
2020	Freightliner	M2	Under-Reach	B	87284Z2	1FVACYFE7LHKX3928
2020	Peterbilt	389	Under-Reach	D	66390V2	1NPXL49X8LD632862
2020	Hino	258	Car Carrier	A	89757Y2	5PVNJ8JN7L4S54068
2020	Hino	258	Car Carrier	A	87831Z2	5PVNJ8JN9L5S54261
2020	Dodge	RAM 4500	Wheel-Lift	A	05001D3	3C7WRKAL0LG143828
2020	Dodge	RAM 5500	Car Carrier	A	98654E3	3C7WRMDL1LG231830
2021	Hino	258	Car Carrier	A	87182E2	5PVNJ8AN7M5T50052
2022	Freightliner	M2	Car Carrier	A	38813K3	1FVACWFC1NHNE9022
2022	Freightliner	M2	Under-Reach	B	91903P3	1FVACXFC6NHNG7523
2022	Peterbilt	389	Under-Reach	D	EP14541	1NPXX4TX2ND792087
2023	Freightliner	M2	Car Carrier	A	17338T3	1FVACWFC7PHUC8806

### Radio Equipment:

- Trucks Equipped with Blue-Tooth Technology
- Smart Phones Equipped with Blue-Tooth Technology

### Storage Facility:

Roadway Towing & Recovery's storage facility complies with all requirements as defined in "Attachment A" of "Exhibit A". Our storage yard and business office facility is located at 1802 Don Lee Place, Escondido, CA 92029. All of our business records are also available at our storage yard and business

# Tow & Transport, Inc.

Roadway Towing & Recovery

## Facilities & Equipment (Continued):

office facility. Our sign, business hours, and phone number are posted in plain view to the public. We always have a staff member available to talk face-to-face with customers during normal business hours.

Our office is open Monday-Friday 8 A.M. to 5 P.M., closed from 12 P.M. to 1 P.M. for lunch. Our office is closed on state recognized holidays. We are available after hours and weekends by appointment. If we are closed for lunch and an immediate response is required, we have staff members available to assist.

## Facility Security:

Roadway Towing & Recovery's facility is secured 24/7. There is always at least one (1) staff member at the facility. There are two (2) gates at our entrance; our main gate is always open during business hours, and both gates are always closed after business hours. Our high definition security cameras used operate 24/7 and retains sixty (60) days of video on the system. Our administrative staff has access to the video footage of our main gate entrance and storage yard 24/7. Our management staff has access to all video footage on their computers and cell phones, so they are able to view footage from home. Our commercial alarm system used is ADT Security Services.

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of SAN DIEGO )

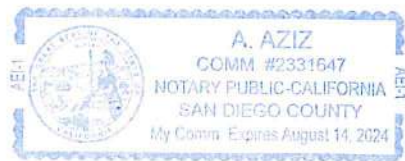
On MAY 9, 2023 before me, A. Aziz, Notary Public  
(insert name and title of the officer)

personally appeared FRANK SULAIMAN KHATI,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature  (Seal)





# Tow & Transport, Inc.

Roadway Towing & Recovery

## Other Information:

Roadway Towing & Recovery has proudly served the County of San Diego since December 2013 with the best customer care and service and hope to provide the same service to the Escondido Police Department and City of Escondido. We want you to know how important it is to us to have experienced staff who have the ability to meet our customers and client's needs. Our staff is highly trained and ready for all of your towing and recovery needs.

Thank you for your interest in Roadway Towing & Recovery, and for the opportunity to serve the Escondido Police Department and City of Escondido. We look forward to developing a long-lasting relationship and better serve our community.

# Tow & Transport, Inc.

Roadway Towing & Recovery

## Proposal Submission Fee:

**Tow & Transport, Inc.**  
dba Roadway Towing & Recovery  
PO Box 462707  
Escondido, CA 92046  
760-747-3335 CITTA Member

DATE 5/8/23 1037

PAY TO THE ORDER OF City of Escondido \$ 2500.00

Two thousand five hundred DOLLARS

Wells Fargo Bank, N.A.  
California  
wellsfargo.com

FOR Proposal Submission Fee Frank Kleind

[Redacted]

**MATTIA LAW**

A PROFESSIONAL LAW CORPORATION

3835 AVOCADO BLVD, SUITE 265  
 LA MESA, CALIFORNIA 91941  
 TELEPHONE (619) 795-6632  
 FACSIMILE (619) 795-6032  
 STEVE@MATTIALAW.COM  
 WWW.MATTIALAW.COM

Item 7.

June 21, 2023

VIA E-MAIL:

Dane White - City Council Mayor  
 Consuelo Martinez - Councilmember District 1  
 Joe Garcia - Deputy Mayor District 2  
 Christian Garcia - Council Member District 3  
 Michael Morasco - Councilmember District 4  
 Ed Varso - Chief of Police  
 Lisa Rodelo - Deputy Director of Police Support Services  
 Craig E. Miller - Police Sergeant  
 Aaron S. Goldman - Police Projects Specialist  
 Barbara Marlett - Project Manager

Re: Notice of Request for Proposals ("RFP") No. 23-17 – Police Tow,  
 Impound and Referral Tow Services  
 On behalf of Quality East County, Inc

Dear Honorable Mayor White, City Counsel Members, Chief Varso, police and city staff:

My office has been retained by Quality East County Inc ("Quality") regarding its proposal to provide tow, impound and referral tow services for the City of Escondido. Quality submitted its proposal, per the City's requirements and on time prior to the May 11, 2023, deadline. The proposal followed the requirements of RFP No. 23-17 as provided by the City of Escondido.

On or about June 19, 2023, Quality was sent a message that its proposal was denied due to not meeting the requirements of the RFP, specifically Attachment A to Tow Services Agreement, Description of Services, No. 9 Vehicle Storage & Office hours, Section D. The denial did not mention which portion of Section D did not meet the requirements. This omission is important, because it did not allow Quality to clarify and understand what the denial was for. Notwithstanding the omission, we feel that Quality met all the requirements. Section D has 15 subsections, i-xv.

Without dismissing all stated subsections, it seems that subsections i-ii requirements have the most specific requirements, which have been met.

Subsection i, states:

- i. Minimum Storage Space: The storage yard must be a minimum of 20,000 square feet to accommodate 120 vehicles. This space is exclusive of other

storage areas the tow company utilizes for storage of vehicles that are not Police Initiated Tows.

Quality's facility is approximately 20,429 square feet and is exclusive of other storage areas that are not Police Initiated Tows, as shown in the attached Exhibit A, site plan.

Subsection ii states:

- ii. TOW COMPANY must have secured inside storage capable of storing four full sized vehicles or pickup trucks, two of which must be independently secured (i.e. Sea-Containers or similar facility) capable of being locked and that are not accessible to employees of TOW COMPANY and the public.

As indicated on the Site Plan, Quality has one 10x20 sea container, two inside storage cages, and an inside storage facility capable of housing six total vehicles, two inside the evidence cages and four outside the cages, shown in the pictures labeled as Exhibit B.

The inspection was conducted on June 8, 2023, the inspection officers arrived at approximately 11:10am. Within five minutes of their arrival, they were alerted of an officer involved shooting. The officers were discussing the shooting situation while conducting their inspection. While I am not dismissing the emergency, the inspection could have been continued to another date, allowing for a full view of the premises in order for a proper report to be made. Although the situation was understandable, the inspection seemed to be rushed and Quality was likely suffered from such a short inspection. This is important because the Staff Report provided for the June 21, 2023, meeting states that an on-site inspection is one of the requirements, and it is fair to say that a proper inspection should occur when involving an important contract with the city.

Quality has been in the towing business for several years and has contracts with various cities and insurance companies throughout California. Along with all the required space and equipment, Quality's knowledge and experience in the industry will be a great asset for all its towing service.

This is a formal request to add Quality East County Inc to the list of recommended towing companies to enter into contracts. If a determination that Quality is denied a contract, then I request the city provide my office with the necessary steps to submit an appeal. I appreciate your time on this matter and I am confident the city will agree with the contents of this letter and overturn the recommendation denying Quality's proposal.

Sincerely,

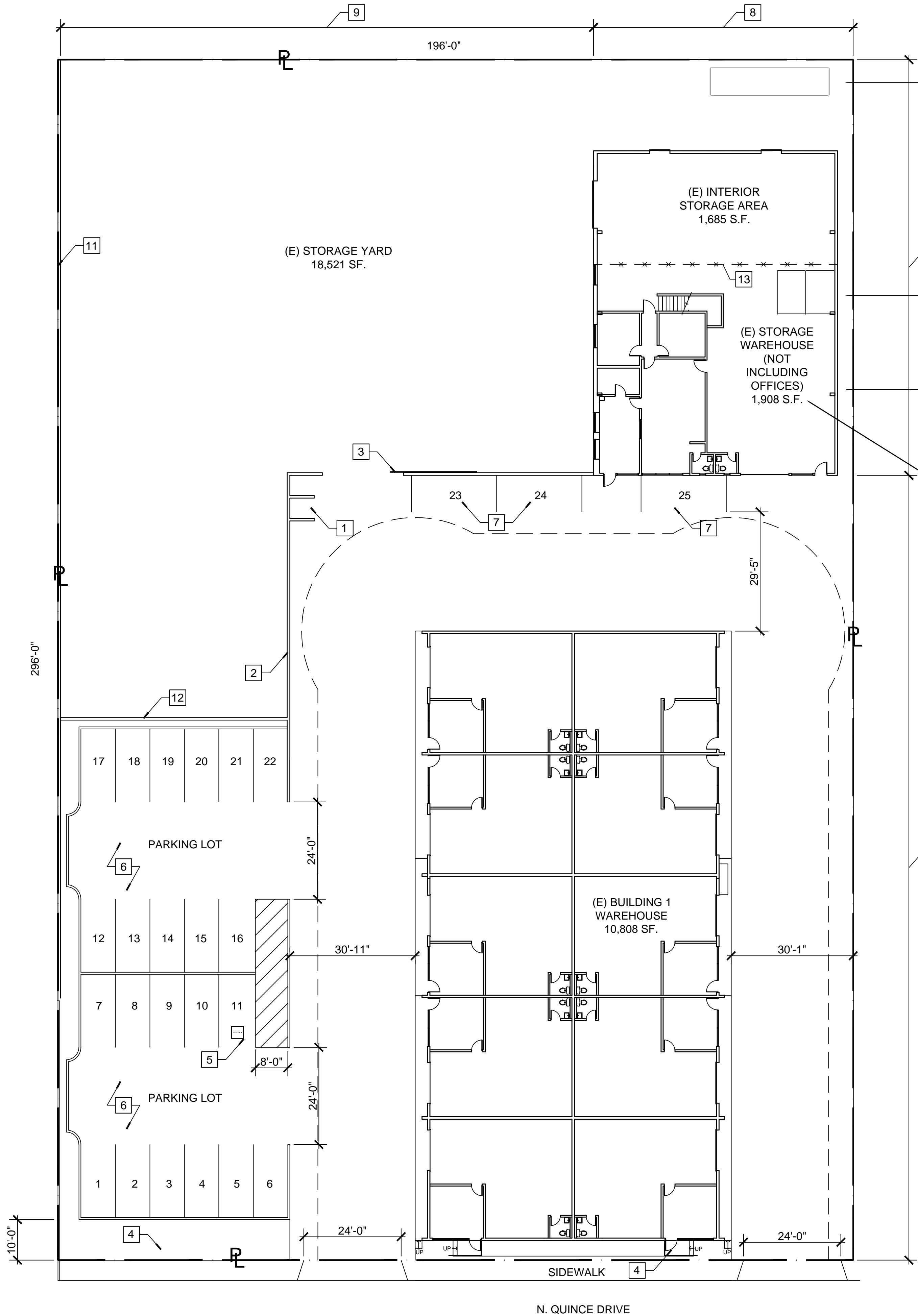


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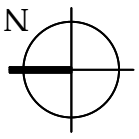
Steve S. Mattia, Esq.

# EXHIBIT A





SITE PLAN



SCALE  
1/16"=1'-0"

1

KEY NOTES

- (N) COVERED TRASH ENCLOSURE
- (E) 6'-0" HIGH FENCE
- (E) 6'-0" HIGH GATE
- (E) LANDSCAPING
- (N) 9'-0" x 18'-0" ACCESSIBLE PARKING SPACE
- (N) 8'-6" x 18'-0" PARKING SPACES
- (N) 9'-0" x 22'-0" PARKING SPACES
- (E) 6'-0" HIGH WOOD FENCE
- (E) 6'-0" HIGH BRICK WALL
- (E) STRUCTURE
- (E) 6'-0" HIGH CHAIN LINK FENCE
- (N) 6'-0" HIGH FENCE TO MATCH (E)
- CHAIN LINK FENCE FLOOR TO CEILING

PROJECT INFO

**BUILDING & OUTSIDE STORAGE YARD SF:**

BUILDING 1:	10,808 SF.
BUILDING 2:	6,030 SF.
TOTAL:	16,838 SF.

OUTSIDE STORAGE YARD: 18,521 SF.

**PARKING:**

BUILDING 1:	10,808 WAREHOUSE 1 SPACE PER 800 SF. = 13 SPACES
BUILDING 2:	4,345 SF WAREHOUSE 1 SPACE PER 800 SF= 6 SPACES
	1,685 SF WAREHOUSE 1 SPACE PER 800 SF= 2 SPACES
STORAGE YARD:	18,521 SF 1 SPACE PER 5,000 SF = 3 SPACES

TOTAL SPACES REQUIRED = 24 SPACES

TOTAL SPACES PROVIDED = 25 SPACES

NO FIRE SPRINKLERS

SCOPE OF WORK

- DEMOLISH EXISTING 6' BRICK WALL SEPARATING PARKING FROM STORAGE YARD AND MOVE IT 60' TO NORTHEAST TO ACCOMMODATE 11 NEW PARKING SPACES.
- RE-STRIPE 11 NEW PARKINGS SPACES ADJACENT TO EXISTING PARKING, AS WELL AS 3 PARALLEL SPACES NEAR BUILDING 2.
- BUILDING 1 TO REMAIN UNCHANGED, NO EXTERIOR IMPROVEMENTS ON EITHER BUILDING.
- ADD CHAIN LINK FENCE IN BUILD 2 BETWEEN STORAGE AND WAREHOUSE
- RE-ESTABLISH A TOWING FACILITY WITH 20,206 SF OF STORAGE SPACE FOR CARS (18,521 SF OF OUTDOOR STORAGE AND 1,685 SF OF INDOOR STORAGE), FOR THE USE OF BUILDING 2 ONLY

m B A

**mark**  
**BAUSBACK**  
ARCHITECT  
3670 CLAIREMONT DRIVE  
SUITE 11  
SAN DIEGO, CA 92117  
858.623.0557



ALL ARRANGEMENTS, CONCEPT, IDEAS, AND DESIGNS DEPICTED ON THESE DOCUMENTS ARE PROPERTY OF MARK BAUSBACK ARCHITECT. THEY ARE INTENDED FOR USE IN CONNECTION WITH THIS SPECIFIC PROJECT ONLY AND SHALL NOT OTHERWISE BE USED WITHOUT THE EXPRESS WRITTEN CONSENT OF THE ARCHITECT. NO CHANGES OR DEVIATIONS SHALL BE ALLOWED WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT. COPIES OF THESE DOCUMENTS FOR THE SOLE PURPOSE OF CONSTRUCTING THE SUBJECT PROJECT WILL BE FURNISHED TO AUTHORIZED PARTIES ONLY BY THE ARCHITECT.

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PROJECT: **QUINCE INDUSTRIAL PARK**  
520 N QUINCE ST.  
ESCONDIDO, CA 92025

SHEET TITLE:

SITE PLAN

REVISIONS

△	
△	
△	
△	
△	

Date 02.22.2016  
Scale AS NOTED  
Drawn E. Q.  
Job MOUNTAIN VIEW  
Sheet No.

SP

# EXHIBIT B













Edward Varso  
Chief of Police  
1163 N. Centre City Parkway  
Escondido, CA 92026  
Phone: 760-839-4706  
evarso@escondido.org

June 22, 2023

Mr. Sunan Alsadik  
CFO/Vice President  
Quality East County, Inc.  
520 N. Quince St. Unit 11  
Escondido, CA 92025

Subject: Request for Proposal 23-17 – Inspection Details

A scheduled inspection of the Quality East County, Inc. Tow Yard, was performed on June 8, 2023. The following deficiencies were noted:

- RFP 23-17 required “Minimum Storage Space: The storage yard must be a minimum of 20,000 square feet to accommodate 120 vehicles. This space is exclusive of other storage areas the tow company utilizes for storage of vehicles that are not Police Initiated Tows.”
  - o The tow yard measured 17,870 square feet with a storage space of 16,866 square feet for vehicle storage.
- RFP 23-17 required “TOW COMPANY must have secured inside storage capable of storing four full sized vehicles or pickup trucks, two of which must be independently secured (i.e. Sea-Containers or similar facility) capable of being locked and that are not accessible to employees of TOW COMPANY and the public.”
  - o There were only two inside storage spaces.
- RFP 23-17 required “Examination/Hazardous Waste Areas: Within the storage lot there must be two designated areas that are paved and sealed adequately to prevent runoff and/or percolation of liquid waste, on which to inspect and store vehicles leaking fluids. The first area will be at least 400 square feet and sufficient to place two vehicles perpendicular to each other for inspection and/or overhead photography. This area must be flat. The second area shall be at least 600 square feet and sufficient to hold six (6) vehicles at any one time. The second area shall not be used for general vehicle storage, but left open for immediate use for vehicles leaking fluids.”
  - o There were two hazmat pads: the first hazmat area was 525 square feet and the second hazmat area was only 532 square feet.

