

CITY MANAGER – Marlene D. Best
CITY ATTORNEY – Shawn D. Hagerty
CITY CLERK – Annette Fagan Ortiz

STAFF:
ASSISTANT TO THE CITY MANAGER
Kathy Valverde
COMMUNITY SERVICES DIRECTOR
Bill Maertz
DEVELOPMENT SERVICES DIRECTOR
Melanie Kush
FINANCE DIRECTOR/TREASURER
Tim McDermott
FIRE & LIFE SAFETY DIRECTOR/FIRE CHIEF
John Garlow
HUMAN RESOURCES DIRECTOR
Erica Hardy
LAW ENFORCEMENT
Captain Daniel Brislin



CITY COUNCIL

Mayor John W. Minto
Vice Mayor Laura Koval
Council Member Ronn Hall
Council Member Stephen Houlahan
Council Member Rob McNelis

**City of Santee
Regular Meeting Agenda
Santee City Council**

******GOVERNOR'S EXECUTIVE ORDER N-29-20****
RE CORONAVIRUS COVID-19**

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

IN AN EFFORT TO PROTECT PUBLIC HEALTH AND PREVENT THE SPREAD OF COVID-19, THE CITY COUNCIL MEETING ON WEDNESDAY, APRIL 8, 2020, WILL BE CONDUCTED VIA WEBINAR AND TELEPHONICALLY.

**TO WATCH THE MEETING VIA WEBINAR PLEASE CLICK ON THIS LINK:
<https://attendee.gotowebinar.com/register/360155335258791691>**

**TO LISTEN TO THE CITY COUNCIL MEETING TELEPHONICALLY PLEASE CALL:
(619) 678-0714**

NOTE: A PIN NUMBER WILL BE REQUIRED, PLEASE ENTER 690-558-400#.

MEMBERS OF THE PUBLIC WHO WISH TO COMMENT ON MATTERS ON THE CITY COUNCIL AGENDA OR DURING NON-AGENDA PUBLIC COMMENT MAY SUBMIT COMMENTS TO THE CITY CLERK AT CITYCLERK@CITYOFSANTEECA.GOV ON OR BEFORE 5:00 P.M. ON WEDNESDAY, APRIL 8, 2020. PUBLIC COMMENT WILL BE LIMITED TO 300 WORDS AND YOUR COMMENTS WILL BE ENTERED INTO THE OFFICIAL COUNCIL MEETING RECORD. IN THE EVENT THAT THERE ARE TECHNICAL DIFFICULTIES, PLEASE REFER TO THE CITY'S COVID-19 WEBPAGE (<http://cityofsanteeca.gov/our-city/public-notice>) FOR UPDATES BOTH BEFORE AND DURING THE COUNCIL MEETING.

**Wednesday, April 8, 2020
6:30 PM**

**Council Chambers – Building 2
10601 Magnolia Avenue, Santee, CA 92071**

Regular City Council Meeting – 6:30 p.m.

ROLL CALL: Mayor John W. Minto
Vice Mayor Laura Koval
Council Members Ronn Hall, Stephen Houlahan and Rob McNelis

LEGISLATIVE INVOCATION: Reverend Christian DeMent – Santee United Methodist Church

PLEDGE OF ALLEGIANCE

CONSENT CALENDAR:

PLEASE NOTE: Consent Calendar items are considered routine and will be approved by one motion, with no separate discussion prior to voting. The public, staff or Council Members may request specific items be removed from the Consent Calendar for separate discussion or action. Speaker slips for this category must be presented to the City Clerk at the start of the meeting. Speakers are limited to 3 minutes.

- (1) Approval of reading by title only and waiver of reading in full of Ordinances and Resolutions on the Agenda. (City Clerk – Ortiz)
- (2) Approval of Meeting Minutes of the Santee City Council for the March 25, 2020, Regular Meeting. (City Clerk – Ortiz)
- (3) Approval of Payment of Demands as presented. (Finance – McDermott)
- (4) Authorization of the sole source purchase of electronic narcotics storage vaults from Thomas EMS in an amount of \$30,924.25. (Fire – Garlow)
- (5) Acceptance and appropriation of Fiscal Year (FY) 2019 Urban Area Security Initiative (UASI) Grant training funds for UASI training backfill overtime reimbursement in an amount of \$7,708.00. (Fire – Garlow)
- (6) Adoption of a Resolution increasing the City Manager’s authorization to approve purchases of medical supplies from Bound Tree Medical, LLC for Fiscal Year (FY) 2019-20 for an amount not to exceed \$160,021.00. (Fire – Garlow)
- (7) Adoption of a Resolution approving the City of Santee Federal Emergency and Federal Grant Procurement Procedures. (Finance – McDermott)
- (8) Adoption of a Resolution designating authorized agents for seeking federal and state disaster financial assistance – California Office of Emergency Services (CalOES). (Finance – McDermott)