As a result of these findings, Quality East County, Inc. did not meet the requirements of RFP 23-17. Please contact Lisa Rodelo, at lrodelo@escondido.org with any questions.

Sincerely,

Edward Varso  
Chief of Police

CC: Steve S. Mattia, Esq.

Edward Varso  
Chief of Police  
1163 N. Centre City Parkway  
Escondido, CA 92026  
Phone: 760-839-4706  
evarso@escondido.org

June 22, 2023

Mr. Frank Khati, President  
Tow & Transport, Inc.  
1802 Don Lee Place  
Escondido, CA 92029

Subject: Request for Proposal 23-17 – Inspection Details

A scheduled inspection of the Tow and Transportation, Inc. Tow Yard, was performed on June 8, 2023. The following deficiencies were noted:

- RFP 23-17 required “Minimum Storage Space: The storage yard must be a minimum of 20,000 square feet to accommodate 120 vehicles. This space is exclusive of other storage areas the tow company utilizes for storage of vehicles that are not Police Initiated Tows.”
  -
- RFP 23-17 required “Examination/Hazardous Waste Areas: Within the storage lot there must be two designated areas that are paved and sealed adequately to prevent runoff and/or percolation of liquid waste, on which to inspect and store vehicles leaking fluids. The first area will be at least 400 square feet and sufficient to place two vehicles perpendicular to each other for inspection and/or overhead photography. This area must be flat. The second area shall be at least 600 square feet and sufficient to hold six (6) vehicles at any one time. The second area shall not be used for general vehicle storage, but left open for immediate use for vehicles leaking fluids.”
  - There were two hazmat pads: the first hazmat area was only 391 square feet and the second hazmat area was 647 square feet.

As a result of these findings, Tow and Transportation, Inc. did not meet the requirements of RFP 23-17. Please contact Lisa Rodelo, at lrodelo@escondido.org with any questions.

Sincerely,

Edward Varso  
Chief of Police



**CITY OF ESCONDIDO**  
**City Clerk**  
**201 North Broadway**  
**Escondido, CA 92025**  
**(760) 839-4617**  
**Fax: (760) 735-5782**

## FOR CITY USE ONLY

\_\_\_\_ Application Code(s)  
 \_\_\_\_ Fee (Non-Refundable)  
 \_\_\_\_ Receipt No.  
 \_\_\_\_ Date Filed  
 \_\_\_\_ Council Hearing Date  
 \_\_\_\_ Planning Case File No.  
 (if applicable)

## APPLICATION TO APPEAL A DECISION TO THE CITY COUNCIL

Applicant: Quality East County Inc (Print) Phone: (760) 306-5076

Mailing Address: 520 N Quince St (Street) Escondido (City) 92025 (Zip)

E-mail: Sunan@qualitytowing.net Fax: \_\_\_\_\_

Legal Owner: Sunan Alsadik (Print) Phone: (619) 922-9281

Property Address: 520 N Quince St Escondido CA 92025  
 (Subject of Appeal)

Assessor Parcel Number: \_\_\_\_\_

Project Case Number (if appropriate): RFP No. 23-17

Is legal owner aware of this application? ☒ Yes ☐ No

Justification for appeal (Use additional paper, if necessary):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Distribution:  
 Planning Division  
 City Manager  
 City Clerk  
 Other PD  
 Applicant

[Signature]

Signature of Applicant

06-28-2023

Date



**CITY OF ESCONDIDO**  
 City Clerk  
 201 North Broadway  
 Escondido, CA 92025  
 (760) 839-4617  
 Fax: (760) 735-5782

## FOR CITY USE ONLY

Application Code(s)  
 Fee (Non-Refundable)  
 Receipt No.  
 Date Filed  
 Council Hearing Date  
 Planning Case File No.  
 (if applicable)

## APPLICATION TO APPEAL A DECISION TO THE CITY COUNCIL

Applicant: FRANK KHATI Phone: (619) 455-2955  
 (Print)

Mailing Address: 1802 DON LEE PLACE ESCONDIDO 92029  
 (Street) (City) (Zip)

E-mail: ROADWAYAUTOTOWING@YAHOO.COM Fax: (760) 747-3341

Legal Owner: LUJO FAMILY TRUST Phone: \_\_\_\_\_  
 (Print)

Property Address: 1802 DON LEE PLACE ESCONDIDO CA 92029  
 (Subject of Appeal)

Assessor Parcel Number: 228 361 09 00

Project Case Number (if appropriate): \_\_\_\_\_

Is legal owner aware of this application? ☒ Yes ☐ No

Justification for appeal (Use additional paper, if necessary):

(SEE ATTACHED)

pg 1 & 2

Distribution:  
 Planning Division  
 City Manager  
 City Clerk  
 Other \_\_\_\_\_  
 Applicant

Frank Khati  
 Signature of Applicant

6/27/2023  
 Date



**Application to Appeal a Decision to the City Council**

We are requesting an appeal on the denial of our Request for Proposals – RFP No. 23-17 – Police Tow, Impound, and Referral Tow Services on Behalf of Roadway Towing 1802 Don Lee Place, Escondido CA 92029.

While it is understood that all proposals are evaluated in strict accordance with the evaluation criteria as set forth in the RFP, we were advised our denial was based on not meeting the requirements set forth in:

Attachment A, Tow Services Agreement ~ Description of Services, No.9 Vehicle Storage & Office Hours, Section D (§ i - xv)

Given the scope of the requirements in Section D of Attachment A, it is difficult to believe that our facility failed all of the requirements as implied.

Our belief is that our facility met the requirements, and we are therefore requesting an independent review of our facilities as they pertain to the compliance with Section D, and after further review we request the denial be reversed.

Cordially,

Frank Khati

**Quality East County, Inc**

Dba Quality Towing &amp; Recovery

520 N Quince St, Unit 11

Escondido, CA 92025

June 28, 2023

**City Clerk's Office, City of Escondido**

201 N Broadway, Escondido, CA 92025

Attention: **Zack Beck, CMC, CPMC**

City Clerk

RE: **Appeal Letter**

RFP No.23.17-Police Tow, Impound, and Referral Tow Services

Dear Mr. Beck,

In response to the feedback given by Deputy Director Rodelo via email dated June 20, 2023, at 10:17 PM, Quality Towing was advised that the reason for denial was due to the non-compliance with all of the requirements per RFP - Attachment A to Tow Services Agreement – Description of Services – No. 9 Vehicle Storage & Office Hours – Section D.

This letter is to challenge the decision made on our proposal for RFP 23-17. We strongly believe that Quality Towing is fully qualified and compliant with all of the requirements listed in the RFP - Attachment A to Tow Services Agreement – Description of Services – No. 9 Vehicle Storage & Office Hours – Section D.

The following attachments are the Exhibits to address each criterion:

**Section i, Exhibit 1:**

RFP States "The storage yard must be a minimum of 20,000 square feet to accommodate 120 vehicles". Our outside and inside storage spaces makes it meet the minimum requirements by utilizing both inside and outside storage space.

Attachment "Site Plan"

We have 20,429 Square Feet.

Outside Storage = 18,521 SF.

Inside Storage = 1,908 SF.

**Total Vehicle Storage Space = 20,429**

**Section ii, Exhibit 2:**

We have an inside storage facility capable of housing 6 total vehicles, 2 inside the evidence cages and 4 outside the cages.

We have inside storage capable of storing vehicles inside the cages and outside the cages.

We have 1 (10X20) Sea Container.

We have 2 (inside storage cages)

**Section iii, Exhibit 3:**

The Entire yard is enclosed and closed off to the public.

**Section iv, Exhibit 4:**

All vehicles stored are kept inside the confines of the storage lot. All vehicles and their contents are kept safe from pilfering and screened from street level view.

**Section v, Exhibit 5:**

The storage yard's surface is free of mud, pools of water, debris, and other elements that would be harmful to stored vehicles or persons viewing the vehicles.

**Section vi Exhibit 6:**

We have a designated examination area / hazardous waste area.

**Section vii, Exhibit 6:**

Area to park two vehicles perpendicular to each other for inspection and/or overhead photography and it's flat.

**Section viii, Exhibit 6:**

Second area sufficient to hold 6 vehicles at any one time. Storage of vehicles leaking fluids.

**Section ix, Exhibit 7:**

Attached Quality Towing written policy for Hazardous Waste policies and procedures.

**Section x, Exhibit 8:**

Quality Towing has a forklift capable of moving and positioning vehicles onto inspection pad, and/or in the Sea Container and Evidence cages in the inside storage facility.

**Section xi, Exhibit 9:**

Lighting

**Section xii, Exhibit 9:**

Lighting

**Section xiii, Exhibit 9:**

Lighting

**Section xiv, Exhibit 9:**

Storage Yard Lighting

**Section xv, Exhibit 9:**

24-hour Video Surveillance

With all of these Exhibits provided, Quality Towing is trusting that the council will thoroughly review our appeal.

Regards,

Sunan Alsadik  
Vice President



<b>1</b>	Section i, Exhibit 1
<b>2</b>	Section ii, Exhibit 2
<b>3</b>	Section iii, Exhibit 3
<b>4</b>	Section iv, Exhibit 4
<b>5</b>	Section v, Exhibit 5
<b>6</b>	Sections vi, vii, viii, Exhibit 6
<b>7</b>	Section ix, Exhibit 7
<b>8</b>	Section x, Exhibit 8
<b>9</b>	Sections xi, xii, xiii, xiv, xv, Exhibit 9
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SECTION DIVIDER  
1

## Exhibit 1.

### Attachment A to Tow Service Agreement

#### No. 9 Vehicle Storage & Office Hours

##### Section d. i.

**Minimum Storage Space:** The storage yard must be a minimum of 20,000 square feet to accommodate 120 vehicles. This space is exclusive of other storage areas the tow company utilizes for storage of vehicles that are not Police Initiated Tows.



SECTION DIVIDER  
2

## Exhibit 2.

### Attachment A to Tow Service Agreement

#### No. 9 Vehicle Storage & Office Hours

##### Section d. ii.

TOW COMPANY must have secured inside storage capable of storing four full sized vehicles or pickup trucks, two of which must be independently secured (i.e. Sea-Containers or similar facility) capable of being locked and that are not accessible to employees of TOW COMPANY and the public.













SECTION DIVIDER  
3

## Exhibit 3.

### Attachment A to Tow Service Agreement

#### No. 9 Vehicle Storage & Office Hours

##### Section d. iii.

The storage yard must be completely enclosed with a six foot high security fence with poles that are no further apart than eight feet wide and embedded in concrete. Construction of the fence and gates must be of sufficient construction to prevent entry into the storage area of unauthorized persons or vehicles.









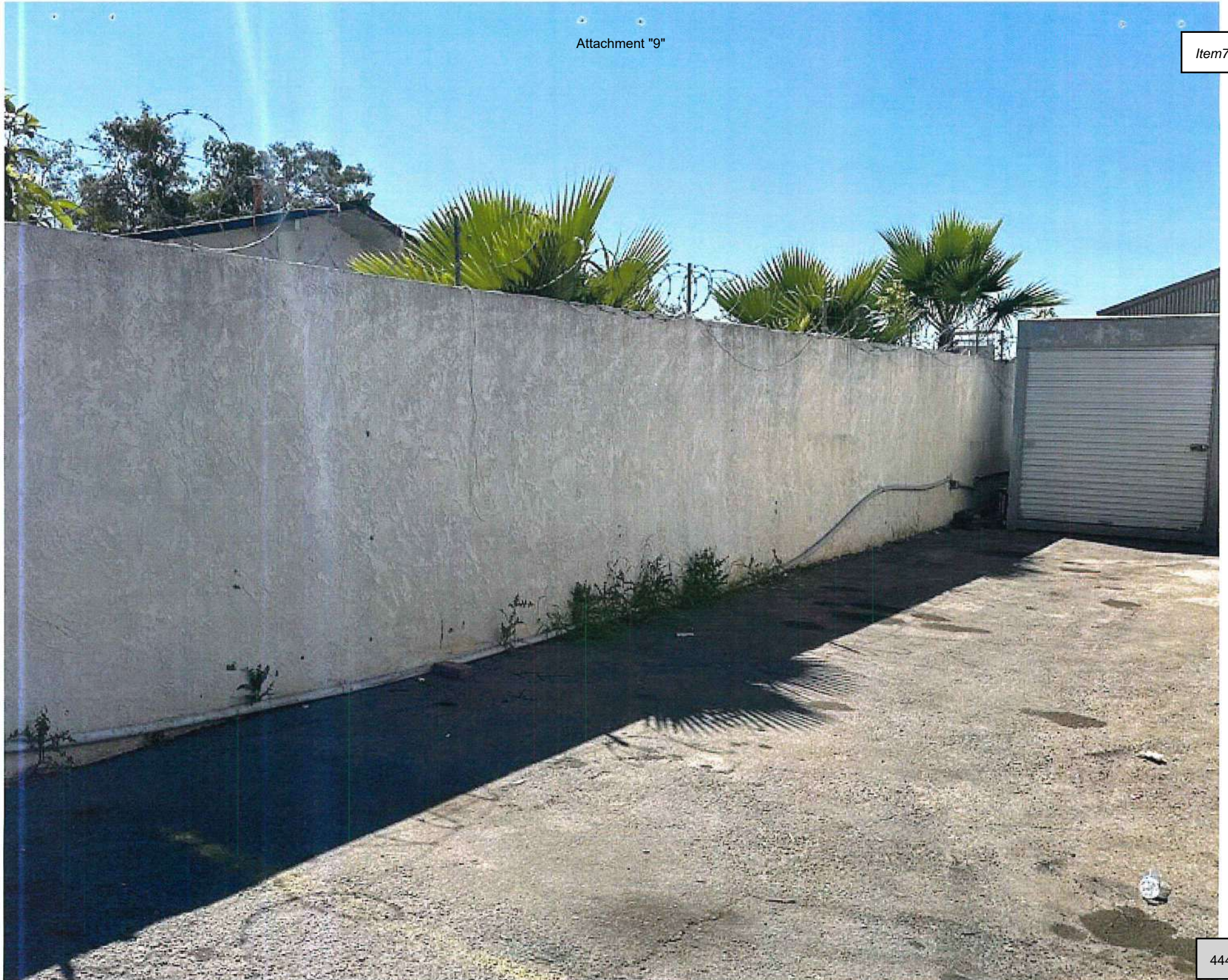




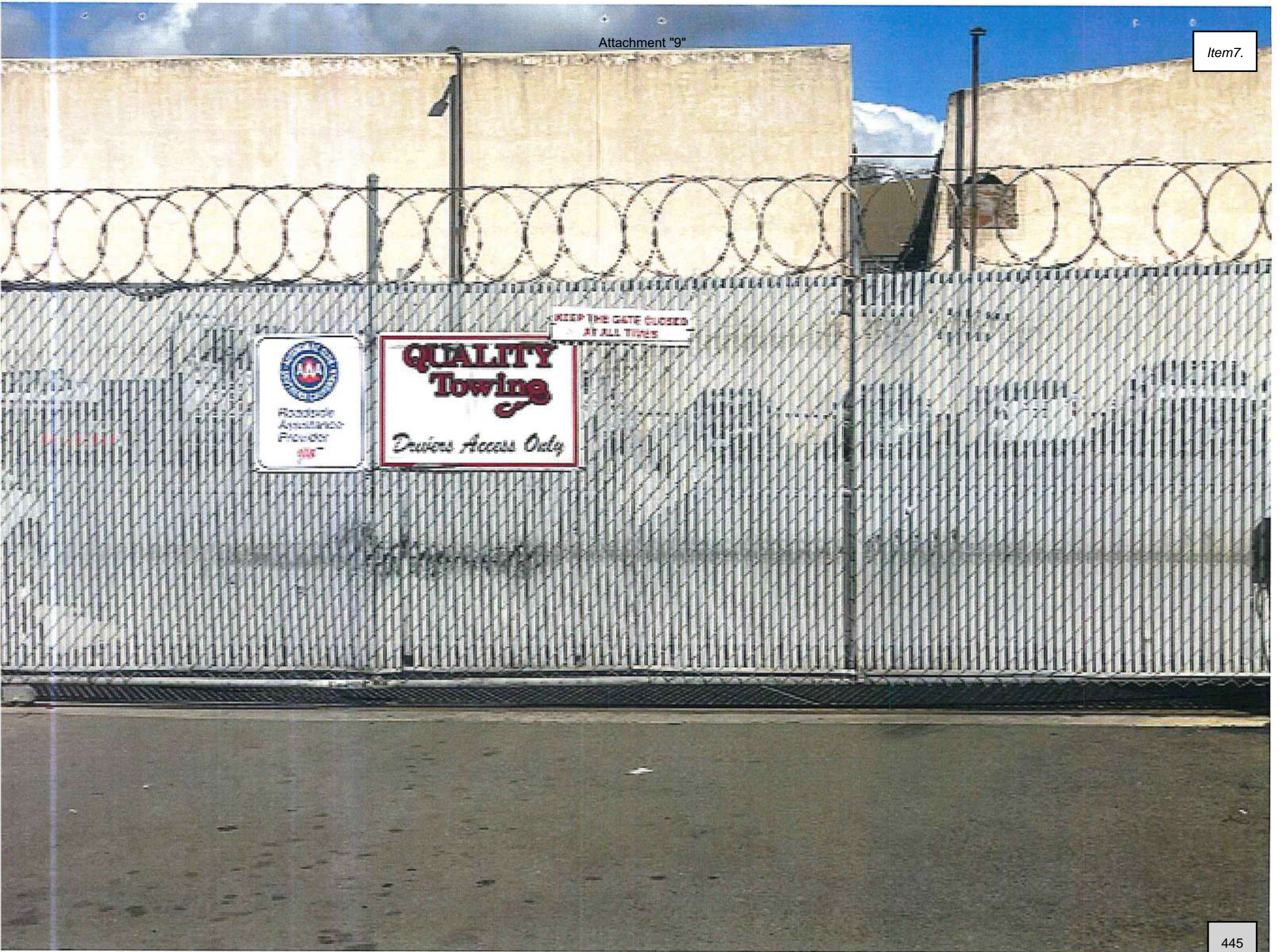




















SECTION DIVIDER

4

## Exhibit 4.

### Attachment A to Tow Service Agreement

#### No. 9 Vehicle Storage & Office Hours

##### Section d. iv.

Vehicles and their contents must be kept safe from pilfering in the storage lot and must be screened from view from street level. All vehicles towed or stored pursuant to this Agreement must be kept within the confines of the storage lot.

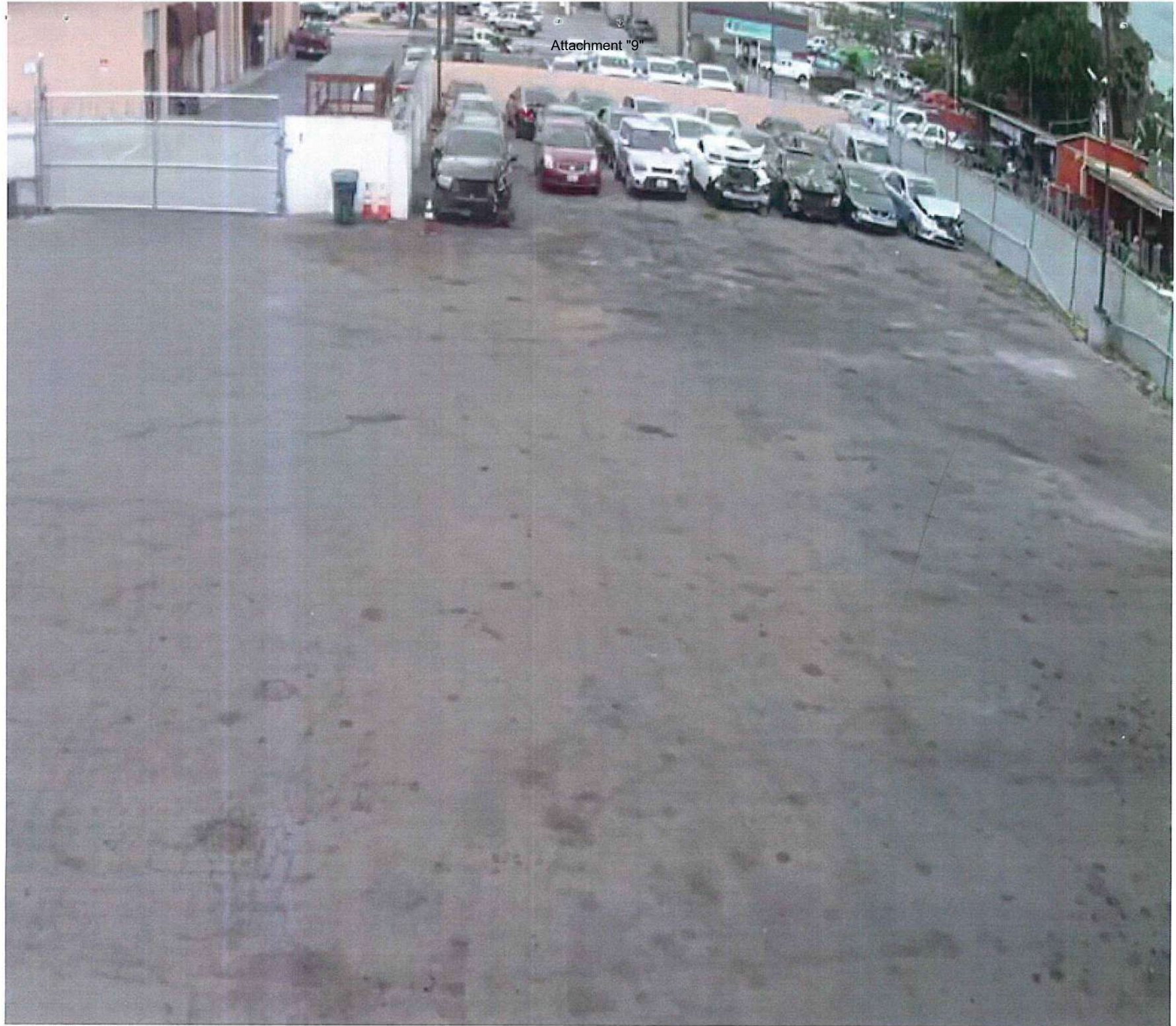






Attachment "9"

Item7.



SECTION DIVIDER

5

## Exhibit 5.

### Attachment A to Tow Service Agreement

#### No. 9 Vehicle Storage & Office Hours

##### Section d. v.

The storage yard should be comprised of a surface that remains free from mud, pools of water, debris or other elements that would be harmful to stored vehicles or persons viewing the vehicles. Examples of an acceptable surface would be concrete, asphaltic concrete, or a similarly durable surface.





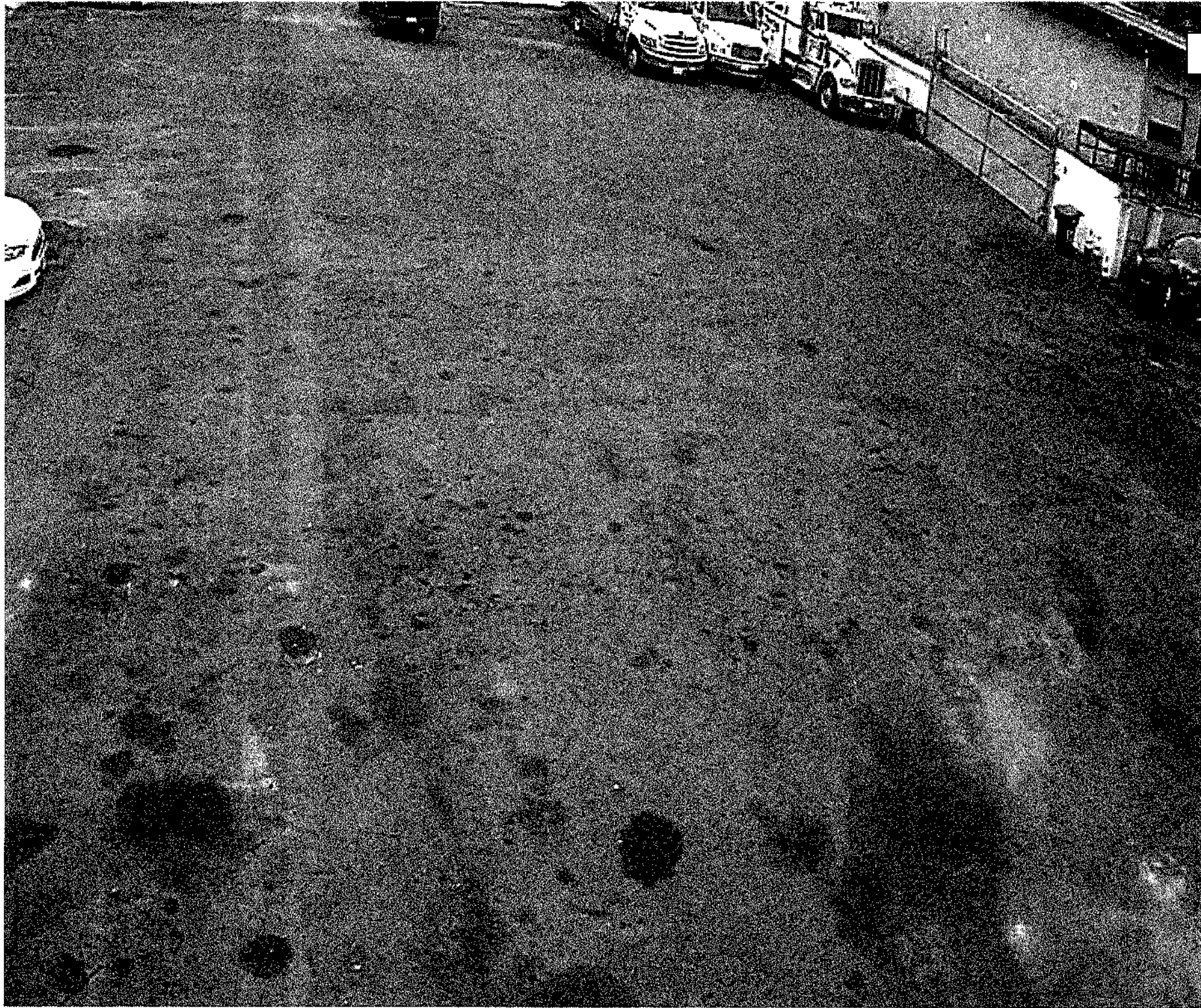


Attachment "9"

Item7.







Item7.



Attachment "9"

Item7.





Attachment "9"

Item 7.

SECTION DIVIDER  
6



## Exhibit 6.

### Attachment A to Tow Service Agreement

#### No. 9 Vehicle Storage & Office Hours

##### Section d. vi.

Examination/Hazardous Waste Areas: Within the storage lot there must be two designated areas that are paved and sealed adequately to prevent runoff and/or percolation of liquid waste, on which to inspect and store vehicles leaking fluids.

##### Section d. vii.

The first area will be at least 400 square feet and sufficient to place two vehicles perpendicular to each other for inspection and/or overhead photography. This area must be flat.

##### Section d. viii.

The second area shall be at least 600 square feet and sufficient to hold six (6) vehicles at any one time. The second area shall not be used for general vehicle storage, but left open for immediate use for vehicles leaking fluids.





**QUALITY**  
**Towing**

**Designated area  
for leaking cars**











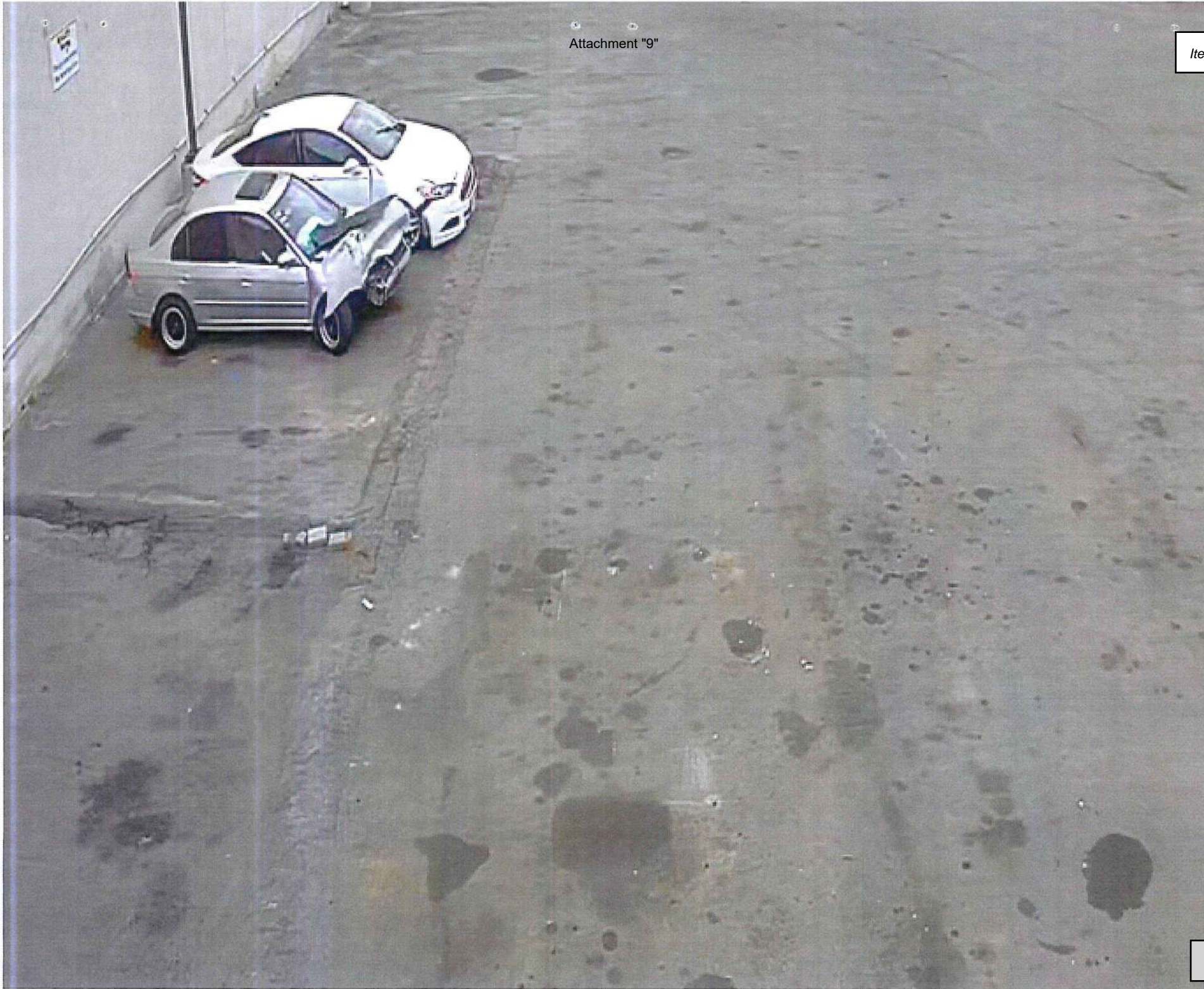




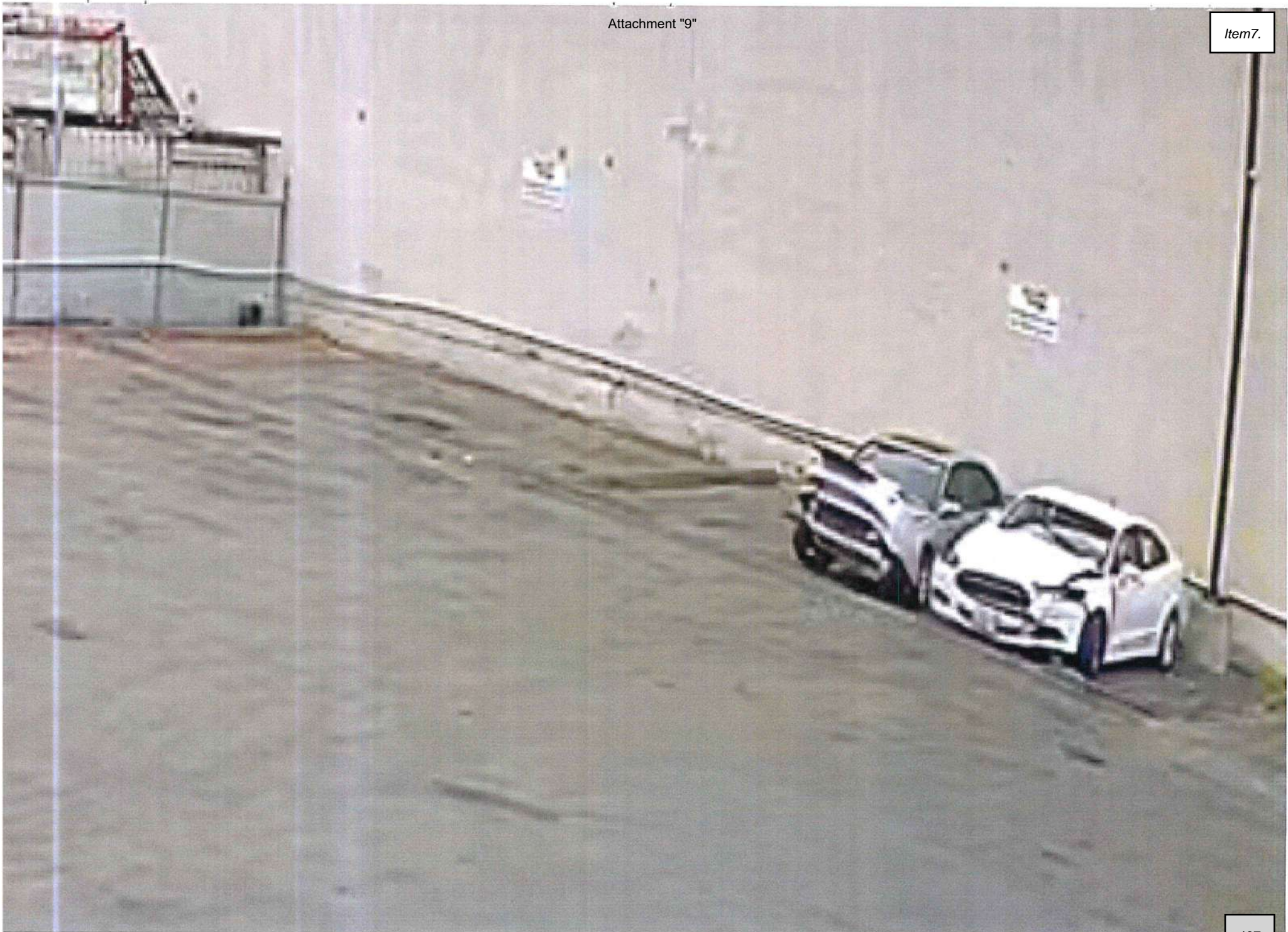
**QUALITY  
Towing**  
Designated area  
for leaking cars











SECTION DIVIDER  
7



## Exhibit 7.

### Attachment A to Tow Service Agreement

#### No. 9 Vehicle Storage & Office Hours

##### Section d. ix.

TOW COMPANY shall have on file a written policy and method of hazardous waste recovery and disposition approved by the Escondido Fire Department.