NON-AGENDA PUBLIC COMMENT (15 minutes):

Persons wishing to address the City Council regarding items not on the posted agenda may do so at this time. In accordance with State law, Council may not take action on an item not scheduled on the Agenda. If appropriate, the item will be referred to the City Manager or placed on a future agenda. This first Non-Agenda Public Comment period is limited to a total of 15 minutes. Additional Non-Agenda Public Comment is received prior to Council Reports.

CONTINUED BUSINESS:

- (9) Urgency Ordinance enacting a temporary moratorium on evictions due to nonpayment of rent by residential and commercial tenants impacted by the Novel Coronavirus (COVID-19) and setting forth the facts constituting such urgency. (City Manager – Best)**

Recommendation:

Adopt urgency Ordinance making the temporary moratorium on evictions for residential tenants impacted by the COVID-19 crisis, previously adopted, consistent with the Governor's Executive Order N-37-20 and expanding the temporary moratorium on evictions for non-payment of rent to also include commercial tenants.

NEW BUSINESS:

- (10) Authorize the Second Amendment to the contract with Countywide Mechanical Systems, Incorporated for HVAC Maintenance and Repairs Services. (Community Services – Maertz)**

Recommendation:

Authorize the City Manager to execute the Second Amendment to the contract with Countywide Mechanical Systems, Incorporated thereby increasing the Fiscal Year 2019-20 contract amount from \$25,196.94 to \$29,652.48.

- (11) Resolution authorizing the Third Amendment to the Professional Services Agreement with Granicus, LLC for website development, hosting, and maintenance services. (Community Services – Maertz)**

Recommendation:

Adopt the Resolution authorizing the City Manager to execute the Third Amendment to the agreement with Granicus, LLC for the update of the City's website and subsequent website hosting and maintenance for Fiscal Years 2020-21 through 2022-23 with one additional option year.

NON-AGENDA PUBLIC COMMENT (Continued):

All public comment not presented within the first Non-Agenda Public Comment period above will be heard at this time.

CITY COUNCIL REPORTS:

CITY MANAGER REPORTS:

CITY ATTORNEY REPORTS:

CLOSED SESSION:

- (12) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
(Government Code section 54956.9(d)(1))
Name of case: Santee Trolley Square 991, LLP v. City of Santee et al.
Case Number: 37-2020-00007895-CU-WM-CTL
- (13) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
(Government Code section 54956.9(d)(1))
Name of case: Preserve Wild Santee, Climate Action Campaign, and Center for Biological Diversity v. City of Santee et al.
Case Number: 37-2020-00007331-CU-TT-CLT
- (14) CONFERENCE WITH LABOR NEGOTIATORS**
(Government Code Section 54957.6)
City Designated Representative: City Manager
Employee Organization: Santee Firefighters Association
- (15) CONFERENCE WITH LABOR NEGOTIATORS**
(Government Code Section 54957.6)
City Designated Representative: City Manager
Employee Organization: All unrepresented employees (except the City Manager)

ADJOURNMENT:



Apr 02	SPARC	Cancelled	Civic Center Building 8A
Apr 08	Council Meeting		Council Chamber
Apr 13	Community Oriented Policing Committee	Cancelled	Council Chamber
Apr 22	Council Meeting		Council Chamber
May 07	SPARC		Civic Center Building 8A
May 11	Community Oriented Policing Committee		Council Chamber
May 13	Council Meeting		Council Chamber
May 27	Council Meeting		Council Chamber

The Santee City Council welcomes you and encourages your continued interest and involvement in the City’s decision-making process.

For your convenience, a complete Agenda Packet is available for public review at City Hall and on the City’s website at www.CityofSanteeCA.gov.

The City of Santee complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 12132 of the American with Disabilities Act of 1990 (42 USC § 12132). Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the City Clerk’s Office at (619) 258-4100, ext. 112 at least 48 hours before the meeting, if possible.