# **ESCONDIDO FIRE DEPARTMENT** Fire and Life Safety Inspection

Attachment "9"

Case # F2019-0170

Item 7.

1153 N. Centre City Parkway, Escondido, CA 92026 • Phone: (760) 839-5400 • E-mail: fireadmin@escondido.org • Web: www.fire-escondido.org

Business Name: QUALITY TOWING Inspection Date: 10/12/22  
Business Address: 520 N QUINCE ST, UNIT 11 Business Phone: 760 745 8635  
Billing Contact: Sunan alsadik Billing E-Mail: Sunan@qualitytowing.net  
Emergency Contact: Sunan alsadik Emergency Phone: 6199222281  
# of Units: 1 Occupancy Type/Load: /B Square Footage: 2500

Resolved Date/Initials

<b>1. PERMITS</b>	
	a. Permit required - Fire Department permit(s) required for operation(s);
<b>2. FIRE DEPARTMENT ACCESS</b>	
	a. Key box maintenance - Provide current master keys for emergency access to all building areas.
	b. Address numbers - Must be in approved locations, contrasting color, and clearly legible from street and rear access door(s).
	c. Restore fire lane markings - Red curbs with white stenciled curb reading "NO PARKING - FIRE LANE" and signage every 50 feet.
	d. Fire lane obstructions - Eliminate obstructions including parked vehicles for full required width & height.
<b>3. EXITS</b>	
	a. Blocked exit ways - Exit doors, exit corridors, and aisles must remain free from obstructions and materials at all times.
	b. Exit doors - Remove thumb turn locks, slide bolts, bars, padlocks and flush bolts that are not automatic.
	c. Exit doors must open in a single action with maximum of 15 lbs of pressure.
	d. Locks and latches - Key-operated device allowed only on the main entrance with "DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS" sign posted above exit in Group A (300 or less occupant load), B, F, M, S.
	e. Exit doors shall be easily identifiable and shall not be concealed by curtains, decorations, or similar materials.
	f. Exit doors must swing in the direction of travel if the occupant load is 50 or more.
	g. Panic exit hardware - Required on doors serving an assembly area with an occupant load of 50 or more.
	h. Exit signs - Required where more than one exit or exit access is required. Must be illuminated and visible from any direction of travel.
	i. Emergency exit lighting - Need to replace batteries for emergency lights illuminating aisles, corridors and exit stairways.
	j. Occupant load - An approved sign must be posted near the main exit of every assembly room with an occupant load of 50 or more.
<b>4. FIRE PROTECTION &amp; FIRE ALARM SYSTEMS</b>	
	a. Service of Sprinkler System required - Annual Inspection 5-year Certification Last Serviced:
	b. Sprinkler heads - Maintain a minimum of 18" clearance below fire sprinkler head deflectors.
	c. Chain and lock control valves - All control valves must be secured with an approved chain and padlock or device.
	d. Unobstructed access shall be maintained to fire protection equipment at all times. Minimum clearance around hydrants is 3 feet.
	e. Sprinkler system - Replace damaged/missing components, deflectors, spare heads, head wrench, PIV wrench, and FDC caps.
	f. Spray booths shall be serviced every 6 months or upon discharge. Last Serviced:
	g. Hood Extinguishing Systems shall be serviced every month(s) or upon discharge. Last Serviced:
	h. Carbon Monoxide Detectors shall be located outside of each separate sleeping area and on every level.
	i. Maintenance, inspection, and testing of smoke/carbon monoxide detectors - A written record shall be maintained and submitted.
	j. Fire alarm system - Provide certification of proper fire alarm operation by qualified technician. Last Serviced:
<b>5. PORTABLE FIRE EXTINGUISHERS</b>	
	a. Service Due - State Fire Marshal-licensed service is required annually and if discharged or tampered with. Last serviced:
	b. Provide fire extinguisher(s) with a minimum rating of mounted in a visible, accessible location. Maximum travel distance shall not exceed every 75 feet.
	c. Mounting extinguisher(s) less than 40-lbs. The top of the fire extinguisher should not be more than 5 feet above the floor.
	d. Provide K-type extinguisher(s) no greater than 30 feet from a heated combustible vegetable or animal oil/fat hazard.
<b>6. ELECTRICAL</b>	
	a. Extension cords shall not be a substitute for permanent wiring. Wiring must not run through walls, doors, or under carpet.
	b. Multi-plug adapter - Discontinue use. Provide permanent outlets. Exception - Powers Tips w/ built-in circuit breakers.
	c. Power cord maintenance - Shall be maintained without splicing, deterioration, or damage.
	d. Replace missing or damaged components - Replace damaged or missing cover plates for outlets, light switches, and junction boxes.
	e. Circuit breaker panel blanks/unused openings - Provide circuit breaker blanks for missing breakers.
	f. Circuit breaker identification - Identify each circuit breaker in electrical panel. Label electric room doors.
	g. Working space & clearance - Maintain min. 30" width, 36" depth, and 78" in height in front of electrical service equipment.
	h. Abatement of electrical hazard - Permanent electrical wiring must be repaired by a licensed electrician under permit.
<b>7. GENERAL FIRE SAFETY</b>	
	a. Storage below ceiling in non-sprinklered buildings - Provide 24" of clearance below ceiling.
	b. No combustible storage furnace/electrical rooms. No storage under stairs unless area is enclosed with 1 hr. construction, walls/ceiling.
	c. Ignition sources - A minimum 36" clearance is required between heat-producing equipment and combustible storage.
	d. Improve housekeeping - Maintain storage in a neat and orderly manner to minimize fire spread and facilitate control.
	e. Dumpster - Prohibited in buildings; minimum 5 feet from combustible walls, eaves, or openings.
	f. Grease filterhoods/ducts - Clean all grease collecting filters, hoods and ducts frequently to prevent grease accumulation.
	g. Secure compressed gas cylinders - Chain and secure compressed gas cylinders to a fixed object.
	h. Provide Sign(s).
<b>8. FIRE-RESISTIVE BARRIERS</b>	
	a. Fire assemblies - Fire doors and smoke barriers must be self-closing and not be blocked or propped open to prevent from closing.
	b. Restore fire-resistive construction - Restore/maintain any penetrations of walls and ceilings to prevent the spread of fire.
<b>9. FLAMMABLE AND COMBUSTIBLE LIQUIDS</b>	
	a. Containers - Flammable liquids to be stored and dispensed in approved containers and clearly marked.
	b. Containers - Oil rags, oily waste, paint rags, or similar materials must be kept in an approved self-closing metal container.
	c. Quantity limits for liquids storage/use - Permit required if flammable liquids exceed 5 gal inside, 10 gal outside OR if combustible liquids exceed >25 gal inside, >60 gal outside. Cannot exceed amounts shown in Table 5003.1.1(1).
	d. Secondary containment - must be provided when the maximum allowable quantity in exceeded according to Table 5003.1.1(1).
	e. Provide an approved flammable liquids storage cabinet for liquids in excess of 10 gallons when used for maintenance and equipment.
<b>10. HAZARDOUS MATERIALS</b>	
	a. Provide data - Provide a list, in approved format, of hazardous material quantities stored and in use. MSDS required onsite.
<b>11. MISCELLANEOUS</b>	
	a. Describe in Corrections and Comments. See attached Inspection Report for more information (Prevention 24.0)

CORRECTIONS & COMMENTS:

No violations

Failure to correct a hazard may result in legal action and/or business license suspension. An administrative fee will be charged for a failed re-inspection. This fee is in addition to any citation fines/court costs. A Fire Department representative will sign this form when all violations have been corrected.

Business Representative: (Print) Sunan alsadik (Signature) [Signature] Date: 10/12/22  
Inspectors Name(s) Keene Tiapala Re-inspection Date (on or after)  
Fire Dept. Clearance (Print) Pat Keene (Signature) [Signature] Date: 10/12/22





**FIRE DEPARTMENT**  
1163 N. Centre City Parkway  
Escondido, CA 92026

Phone: **760-839-5400**  
[fireadmin@escondido.org](mailto:fireadmin@escondido.org)  
[www.fire.escondido.org](http://www.fire.escondido.org)



Quality East County Inc  
Quality Towing  
520 North Quince St  
Escondido, CA 92025  
Phone: (760) 306-5076

# **Storm Water Pollution Prevention**

## **Motor Vehicle Yard**

### **Driver's Hazmat Procedures & Policy**





Quality East County Inc  
Quality Towing  
520 North Quince St  
Escondido, CA 92025  
Phone: (760) 306-5076

## Storm Water Pollution Prevention - Driver's Hazmat Procedures & Policy

### Contents List:

1. Policy Statement
2. Storing Vehicles that Contain Fluids
3. Draining & Transferring Fluids
4. Fluid Containers
5. Fluid Storage Areas
6. Used Oil & Filters
7. Recovered Gasoline
8. Antifreeze
9. Solvents and Degreasers from Parts Washing
10. Spill Response
11. Lead Acid Batteries
12. Vehicle Refrigerants
13. Scrap Tires
14. Site Control/Inspection
15. Storm Water Management

### 1. POLICY STATEMENT



Quality East County Inc  
Quality Towing  
520 North Quince St  
Escondido, CA 92025  
Phone: (760) 306-5076

## 1. POLICY STATEMENT

The objective of our Storm Water Pollution Prevention (SWPPP) is to prevent surface and groundwater contamination. This SWPPP also aims to eliminate unpermitted non-storm water discharges, identify pollution sources, implement efficient BMPs, and to establish a monitoring program.

Our establishment operates as a towing and storage yard, housing vehicles involved in accidents and impounds from local law enforcement agencies such as the California Highway Patrol. Potential pollutants at our facility include waste absorbent materials, waste automotive fluids and vehicle battery inventory. These pollutants are stored in a designated hazmat area under a roof on containment pallets. All waste is properly labeled, sealed, and stored in 55-gallon drums. CleanTech Environmental company services our hazardous waste disposal.

All Quality Towing employees are aware of our Storm Water Pollution Prevention - Driver's Hazmat Procedures & Policy. All Quality Towing employees are trained and are given a copy of our manual to follow procedures implemented.

### Inside Facility:

If a vehicle is leaking fluid while inside our storage facility it will be moved to the designated sealed hazmat pad to drain completely. We will use absorbent to absorb the leaking hazardous fluids and it will be swept and placed inside a clearly marked hazardous waste 55-gallon drum.

### Outside Facility:

Quality Towing drivers are trained to handle leaking hazardous materials outside our facility such as encountering a vehicle involved in an accident leaking hazardous oils and fluids. All of the tow trucks carry absorbent that the driver will use to soak up any fluids and swept into the trash can each tow truck is equipped with. The hazardous waste collected will be properly disposed of in the clearly marked hazardous waste 55-gallon drum.

We've implemented the following guidelines to contain any hazardous waste ranging from battery acid leaks to vehicle engine oil leaks to prevent hazardous waste spillage and to protect the health of our customers and staff members.

## 2. Storing Vehicles that Contain Fluids



1. Each end-of-life vehicle (ELV) at the facility is checked for leaks on a regular basis, at least weekly, starting when the vehicle first arrives at the facility and continuing until the vehicle is drained of all fluids.	<b>YES</b>	<b>NO</b>
2. Drip pans are placed under leaking vehicles, where needed, to keep leaks off the ground.	<b>YES</b>	<b>NO</b>
3. All ELVs that contain fluids are:		
a. Stored in an upright position.	<b>YES</b>	<b>NO</b>
b. Not stacked or piled on top of one another.	<b>YES</b>	<b>NO</b>
c. Stored with enough clear space around each vehicle to allow access for regular leak checks, as well as leak containment and clean up when needed.	<b>YES</b>	<b>NO</b>



Storing vehicles in rows with plenty of aisle space allows the vehicles to be checked regularly for leaks.





Vehicles stored in brushy areas cannot be easily inspected for leaks.



Stacking vehicles that contain fluids can result in undetected leaks.



Always stop leaks **before** they spread.

**Motor vehicle fluids of concern include:**

- gasoline
- diesel fuel
- motor oil
- brake fluid
- transmission fluid
- power steering fluid
- antifreeze
- refrigerants
- battery acid



It's a good idea to clearly mark vehicles to show they have been fully drained.



### 3. Draining and Transferring Fluids



- |   |     |    |               |
|---|-----|----|---------------|
| 1. All work involving motor vehicle fluids—including <b>draining</b> fluids from vehicles and parts, <b>dismantling</b> parts that contain fluids, <b>pouring</b> fluids from container to container, and <b>dispensing</b> fluids from containers—is done: |     |    |               |
| a. Over a dry, impervious spill containment surface, such as a concrete pad.  | YES | NO |               |
| b. Inside an enclosed structure during inclement weather.   | YES | NO |               |
| c. Using drip pans and funnels, or mechanical pumps.  | YES | NO |               |
| 2. Motor vehicle fluids are never drained or transferred to or from containers over bare ground or outside in the rain and snow.  | YES | NO |               |
| 3. Recovered gasoline, if used to fuel vehicles and equipment at the facility, is dispensed to the vehicles and equipment over a concrete pad or other impervious spill containment surface only.   | YES | NO | Not dispensed |
| 4. After cutting fuel lines, brake lines, and other fluid lines, the lines are plugged or crimped to stop leaks and drips.  | YES | NO | Not cut       |
| 5. When drained, gasoline, oil, antifreeze, and other vehicle fluids are stored separately in sealed, leak-tight containers. Gasoline, oil, and antifreeze are never mixed intentionally.   | YES | NO |               |



#### What is an "impervious spill containment surface"?

It is a solid surface through which fluids cannot pass when spilled (for example, a concrete pad). The surface is typically sloped toward the middle, or there is a lip, curb, or wall around the outer edges to keep spilled fluids from running or seeping off the pad onto the ground. The pad must be free of cracks, holes, drains, and other openings. Wood, gravel or earthen surfaces are not considered impervious.



## What's wrong with these pictures?



**No!**

There is no impervious spill control surface (such as a concrete pad) under this dismantling rack to keep fluids from spilling on the ground.



**No!**

The concrete pad under this dismantling rack is too small and there is no lip around the outer edge to stop spills from running off the pad.



When fluids spill on a wet pad, they contaminate the storm water that runs off the pad. Never drain fluids and handle fluid-containing parts out in the rain and snow.



**No!**

Do not allow motor vehicle fluids to drain off the impervious surface onto the ground.



**Yes!**

Put fluid-containing parts on a drip rack and let them drain into a drip pan or basin.



**No!**

Never pour or dispense fuel over bare ground. Make sure vehicles and equipment are fueled over a concrete or other impervious surface only.



**Yes!**

To prevent spills, use funnels to fill containers. When done, remove the funnel and cap the container.



## 4. Fluid Containers



1. All tanks, drums, pails, and other containers used to store motor vehicle fluids are:

a. In sound, leak-tight condition.

YES NO

b. Clearly labeled to show the contents.

YES NO

c. Capped or closed tightly, except when fluids are being added or removed.

YES NO

2. Drip pans are kept under all spigots, valves and pumps connected to tanks and other containers used to store motor vehicle fluids.

YES NO



To prevent spills, keep fluid containers capped and closed. Also, do not overfill them.



Labeling containers reduces the chance of accidentally mixing different fluids together. Mixed fluids must be disposed of as a hazardous waste, which is costly.





Rusted, bulging, and dented containers are not safe for storing fluids.



Store fluids in clearly labeled containers that are in good condition. Remove funnels and cap the container when not in use.





## 5. Fluid Storage Areas

1. All containers of gasoline, oil, solvents and other flammable liquids —including tanks, drums, and pails — are stored in a fire safe manner.	<b>YES</b>	<b>NO</b>	
2. All containers of gasoline, oil, solvents and other flammable liquids — including tanks, drums, and pails — are stored:			
a. Inside a ventilated enclosed structure — such as a ventilated building, box trailer, or storage shed — on a concrete or other impervious spill containment surface; <b>AND/OR,</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
b. In an impervious secondary containment device — such as a concrete vault — that is sheltered by a roof or other covering to keep out rain and snow. The secondary containment device, even when filled with containers, has enough capacity to hold 110% of the volume of the largest container stored within.	<b>YES</b>	<b>NO</b>	
3. If there are open drains in the area(s) where motor vehicle fluids or solvents are stored, the drains are connected either to a municipal sewer system (with written permission) or a holding tank registered with the N.H. Department of Environmental Services.	<b>YES</b>	<b>NO</b>	<b>No drains</b>
4. All containers of motor vehicle fluids and solvents are stored where they can be easily inspected for leaks.	<b>YES</b>	<b>NO</b>	
5. If stored outdoors, all containers of gasoline, oil, and solvents — including tanks, drums, and pails — are kept:	<b>N/A—Never stored outdoors</b>		
a. 50 feet or more from surface waters, catch basins and storm drains.	<b>YES</b>	<b>NO</b>	
b. 75 feet or more from private wells.	<b>YES</b>	<b>NO</b>	
c. Outside the protective radius of public water supplies. (Note: Typically, the protective radius measures 75-400 feet, depending on the type of public water system).	<b>YES</b>	<b>NO</b>	





Never store containers with fluids on the ground or out in the rain or snow.



Keep tanks, drums and other fluid containers inside an enclosed structure on a leak-proof surface.



or ...

Put the containers inside a secondary containment device, such as half a concrete septic tank or a steel box. Shelter the entire structure from precipitation.



This tank bottom is not a good secondary containment device because it will not hold 110 percent of the volume of the largest container stored inside and will quickly fill with rain and melted snow.



Fluids can be stored inside a box trailer, provided it will contain leaks. Seal the floor and seams, and add a "lip" to the open end, such as the yellow one shown in this picture.



## 6. Used Oil and Filters



1. All used oil collected at the facility is either burned in a used oil furnace during cold weather to heat the facility and/or shipped to an authorized used oil marketer or hazardous waste treatment facility on a regular basis.	<b>YES</b>	<b>NO</b>	
2. If the facility ships used oil off-site, transportation paperwork (bill of lading or manifest) documenting the destination is kept on file for at least three years and is available for inspection if requested.	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3. If the facility operates a used oil furnace, written notification has been submitted to DES on the required form and DES has issued an identification number to the facility.	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4. Tanks, drums, and other containers of used oil are clearly labeled as follows:			
a. "Used Oil for Recycle," if suitable for recycling.	<b>YES</b>	<b>NO</b>	
b. "Waste Oil" with a required hazardous waste label, if contaminated.	<b>YES</b>	<b>NO</b>	
5. Used oil is never intentionally mixed with gasoline, antifreeze, solvents, or fluids from parts washers.	<b>YES</b>	<b>NO</b>	
6. Used oil filters, when removed, are crushed or punctured and fully drained then recycled with other scrap metal at the facility, or disposed of at a permitted facility.	<b>YES</b>	<b>NO</b>	





Completely drain (or crush) used oil filters and recycle them with other scrap metal.

Oil filters, if fully drained, can be recycled with other scrap metal. To fully drain a filter, puncture and place it over a drip rack at room temperature (or warmer) for 12 hours, or crush it over a drip pan.



Label all used oil containers to show the contents.



**Never** dump used oil on the ground, or into drains, septic systems, wetlands, or water bodies. "You dump it, you drink it."

If used oil is contaminated or not recycled, it must be labeled and managed as a hazardous waste.



## 7. Recovered Gasoline



1. Tanks, drums, or other containers of recovered gasoline are labeled clearly as follows:		
a. Gasoline that is <b>still usable</b> is labeled "Gasoline," "Good Gas" or similar.	YES	NO
b. Gasoline <b>mixed with water</b> that will be shipped to an authorized reclamation facility is labeled "Gas/Water Mixture for Recycle" or similar.	YES	NO
c. Gasoline that is mixed with other fluids, or is no longer usable as fuel, is labeled "Bad Gas" and also has a proper hazardous waste label.	YES	NO
2. Good gas is used to fuel vehicles and equipment.		
	YES	NO
3. Bad gas is either shipped to a authorized reclamation facility as an off-specification commercial product (if a mixture of gas and water), or an authorized hazardous waste treatment or disposal facility (if no longer usable for other reasons).		
	YES	NO



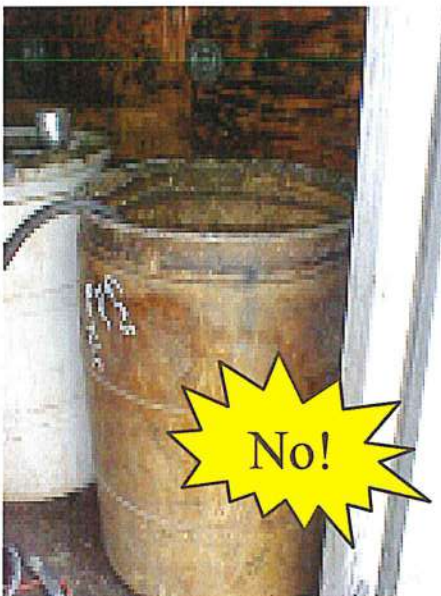
A self-contained portable gas pump, such as this "Gas Buggy," is a helpful tool. It pumps gasoline out of vehicle fuel tanks and into storage tanks and drums, effectively eliminating spills due to draining and pouring gas by hand.



Even though this tank is labeled clearly and sheltered by a roof as required, it is not correctly installed. It must also be placed inside a secondary containment device and be surrounded by a concrete refueling pad.

#### Mixing can be expensive!

Gasoline mixed with used oil, antifreeze, lubricants, solvents, or other fluids must be shipped to an authorized hazardous waste treatment or disposal facility.



Storing gasoline in open containers is a fire and explosion hazard, in addition to being at risk for spills.



This gasoline storage tank is correctly installed inside secondary containment, sheltered by a roof, and surrounded by a concrete pad for controlling spills when dispensing gas from the storage tank into vehicles and equipment.



Never dump gasoline on the ground, or into drains, septic systems, wetlands or water bodies. "You dump it, you drink it!"



## 8. Antifreeze



1. Tanks, drums, and other containers of recovered antifreeze are labeled clearly as follows:

a. Antifreeze that is <b>still usable</b> is labeled "Good Antifreeze" or "Used Antifreeze for Recycle," or similar.	YES	NO
b. Antifreeze that is <b>no longer usable</b> due to the presence of physical or chemical impurities or loss of original coolant properties is labeled "Waste Antifreeze" or "Universal Waste-Antifreeze."	YES	NO

2. Good antifreeze is distributed for reuse as antifreeze in other vehicles.
- |     |    |
|-----|----|
| YES | NO |
|-----|----|

3. Waste antifreeze is either shipped to a legitimate recycling facility and/or recycled on-site by a mobile contractor or the facility operator using distillation or filtration equipment.
- |     |    |
|-----|----|
| YES | NO |
|-----|----|



Never pour antifreeze on the ground, or into drains, septic systems, wetlands or surface waters. Always clean up spills immediately.

Antifreeze made with ethylene glycol is particularly dangerous because animals and children are attracted to its sweet flavor. Drinking ethylene glycol can cause coma or death.



Label containers of used antifreeze, to identify whether or not it is still usable. Good antifreeze can be sold or given away to customers.



Keep used antifreeze separate from other motor vehicle fluids.



Here, antifreeze is being filtered through a homemade filtering device, to remove particulate matter before reusing it in vehicles.

Mark each container of antifreeze with the date the antifreeze was first added. Reuse, recycle, or dispose of it within a year of that date.



## 9. Solvents and Degreasers from Parts Washing



- |   |     |    |     |
|---|-----|----|-----|
| 1. Spent solvents, degreasers, and sludge from parts washing are transported off-site by a registered hazardous waste transporter unless laboratory test results show the waste is non-hazardous.             | YES | NO |     |
| 2. Spent solvents, degreasers, and sludge from parts washing that test non-hazardous are regularly shipped to a facility that is authorized to receive and treat the waste.                                   | YES | NO | N/A |
| 3. Solvents used to wash parts, including mineral spirits and kerosene, are never mixed with used oil to be burned, unless laboratory test results show the spent solvent is non-hazardous and can be burned. | YES | NO |     |



**Solvent-based parts washer:** The spent solvent must be picked up by an authorized hazardous waste transporter.



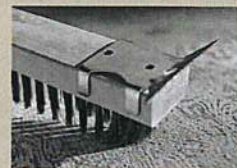
**Aqueous (water based) parts washer:** These units typically use the same water over and over again, and therefore can reduce the amount of hazardous waste generated by washing parts. Even so, the accumulated sludge must be handled as a hazardous waste, unless laboratory test results show it is non-hazardous.



**NEVER** dump solvents or degreasers down drains, on the ground, or into septic systems, wetlands, or water bodies. "You dump it, you drink it."

**Pollution Prevention Tip –**

Instead of operating a parts washer, clean used parts with a wire brush (or don't bother to clean them at all).



Mineral spirits, Stoddard solution, petroleum naphtha, gasoline, kerosene, or diesel fuel may be hazardous due to ignitability.

Other solvents may be toxic if they contain toluene, methyl ethyl ketone (MEK) or 1,1,1-trichloroethane.

Spent parts washer fluids may also be hazardous due to elevated metal content from oils and greases.



Store solvents in a fire safe manner.



## 10. Spill Response



1. Spill kits are kept in all fluid handling and storage areas.	<b>YES</b>	<b>NO</b>
2. Emergency contact and spill response information is posted in all areas where fluids are handled or stored.	<b>YES</b>	<b>NO</b>
3. Spills and leaks are contained and cleaned up when discovered.	<b>YES</b>	<b>NO</b>
4. Spills, leaks, or other discharges of gasoline and oil are reported immediately to the N.H. Department of Environmental Services when required.	<b>YES</b>	<b>NO</b>
5. Employees are trained to contain spills and leaks.	<b>YES</b>	<b>NO</b>



Keep plenty of spill sorbent material on hand.

Spills and leaks of gasoline and oil must be reported whenever:

- 25 gallons or more are discharged to the land; or
- Any quantity is discharged to the land and the contamination is not cleaned up and properly disposed of immediately; or
- The discharge enters a surface water or groundwater; or
- A water supply well becomes contaminated as a result of the discharge; or
- The discharge results in the presence of vapors which pose an imminent threat to human health.





Take action to clean up spills and leaks when they happen. **Remember:** Even small spills or leaks must be reported to DES if they are not cleaned up right away.



Spill kits can be purchased already assembled or can be homemade.

### Make Your Own Spill Kit

To make your own spill kit, put the following items in a large covered bucket, garbage can, or drum:

- Gloves
- Sorbent material such as "Speedy-Dri" or sorbent pads
- Wisk broom
- Squeegee
- Dustpan
- Small shovel or scoop
- Heavy duty plastic bags
- And other useful items for containing spills and leaks.

Post the following information wherever fluids are handled or stored:

- Person at the facility in charge of spill response
- Procedure for cleaning up spills
- Telephone numbers for local police and fire departments; local hospital; State Police (603) 271-3636; Department of Environmental Services (603) 271-3644; Poison Control Center 1-800-222-1222; and Office of Emergency Management (603) 271-2231 or 1-800-852-3792.



Keep a spill kit near all area where fluids are handled or stored.





No!

When oily, greasy, or fluid-containing parts are placed on the ground or get wet from rain and snow, the grease, oil, and other fluids can get into the soil or be washed away into nearby water bodies by rainfall and snowmelt.



Never put vehicle fuel tanks—even ones already drained—on the ground. It does not take much gasoline to contaminate soil and water.



Yes!

Old school buses and box trailers can be used to store greasy oily parts under cover and off the ground. Make sure the floors are solid without holes or cracks.



Yes!

Here is an economical way to store greasy oily parts off the ground and out of the rain.



After removing and completely draining the vehicle fuel tank, it is okay to put it inside the vehicle provided the vehicle is leak tight, dry, and ventilated.





## 11. Lead Acid Batteries

1. Batteries are removed from end-of-life vehicles for recycling.	<b>YES</b>	<b>NO</b>
2. Batteries are stored in an upright position.	<b>YES</b>	<b>NO</b>
3. Batteries are stored under cover to keep them dry.	<b>YES</b>	<b>NO</b>
4. Batteries are stored over an impervious spill containment surface and are never stored over bare ground.	<b>YES</b>	<b>NO</b>
5. Layers of stacked batteries are separated by cardboard or another non-conductive spacer to provide stability and prevent the terminal poles from puncturing the battery above.	<b>YES</b>	<b>NO</b>
6. Upon discovery, cracked or leaking batteries are placed in a closed, leak proof, acid proof container—for example, a covered five gallon plastic bucket—with a neutralizing agent, such as baking soda, in the bottom.	<b>YES</b>	<b>NO</b>
7. Batteries are sent to a reputable recycling facility on a regular basis.	<b>YES</b>	<b>NO</b>



**Do not place lead acid batteries in the garbage. Do not incinerate batteries.**





Cracked batteries should be placed inside a covered plastic container.



**Clever idea!** This simple battery storage box was made from an old truck bed.



Do not store batteries on bare ground or out in the weather.



These batteries are stored correctly on a pallet inside a storage shed with a concrete floor. Cardboard is used to separate each layer. When the pallet is full, it is shrink-wrapped for shipping to a recycler.





## 12. Vehicle Refrigerants



Refrigerants (chlorofluorocarbons, or CFCs, and R-134a) are chemicals used in automotive air conditioning and appliances.

CFCs refer to the refrigerants R-12 and R-22 used in air conditioning units. They are a family of chemicals that are stable, non-flammable and non-corrosive. CFCs cannot be released to the atmosphere, because they contribute to ozone depletion.

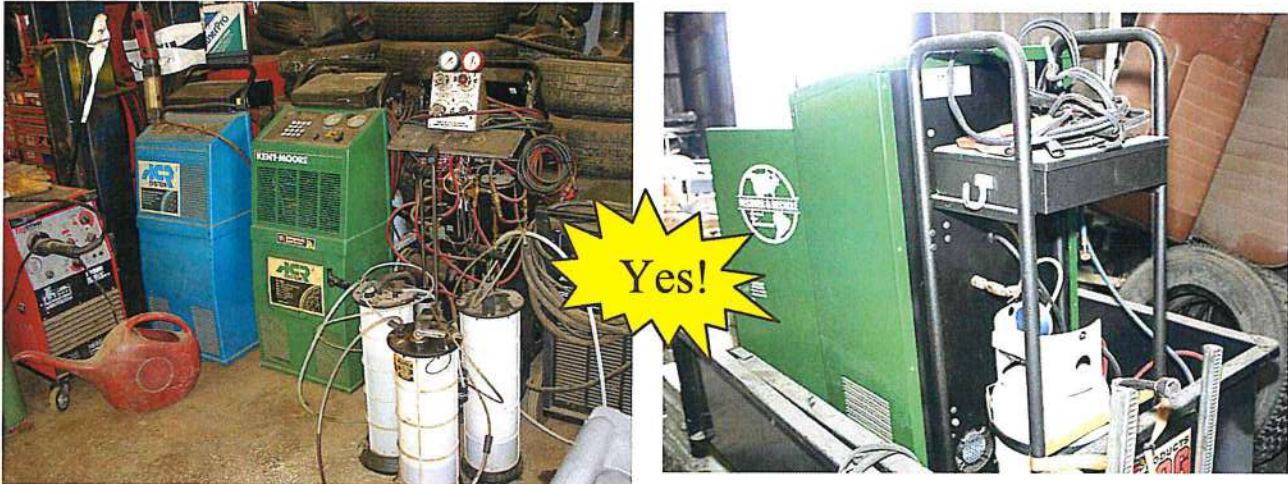
- |  |     |    |
|--|-----|----|
| 1. Soon after arrival, end-of-life vehicles are inspected to determine whether they are equipped with air conditioning systems that contain refrigerants.  | YES | NO |
| 2. Refrigerants in the air conditioning systems of end-of-life vehicles are evacuated, using U.S. Environmental Protection Agency approved equipment, and containerized for recycling.                     | YES | NO |
| 3. Written records are available at the facility documenting that refrigerants are managed according to federal requirements, including at least one of the following:                                     |     |    |
| a. A copy of the owner's "Refrigerant Recovery/Recycling Device Acquisition Certification Form," as submitted to EPA as required of all facilities that have their own evacuation equipment; <b>and/or</b> | YES | NO |
| b. Invoices documenting contractor evacuation services; <b>and/or</b>  | YES | NO |
| c. Shipment records or invoices documenting where the owner sends recovered refrigerant to be recycled or reused.  | YES | NO |



Vehicles should be marked to indicate the refrigerants have been removed.