AFFIDAVIT OF POSTING AGENDA

State of California }
 County of San Diego } ss.
 City of Santee }

I, Annette Ortiz, City Clerk of the City of Santee, hereby declare, under penalty of perjury, that a copy of this Agenda was posted in accordance with the Brown Act and Santee Resolution 61-2003 on April 03, 2020, at 5:00 p.m.

 Signature

 Date 04/03/2020

City of Santee
COUNCIL AGENDA STATEMENT

Item 1

MEETING DATE April 08, 2020

AGENDA ITEM NO.

ITEM TITLE **APPROVAL OF READING BY TITLE ONLY AND WAIVER OF READING
IN FULL OF ORDINANCES AND RESOLUTIONS ON THE AGENDA.**

DIRECTOR/DEPARTMENT Annette Ortiz, CMC, City Clerk



SUMMARY

This item asks the City Council to waive the reading in full of all ordinances on the agenda (if any) and approve their reading by title only. The purpose of this item is to help streamline the City Council meeting process, to avoid unnecessary delay and to allow more time for substantive discussion of items on the agenda.

State law requires that all ordinances be read in full either at the time of introduction or at the time of passage, unless a motion waiving further reading is adopted by a majority of the City Council. (Gov. Code, § 36934). This means that each word in each ordinance would have to be read aloud unless such reading is waived. Such reading could substantially delay the meeting and limit the time available for discussion of substantive items. Adoption of this waiver streamlines the procedure for adopting the ordinances on tonight's agenda (if any), because it allows the City Council to approve ordinances by reading aloud only the title of the ordinance instead of reading aloud every word of the ordinance.

The procedures for adopting resolutions are not as strict as the procedures for adopting ordinances. For example, resolutions do not require two readings for passage, need not be read in full or even by title, are effective immediately unless otherwise specified, do not need to be in any particular format unless expressly required, and, with the exception of fixing tax rates or revenue amounts, do not require publication. However, like ordinances, all resolutions require a recorded majority vote of the total membership of the City Council. (Gov. Code § 36936).

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION

It is recommended that the Council waive the reading of all Ordinances and Resolutions in their entirety and read by title only.

ATTACHMENTS

None

City of Santee
COUNCIL AGENDA STATEMENT

Item 2

MEETING DATE April 08, 2020

AGENDA ITEM NO.

ITEM TITLE APPROVAL OF MEETING MINUTES OF THE SANTEE CITY COUNCIL
FOR THE MARCH 25, 2020, REGULAR MEETING.

DIRECTOR/DEPARTMENT Annette Ortiz, CMC, City Clerk 

SUMMARY

Submitted for your consideration and approval are the minutes of the above meetings.

FINANCIAL STATEMENT N/A

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION

Approve Minutes as presented.

ATTACHMENT

Regular Meeting Minutes

- March 25, 2020

**Minutes
Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
March 25, 2020**

DRAFT

This Regular Meeting of the Santee City Council was called to order by Mayor John W. Minto at 6:31 p.m.

ROLL CALL: Present: Mayor John W. Minto, Vice Mayor Laura Koval and Council Members Ronn Hall, Stephen Houlahan and Rob McNelis – 5.

Officers present: City Manager Marlene Best, City Attorney Shawn Hagerty, and City Clerk Annette Ortiz.

INVOCATION was given by Kay Little – Church of Jesus Christ of Latter-Day Saints

PLEDGE OF ALLEGIANCE was led by Mayor Minto.

CONSENT CALENDAR:

- (1) Approval of reading by title only and waiver of reading in full of Ordinances and Resolutions on the Agenda. (City Clerk – Ortiz)
- (2) Approval of Meeting Minutes of the Santee City Council for the March 11, 2020, Regular Meeting. (City Clerk – Ortiz)
- (3) Approval of Payment of Demands as presented. (Finance – McDermott)
- (4) Approval of the expenditure of \$97,258.89 for February 2020 Legal Services and Related Costs. (Finance – McDermott)
- (5) Professional services agreement with Webb Municipal Finance, LLC for Fiscal Year 2020-21 assessment engineering and community facilities district administration services in the amount of \$26,200.00. (Finance – McDermott)
- (6) Adoption of a Resolution acknowledging receipt of a report made by the Fire Chief in accordance with Section 13146.4 of the California Health and Safety Code (Annual Fire Inspection Compliance Report). (Fire – Garlow) (Reso 018-2020)
- (7) Purchase of new structural firefighting clothing (Turnouts) from Municipal Emergency Services per National Purchasing Partners, LLC (dba NPPGov) Contract #00000168 for an amount not to exceed