It is illegal to knowingly vent refrigerants into the environment. There are stiff federal fines for doing so.





Use only USEPA approved equipment to evacuate refrigerants.



A facility that does not own the proper equipment to evacuate refrigerants can hire a mobile contractor to do it for them. This contractor travels from site to site performing this service.



## 13. Scrap Tires

1. Scrap tires are removed on a regular basis to an authorized tire recycling or disposal facility.	<b>YES</b>	<b>NO</b>
2. The number of scrap tires removed from the facility yearly typically equals or exceeds the number of scrap tires received yearly.	<b>YES</b>	<b>NO</b>
3. Scrap tires, if stored on the ground, are in piles measuring no more than 25 feet across.	<b>YES</b>	<b>NO</b>
4. Scrap tires, if stored on the ground, are in piles measuring no more than 15 feet high.	<b>YES</b>	<b>NO</b>
5. Scrap tire piles, if any, are separated by 25 foot fire lanes.	<b>YES</b>	<b>NO</b>
6. Scrap tire storage areas are accessible by fire fighting apparatus.	<b>YES</b>	<b>NO</b>
7. Scrap tires are stored in a manner that keeps water from collecting inside the tire cavity.	<b>YES</b>	<b>NO</b>



Do not burn or bury waste tires.

Cover tires or leave them on the rims to prevent rain water from collecting inside the tire cavity where disease-carrying mosquito populations can then breed.

Citrus oil or baking soda can be used to kill the larvae of mosquitoes in water that collects in tires.





These tires are not being actively managed as required. They obviously have been here a long time.



Save time and money. Handle your tires once, by loading them direct into covered transfer containers.



To make stockpiles of tires more fire-safe, keep the piles small and separated by fire lanes. To prevent disease-carrying mosquitoes, cover the piles or find another way to keep water from accumulating inside the tire cavity.



Tire fires are serious and dangerous. They are hard to put out and cause air, soil and water pollution.



## 14. Site Control/Inspection



- |   |     |    |
|---|-----|----|
| 1. The facility owner, or a person designated by the owner, inspects the facility at least weekly to identify potential problems such as leaks, spills, and improperly stored vehicles, fluids and parts. | YES | NO |
| 2. Problems are corrected in a timely manner.   | YES | NO |
| 3. All processing and storage areas at the facility are accessible for inspection.  | YES | NO |



This site is so cluttered and unorganized it is difficult to inspect it for environmental, safety and health hazards.



Fencing and locked gates are a good way to control the dumping of unwanted materials and vehicles, as well as vandals that steal parts and cause leaks and spills.

A well organized, uncluttered facility usually has fewer environmental contamination problems.





Serious and costly problems can be avoided by inspecting the facility on a regular basis to look for things that need correcting.



Incoming vehicles should be routinely checked for unwanted materials.



Making a list of the routine things that need to be done to every vehicle—in the order they should be done—helps to make work more efficient and reduce costly errors.



Warning signs and other postings are a good way to reduce errors and accidents at the facility.



## 15. Storm Water Management



1. When it rains, there are no visible sheens on puddles or run-off.	<b>YES</b>	<b>NO</b>	
2. Storm water flowing across the property is controlled to prevent erosion.	<b>YES</b>	<b>NO</b>	
3. Storm water flowing across the property does not contact greasy, oily or fluid-containing parts.	<b>YES</b>	<b>NO</b>	
4. Storm water flowing across the property does not flow through fluid storage areas.	<b>YES</b>	<b>NO</b>	
5. The facility has obtained an EPA Storm Water Discharge Permit, if required.	<b>YES</b>	<b>NO</b>	<b>N/A</b>

### Need Permit?

An auto salvage yard must obtain a Storm Water Discharge Permit from the USEPA if storm water flows off the property through a pipe, ditch, swale, drain, or other such point source and drains into a surface water of the United States.

For assistance, contact the USEPA at (617) 918-1615.





When storm water flows from a salvage yard property through a "point source" (such as a drain, culvert, ditch or swale as pictured above) into a surface water, the owner must obtain a federal storm water permit to monitor and control the quality of the storm water.



When it rains or snow melts at an auto salvage yard, the water that runs off can carry oils, fuels, antifreeze, metals and other contaminants off-site onto neighboring properties. Therefore, it is important to keep rain and snow melt from contacting fluids and greasy, oily parts.



It is important to control the amount of soil that runs off the property with storm water. Harmful pollutants can attach themselves to soil particles and flow off the property with storm water.

SECTION DIVIDER

6



## Exhibit 8.

### Attachment A to Tow Service Agreement

### No. 9 Vehicle Storage & Office Hours

#### Section d. x.

The tow yard shall have available a forklift capable of lifting and positioning vehicles onto the inspection pad, and/or in the Sea-Containers.



















SECTION DIVIDER  
9

## Exhibit 9.

### Attachment A to Tow Service Agreement

#### No. 9 Vehicle Storage & Office Hours

##### Section d. xi.

There must be adequate lighting, and all yard and office construction must comply with applicable laws including, but not limited to, building codes, fire codes and zoning regulations. The following minimum lighting standards per 10,000 square feet apply unless local zoning or other regulations dictate increased or diminished lighting requirements:

##### Section d. xii.

Four 300 Watt incandescent medium-wide flood lights;

##### Section d. xiii.

Three 300 Watt quartz halogen lights;

##### Section d. xiv.

Additional storage space must be lighted at the above ratio. Storage yards with less than 10,000 square feet must meet the above minimums. TOW COMPANY must meet all municipal code requirements for lighting; and

##### Section d. xv.

The storage yard shall have commercial grade 24-hour video surveillance coverage of all storage areas and access points, shall retain 60 days of video and shall have a commercial alarm system.

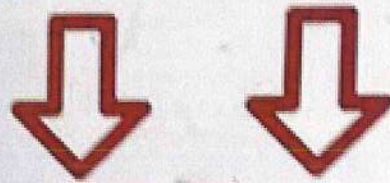




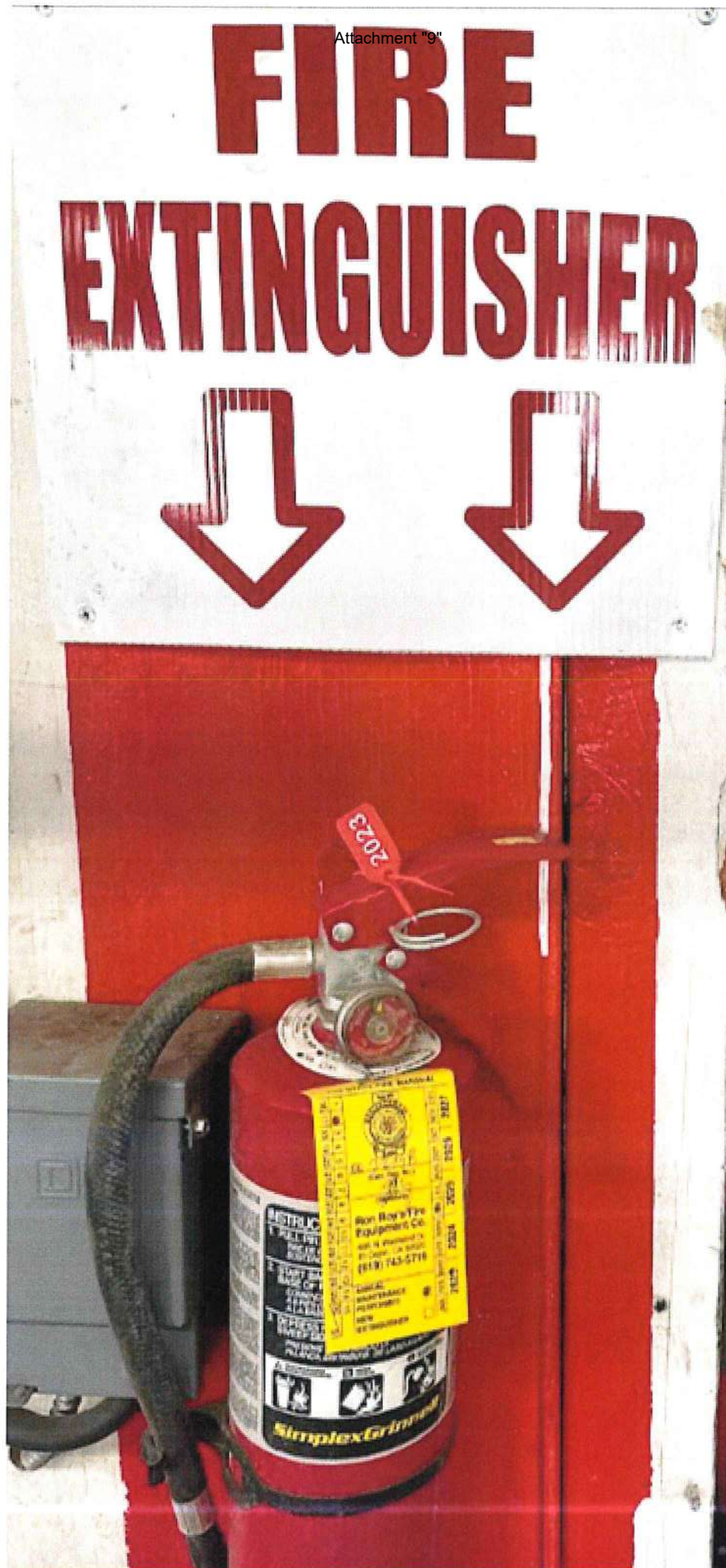




**FIRE  
EXTINGUISHER**













CMS

< 1 4 6 9 12 16 20 25 >

Device Tree  
Device Monitor  
E-map Tree  
P/T/Z Control  
Color Control  
Alarm

Live Empty Live

DVR 1-CH 7

2023-06-27 08:39:43

(08:39:47.809) Split screen has changed. (1 split screen)

admin Live English 2023/06/27 08:39:54



Attachment "9" displays a screenshot of a CMS (Central Monitoring System) interface showing a live video feed from a security camera. The interface includes a top toolbar with navigation and control icons, a left sidebar with a menu, and a main video display area.

**Top Toolbar:** Includes icons for camera selection, zoom, pan, and other controls. The text "CMS" is visible in the top right corner of the toolbar area.

**Left Sidebar Menu:**

- Device Tree
- Device Monitor
- E-map Tree
- P/T/Z Control
- Color Control
- Alarm

**Main Video Display:** Shows a live feed from "DVR 1-CH 1". The feed depicts a reception area with a red counter, three black chairs, and a wall with a "NOTICE" sign and a poster of a truck. The timestamp "2023-06-27 08:41:32" is visible in the bottom left corner of the video frame.

**Bottom Status Bar:** Displays the following information:

- admin
- Live
- English
- 2023/06/27
- 08:41:42

A message at the bottom left of the interface states: "(08:41:35.202) Split screen has changed. (1 split screen)".



Attachment "9" displays a screenshot of a CMS (Central Monitoring System) interface showing a live video feed of a parking lot. The interface includes a top toolbar with navigation and control icons, a left sidebar with a menu, and a bottom status bar.

**Top Toolbar:** Includes icons for camera selection, zoom, pan, and other controls. The text "CMS" is visible in the top right corner of the toolbar area.

**Left Sidebar Menu:**

- Device Tree
- Device Monitor
- E-map Tree
- P/T/Z Control
- Color Control
- Alarm

**Live Video Feed:** The main display area shows a live video feed of a parking lot. The text "DVR 1-CH 4" is visible in the top left corner of the feed. The feed shows several white trucks parked in a lot, with a fence and buildings in the background. A timestamp "2023-06-27 08:38:20" is visible in the bottom left corner of the feed.

**Bottom Status Bar:** Displays the following information:

- admin
- Live
- English
- 2023/06/27
- 08:38:31

**Message:** A message at the bottom left states: "(08:38:22.928) Split screen has changed. (1 split screen)".



Attachment "9" displays a screenshot of a CMS (Central Monitoring System) interface showing a live video feed from a DVR camera.

The interface includes a top navigation bar with icons for various functions (e.g., camera, map, star, zoom, split screen, live, empty, live) and a status bar at the bottom.

The main video feed shows a parking lot area with several cars parked. The text "DVR 1-CH 6" is visible in the top left corner of the feed. The timestamp "2023-06-27 08:40:42" is displayed in the bottom left corner of the feed.

The left sidebar contains a list of controls:

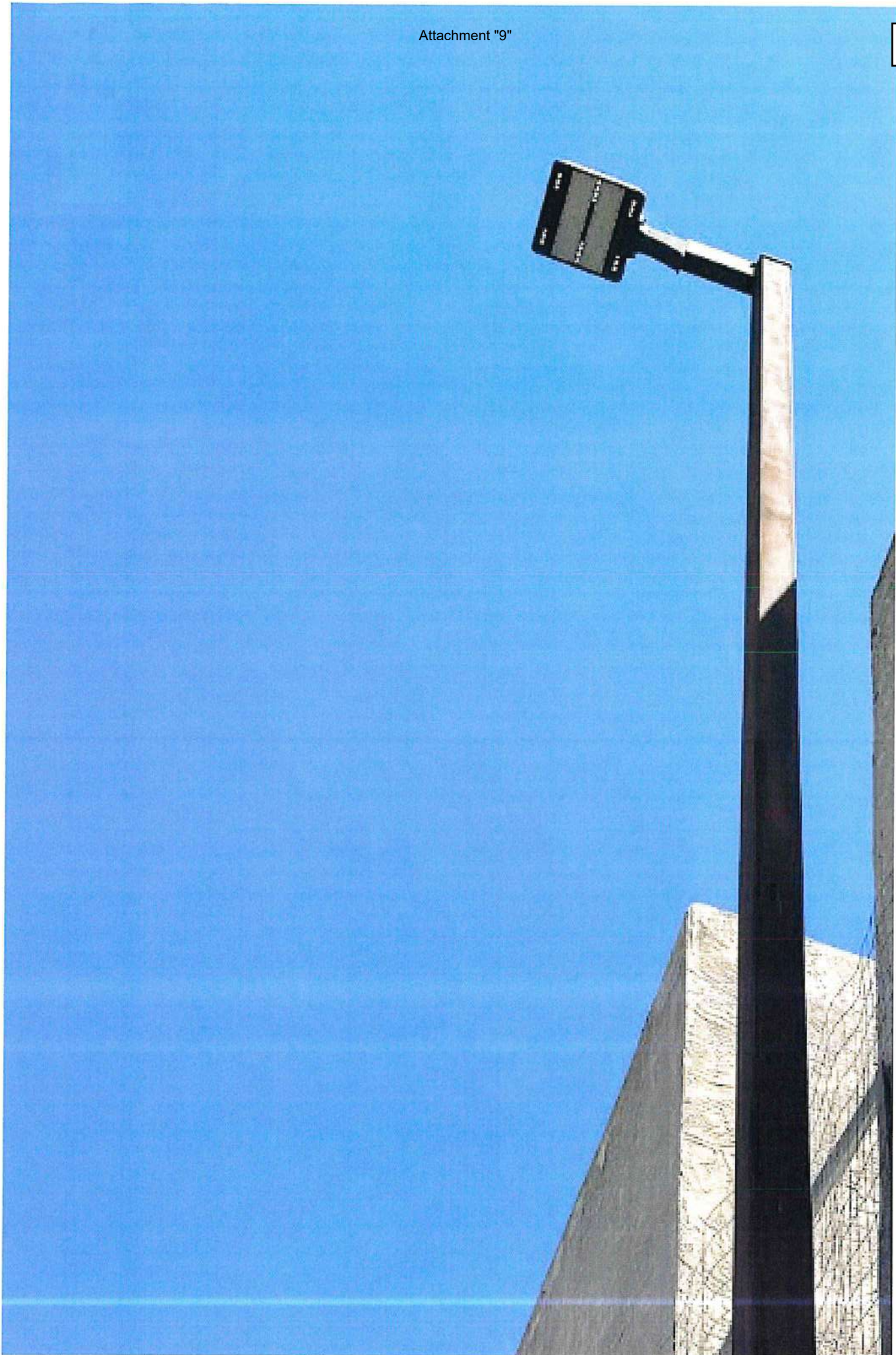
- Device Tree
- Device Monitor
- E-map Tree
- P/T/Z Control
- Color Control
- Alarm

The bottom status bar displays the following information:

- admin
- Live
- English
- 2023/06/27
- 08:40:52

A message at the bottom left indicates: "(08:40:44.236) Split screen has changed, (1 split screen)".









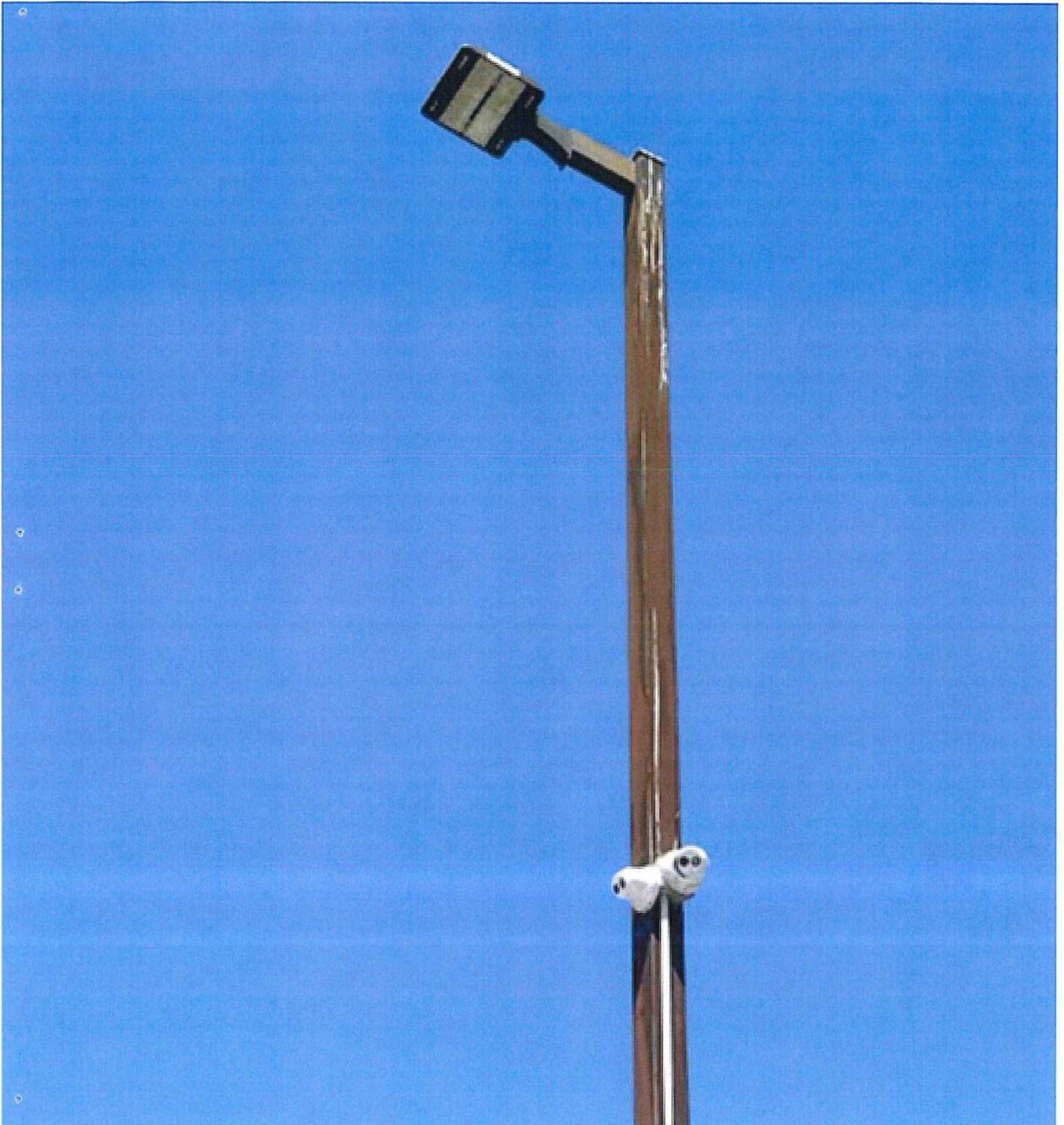


Attachment "9"

Item7.



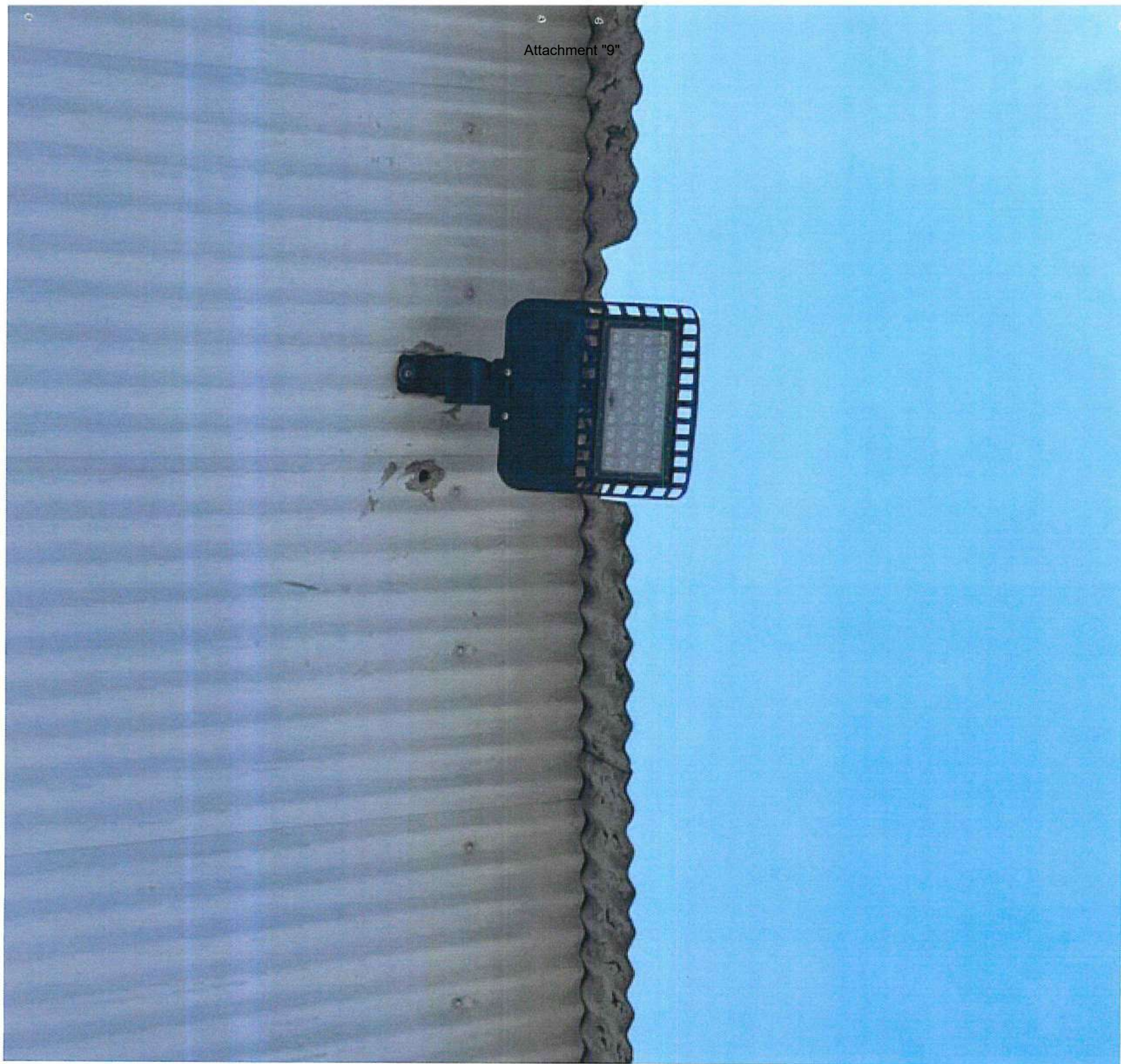




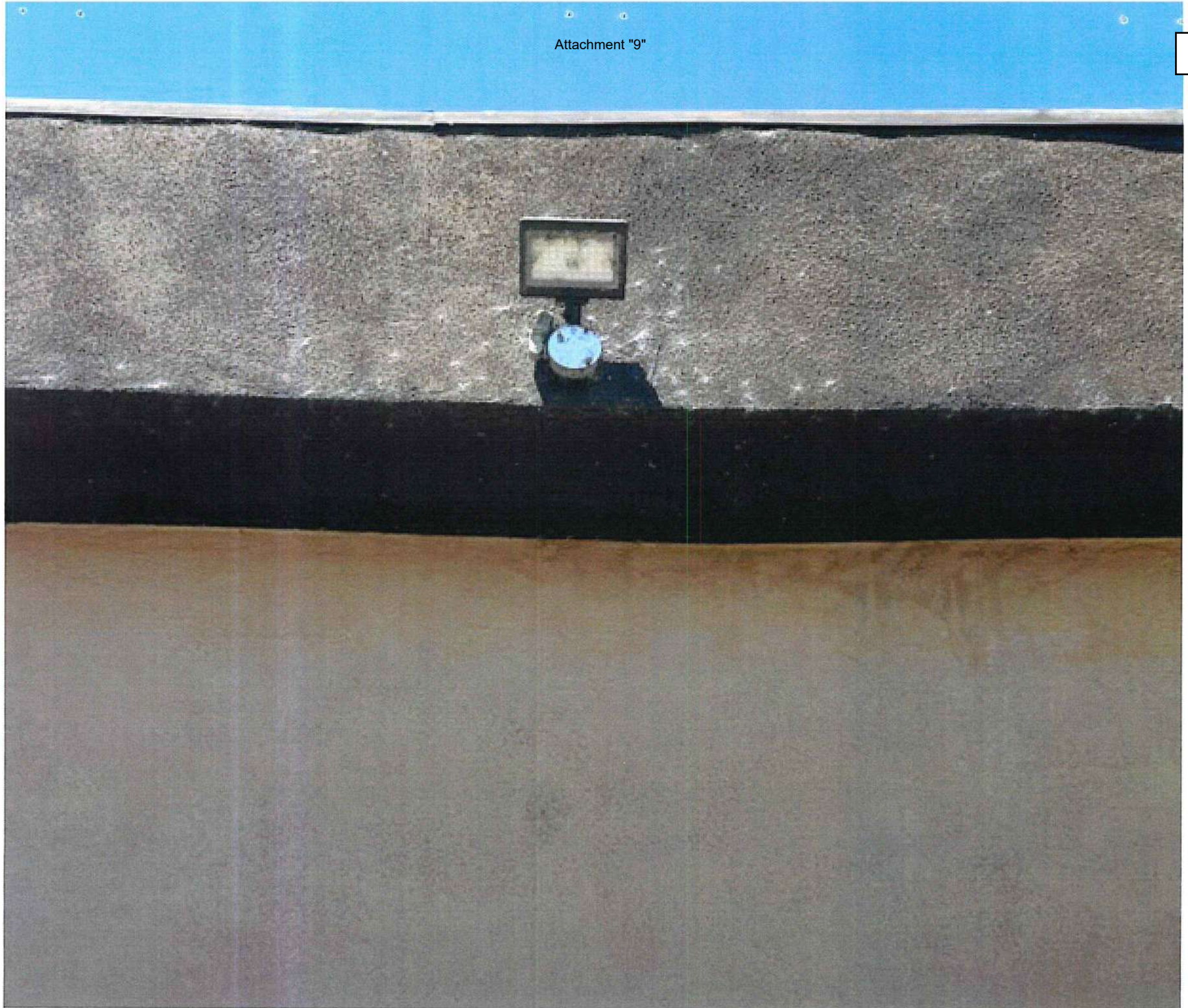




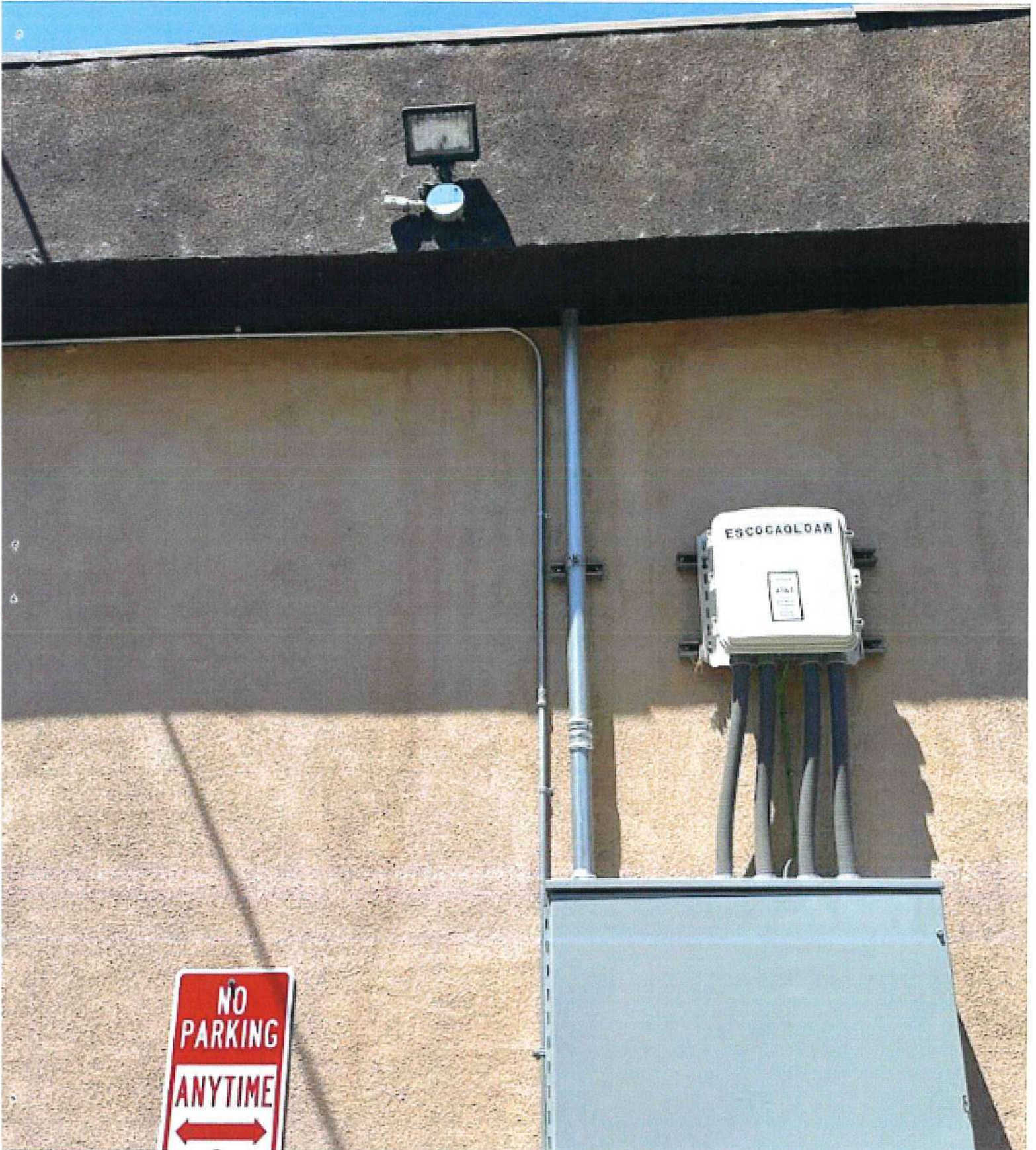








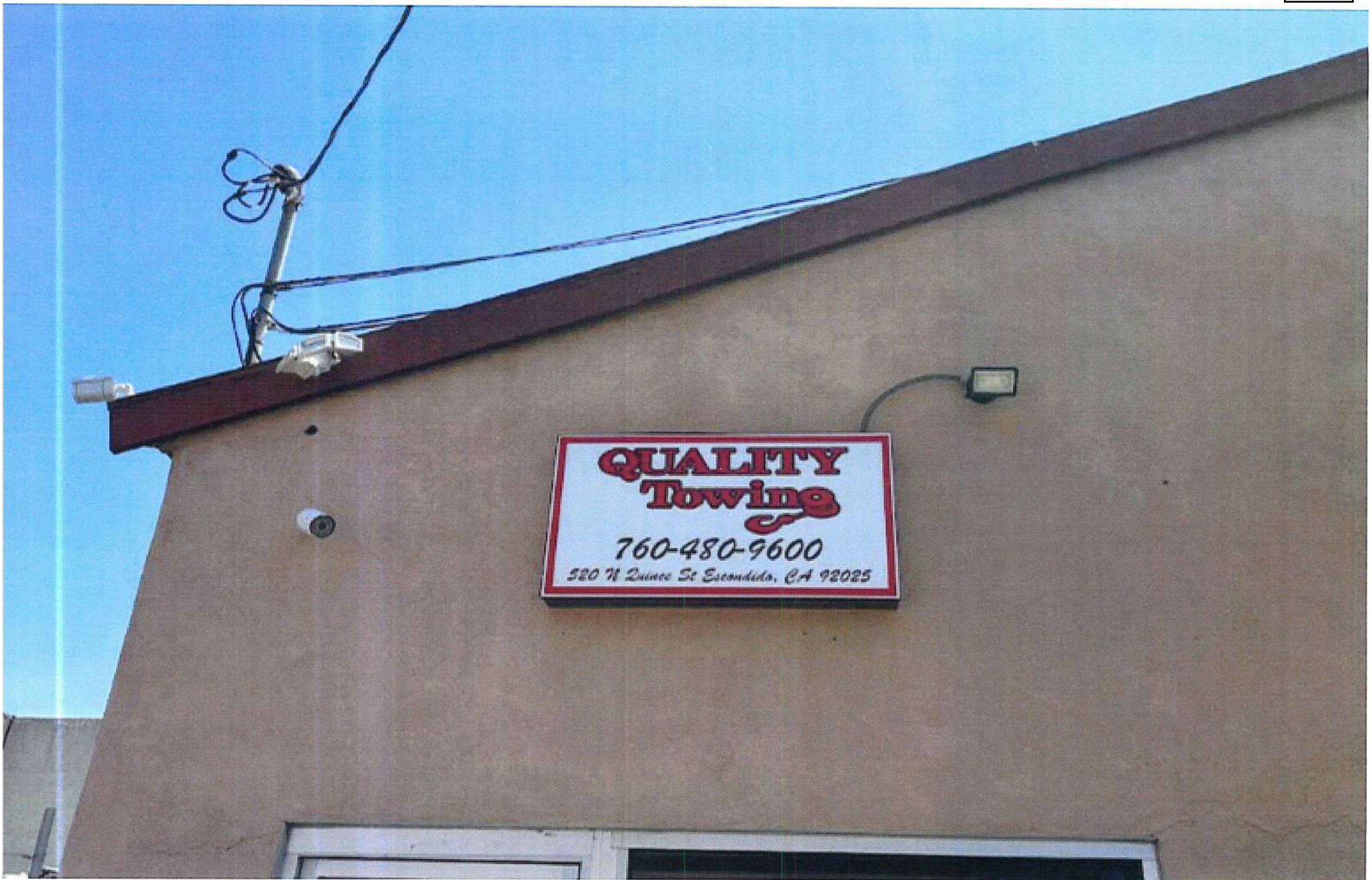






















Attachment "9" is a screenshot of a CMS (Central Monitoring System) interface for video surveillance. The interface displays a grid of 16 live camera feeds, a sidebar with navigation tools, and a timeline at the bottom.

**Navigation Tools (Left Sidebar):**

- Device Tree:** Shows a hierarchical list of cameras.
- E-map Tree:** Shows a map view of the camera locations.
- Calendar:** Displays a calendar for the month of June 2023, with the 27th selected.
- Mode:** Allows switching between different viewing modes.
- Time Navigation:** Includes a timeline slider for navigating through recorded footage.
- Instance Backup:** Shows backup status for various instances.

**Live Camera Feeds (Grid):**

- Top row: Interior office views, including a reception desk and a person walking.
- Middle row: Exterior views of a parking lot and a building entrance.
- Bottom row: Views of a large parking area, a building entrance, and an interior room.

**Timeline (Bottom):**

The timeline shows a 24-hour period (0 to 23 hours) for the date 2023/06/27. A yellow vertical line indicates the current playback position at approximately 08:25:32.

**Status Bar (Bottom):**

The status bar displays the following information:

- admin
- Search
- English
- 2023/06/27
- 08:25:32

**Message:**

(08:24:59.694) Playback has been started



Attachment "9" is a screenshot of a CMS (Central Monitoring System) interface for video surveillance. The interface displays a grid of 16 live camera feeds, a calendar, a time navigation bar, and a playback timeline.

**Top Bar:** CMS logo, navigation icons (back, forward, search, etc.), and a search bar labeled "Search QT Escondido".

**Left Sidebar:**

- Device Tree:** Lists camera locations.
- E-map Tree:** Shows a map of the facility.
- Calendar:** Displays the date 2023 June 27 data. The calendar shows the month of June with dates 1 through 31. The date 27 is highlighted.
- Mode:** A dropdown menu.
- Time Navigation:** A timeline bar with a play button and a seek bar.
- Instance Backup:** A section for backup management.

**Main Display:**

- Live Feeds:** A 4x4 grid of 16 live camera feeds showing various areas of the facility, including parking lots, interior spaces, and outdoor areas.
- Playback Timeline:** A horizontal timeline at the bottom of the main display, showing a sequence of frames from 0 to 23. A yellow vertical line indicates the current playback position at frame 10.

**Bottom Bar:** Status information including the user "admin", the search term "Search", the language "English", the date "2023/06/27", and the time "08:42:18".

**Bottom Left:** A status message: "(08:42:06.343) Playback has been started".



Attachment "9" displays a screenshot of a CMS (Central Monitoring System) interface showing a 16-split screen of live surveillance footage. The interface includes a top navigation bar with icons for camera views, a left sidebar with menu items, and a bottom status bar.

**Top Navigation Bar:** Includes icons for camera views, a star icon, and a CMS logo. Below the icons are buttons for "Live", "Empty", and "Live".

**Left Sidebar:** Contains a list of menu items with expand/collapse arrows:

- Device Tree
- Device Monitor
- E-map Tree
- P/T/Z Control
- Color Control
- Alarm

**16-Split Screen:** The main area displays 16 live camera feeds arranged in a 4x4 grid. The feeds show various scenes including indoor office spaces, parking lots, and outdoor areas. Each feed includes a timestamp in the bottom left corner, indicating the date and time of the recording.

**Bottom Status Bar:** Displays the following information:

- Time: 08:38:07.130
- Message: Split screen has changed. (16 split screen)
- User: admin
- Status: Live
- Language: English
- Date: 2023/06/27
- Time: 08:38:16



# STAFF REPORT

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November 1, 2023  
File Number 0130-10

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## SUBJECT

**APPOINTMENT OF AD HOC SUBCOMMITTEE TO ADDRESS THE CITY'S ON-GOING STRUCTURAL DEFICIT--**

## DEPARTMENT

City Clerk's Office

## RECOMMENDATION

Request the City Council appoint an ad-hoc subcommittee to address City's on-going structural deficit.

Staff Recommendation: Approval (City Clerk's Office: Zack Beck)

Presenter: Zack Beck

## BACKGROUND

The committee will explore long term cost curtailment strategies to address the City of Escondido's \$10 million structural deficit.

## ATTACHMENTS

- a. 2023/2024 Interagency and Subcommittee Appointment List



## INTERAGENCY APPOINTMENTS

		COUNCIL REPRESENTATIVE	STAFF
01	AIR POLLUTION CONTROL	CONSUELO MARTINEZ	CHRISTOPHER MCKINNEY
02	CLEAN ENERGY ALLIANCE	JOE GARCIA CHRISTIAN GARCIA	CHRISTOPHER MCKINNEY
03	ESCONDIDO CREEK WATERSHED	JOE GARCIA CONSUELO MARTINEZ (ALTERNATE)	ANGELA MORROW
04	LEAGUE OF CA CITIES	CHRISTIAN GARCIA JOE GARCIA (ALTERNATE)	SEAN MCGLYNN
05	NORTH COUNTY TRANSIT DISTRICT	JOE GARCIA DANE WHITE (ALTERNATE)	CHRISTOPHER MCKINNEY
06	REGIONAL SOLID WASTE ASSOC.	MIKE MORASCO DANE WHITE (ALTERNATE)	ANGELA MORROW
07	SANDAG	DANE WHITE MIKE MORASCO (ALTERNATE) JOE GARCIA (SECOND ALTERNATE)	SEAN MCGLYNN
08	SD COUNTY WATER AUTHORITY	CONSUELO MARTINEZ DANE WHITE (ALTERNATE)	ANGELA MORROW
09	SAN DIEGUITO RIVERPARK JPA	CHRISTIAN GARCIA DANE WHITE (ALTERNATE)	JOANNA AXELROD
10	NORTH COUNTY DISPATCH JPA	JOE GARCIA MIKE MORASCO (ALTERNATE)	JOHN TENDER

## LOCAL SUBCOMMITTEES

	COUNCIL REPRESENTATIVE	STAFF
<b>01 BOARDS AND COMMISSIONS</b>	CONSUELO MARTINEZ DANE WHITE	ZACK BECK
<b>02 BUDGET</b>	CONSUELO MARTINEZ MIKE MORASCO	CHRISTINA HOLMES
<b>03 CCAE</b>	CONSUELO MARTINEZ JOE GARCIA	CHRISTOPHER MCKINNEY
<b>04 DOWNTOWN PARKING</b>	DANE WHITE CHRISTIAN GARCIA	CHRISTOPHER MCKINNEY
<b>05 ECONOMIC DEVELOPMENT</b>	DANE WHITE JOE GARCIA	JENNIFER SCHOENECK
<b>06 HOMELESSNESS</b>	DANE WHITE JOE GARCIA	CHRISTOPHER MCKINNEY
<b>07 HOUSING</b>	MIKE MORASCO CHRISTIAN GARCIA	CHRISTOPHER MCKINNEY
<b>08 SCHOOLS</b>	JOE GARCIA CHRISTIAN GARCIA	JENNIFER SCHOENECK
<b>09 UTILITIES</b>	CHRISTIAN GARCIA MIKE MORASCO	ANGELA MORROW



# STAFF REPORT

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November 1, 2023  
File Number 1080-65

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## SUBJECT

### TRANSPORTATION PRIMER

## DEPARTMENT

Development Services

## RECOMMENDATION

It is requested that the City Council hold a workshop to discuss transportation in preparation for upcoming local and regional planning efforts.

Staff Recommendation: Receive and File (Chris McKinney, Interim Development Services Director/ Deputy City Manager and Julie Procopio, City Engineer)

Presenters: Chris McKinney, Interim Development Services Director/ Deputy City Manager and Julie Procopio, City Engineer

## PREVIOUS ACTION

On July 19, 2023, the City Council approved a contract with Fehr & Peers to prepare a Comprehensive Active Transportation Strategy (CATS) and Mobility Element Update. The effort will also include a grant-funded community transportation needs assessment to evaluate opportunities for *microtransit*.

## BACKGROUND

“Transportation” is commonly defined as the movement of goods and people, which, in a municipal government setting, usually includes a surface transportation system of infrastructure and equipment. Transportation affects almost every aspect of our lives. Transportation helps shape an area's economic health and quality of life; provides for the mobility of people and goods; provides access to services; and influences patterns of growth and economic activity.

There are a number of federal, state, regional and local agencies involved in the planning, construction, maintenance and operation of surface transportation. Notable agencies include Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Caltrans, California State Transit Agency (CalSTA), North County Transit District (NCTD), San Diego Association of Governments (SANDAG), Counties and Cities. Staff’s presentation will outline the focus of these agencies and our key interaction points.

Some transportation agencies, including Caltrans, NCTD and the City of Escondido, are responsible for managing aspects of the transportation system within their respective jurisdictions. The area of



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jurisdiction, referred to as a public right of way, is reserved for public transportation purposes. Agencies responsible for regulating the public right of way may allow changes to the transportation facility, such as the addition of other uses consistent with the intended transportation use. These changes could include, for example, the installation of utilities, through an encroachment permit. Public utilities have the right to locate their facilities within certain public rights of way; however, the agency responsible for managing the right of way controls the time, place and manner of any encroachment.

As the agency responsible for managing local public streets, the City maintains control over local public right of way, including making decisions on lane configuration and improvements along the parkway, defined as the area between the curb line and the private property line. It is through an encroachment permit process that transportation improvements are reviewed, approved and implemented within City right of way.

### TRANSPORTATION PLANNING:

According to FHWA, “The United States depends on a safe and efficient transportation system to strengthen communities, provide access to jobs, services, and centers of trade, and, retain and enhance our economic competitiveness in the global marketplace.” The importance of the transportation system has been underscored by federal law setting requirements for transportation planning.

Transportation planning is a cooperative process designed to foster involvement by all users of the system, such as the business community, community groups, environmental organizations, the traveling public, freight operators, and the general public, through a proactive public participation process. Federal transportation planning law 23 USC 134(d)(1) designates Metropolitan Planning Organizations (MPO) as the responsible agency for transportation planning within designated metropolitan areas over 50,000 population. The designated MPO in San Diego is SANDAG. The scope of the planning process and the regional transportation plan (RTP) are outlined in the federal transportation planning law. In addition, this law includes the requirement that MPOs prepare a transportation improvement plan (TIP) that reflects the investment priorities established in the current RTP.

### MOBILITY ELEMENT UPDATE:

While SANDAG is responsible for preparation of the RTP, transportation planning and land use decisions of local agencies form the basis for regional planning activities. Recognizing this, regional planning efforts begin at the local level and are based on each jurisdiction's General Plan, including Land Use and Mobility Elements.

In November 2023, the first step of preparation of the CATS and Mobility Element Update will begin with community outreach with the goal of gaining an understanding of how the City's transportation system can better meet the needs of the community. An online tool has been developed to facilitate community feedback, as well as a series of in-person outreach meetings, and a social media presence.





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Development of the CATS and Mobility Element Update is expected to occur over the next 18-months, and will, in addition to outreach efforts described above, include a data collection and performance evaluation phase, a network development phase and project prioritization phase. The data collection phase will include evaluation of existing conditions of the City's transportation network, including an inventory of sidewalks, bike lanes and vehicle lanes, and performance of the system, such as measuring the current 'level of service' for each transportation mode. This data, along with community input, will help develop the network of transportation facilities that are needed to meet existing and projected demand. Finally, after receiving additional community input, the City Council will have information necessary to determine the prioritized list of transportation projects and programs.

This workshop is expected to be the first of several discussions with the City Council and the community on transportation priorities. The Mobility Element Update provides an opportunity to plan a transportation system that will improve the economic health and quality of life for the Escondido community.



## CITY of ESCONDIDO

FUTURE AGENDA

11/8/2023 - NO MEETING (VETERAN'S DAY)

11/15/2023

**CONSENT CALENDAR** - (J. GOULART) - BID AWARD FOR RFB NO. 24-03 CENTRAL PLANT CHILLER NO. 3 REPLACEMENT PROJECT - Request the City Council adopt Resolution No. 2023-143, authorizing the Mayor to execute a Public Improvement Agreement with the lowest responsive bidder, A.O. Reed & Co.

**CONSENT CALENDAR** - (J. GOULART) - BID AWARD FOR RFB NO. 24-05 LIVE RAINBOW TROUT  
Request the City Council adopt Resolution No. 2023-144, authorizing the Mayor to execute a Public Services Agreement with the lowest responsive bidder.

**CONSENT CALENDAR** - (C. MCKINNEY) - CONSULTING AGREEMENT FOR ON CALL ENGINEERING REVIEW SERVICES - It is requested that the City Council adopt Resolution 2023-141 authorizing the Mayor to execute on behalf of the City a consulting services agreement with HR Green Pacific Inc., for on call engineering review services for the Si Fi FiberCity project.

**CONSENT CALENDAR** - (A. MORROW) - ACCEPTANCE OF \$7,800 GRANT FOR WATER CONSERVATION OUTREACH MATERIALS - It is requested that the City Council adopt Resolution 2023-148 authorizing the Mayor to accept \$7,800 grant money from the Metropolitan Water District to purchase water conservation outreach materials to be distributed to the community.

**CURRENT BUSINESS** - (C. MCKINNEY) - COMMUNITY FACILITIES DISTRICT (CFD) 2020-01 (PUBLIC SERVICES) ANNUAL SPECIAL TAX LEVY - Request the City Council adopt Resolution No. 2023-XX that will set the Special Tax Levy for Community Facilities District No. 2020-01 (Public Services) for Fiscal Year 2023/24.

**PUBLIC HEARING** - (C. MCKINNEY) - PL23-0176/ADM19-0032 VERMONT AVENUE APARTMENTS - It is requested that the City Council waive an existing condition of approval requiring funding ongoing operational costs of providing municipal services for an approved 44-unit apartment project.

**CURRENT BUSINESS** - (A. MORROW) - PROPOSED EDI RATE ADJUSTMENTS - Request the City Council adopt Resolution No. 2023-136, approving the requested annual residential and commercial solid waste and recycling rate adjustments, pursuant to the terms of the City's adopted Solid Waste and Recycling Franchise Agreement with Escondido Disposal.

**CURRENT BUSINESS** - (J. SCHOENECK) - SHORT-TERM RENTAL ORDINANCE

**CURRENT BUSINESS** - (D. WHITE) - COUNCIL RESOLUTION OBJECTING TO ANY NEW TAXES, CHARGES OR FEES PROPOSED BY SANDAG ON MOTORISTS TO USE ALREADY BUILT LOCAL ROADS AND HIGHWAYS

**CURRENT BUSINESS** - (D. WHITE) - COUNCIL RESOLUTION OPPOSING THE REMOVAL OF PRIORITY TRANSIT LANES

**CURRENT BUSINESS** - (Z. BECK) - PUBLIC ART COMMISSION INTERVIEWS - Request the City Council interview applicants to fill an unscheduled vacancy on the Public Art Commission.

11/22/2023 - NO MEETING (THANKSGIVING)

11/29/2023 - NO MEETING