\$35,901.92. (Fire – Garlow)

- (8) **Adoption of a Resolution accepting the City Hall Accessibility Upgrades (CIP 2018-39) project as complete. (Development Services – Kush) (Reso 019-2020)**
- (9) **Second Reading and Adoption of an Ordinance amending Santee Municipal Code Section 1.01.050 to include the City Logo and add a penalty for unlawful use. (City Clerk – Ortiz) (Ord 574)**
- (10) **Adoption of a Resolution approving the final map for a 40-unit residential condominium subdivision project (TM 2015-04) and authorizing the City Manager to execute the associated Subdivision Improvement Agreement. Location: Northeast corner of Buena Vista Avenue and Mission Greens Road. Applicant: Village Run Homes, LLC. (Development Services – Kush) (Reso 020-2020)**

ACTION: Council Member Houlahan moved approval of the Consent Calendar.

Vice Mayor Koval seconded the motion, which carried by the following roll call vote: Mayor Minto: Aye; Vice Mayor Koval: Aye, and Council Members Hall: Aye; Houlahan: Aye, and McNelis: Aye. Ayes: 5. Noes: 0.

NON-AGENDA PUBLIC COMMENT: (15 minutes)

- (A) Alfred Smith spoke regarding the Sharp project and expressed concerns with the future cost of the plans.
- (B) Branden Boysen, DPR Construction, stated his team would respond to Council questions regarding the Sharp project.
- (C) Cari Honowitz expressed concerns with the local pet store in Santee and stated it is not an essential business.
- (D) Guyren Howe expressed concerns with the certain types of housing developments that have been approved.
- (E) Janet Garvin expressed concerns with the how the City is responding to the homeless population during the current crisis.

NEW BUSINESS:

- (11) **Resolution awarding the construction contract for the Citywide Concrete Repair and Replacement Program 2020 (CIP 2020-07) and determining a categorical exemption pursuant to Section 15301(c) of the California Environmental Quality Act. (Development Services – Kush) (Reso 021-2020)**

The Development Services Director introduced the Item and the Principal Civil Engineer presented the staff report and responded to Council questions.

Vice Mayor Koval inquired what the cost savings is for a Citywide approach versus piece by piece.

Council Member McNelis commended staff for providing a cost savings to the City by using the Citywide approach.

ACTION: Council Member McNelis moved approval of staff recommendation.

Council Member Houlahan seconded the motion, which carried by the following roll call vote: Mayor Minto: Aye; Vice Mayor Koval: Aye; Council Members Hall: Aye; Houlahan: Aye, and McNelis: Aye. Ayes: 5. Noes: 0.

**(12) Approval of seven template Resolutions for emergency operations.
(City Clerk – Ortiz)**

PUBLIC SPEAKERS:

- Janet Garvin

ACTION: Council Member McNelis moved approval of staff recommendation.

Council Member Houlahan seconded the motion, which carried by the following roll call vote: Mayor Minto: Aye; Vice Mayor Koval: Aye; Council Members Hall: Aye; Houlahan: Aye, and McNelis: Aye. Ayes: 5. Noes: 0.

(13) Resolution adopting a local succession of governance during times of disaster. (City Clerk – Ortiz) (Reso 022-2020)

PUBLIC SPEAKERS:

- Janet Garvin

Council Member McNelis stated staff has been updating all policies and procedures for longer than the current local emergency has been in effect.

Council Member Houlahan concurred that the plan is a very logical one.

Vice Mayor Koval suggested having SPARC as the main order of succession, without rotating, due to the fact that they are more involved in the City.

Council Member McNelis stated the succession plan is setting the precedent for the future, not just for the current times and having the rotation allows for more options in the future; he inquired whether the succession plan would work in the event there is a vacant seat or would the plan only apply to emergencies; to which the City Manager responded that the succession of governance is only for times of disaster.

Vice Mayor Koval suggested that SPARC be number one and two in the order, and then proceed with the rotation after that.

Council Member Hall suggested having COMPOC in the succession plan.

Council Member Houlahan urged Council to approve the current staff recommendation and bring the item back at a later date.

ACTION: Council Member Houlahan moved approval of staff recommendation.

Council Member McNelis seconded the motion, which carried by the following roll call vote: Mayor Minto: Aye; Vice Mayor Koval: Aye; Council Members Hall: Aye; Houlahan: Aye, and McNelis: Aye. Ayes: 5. Noes: 0.

(14) Resolution declaring the existence of a local emergency regarding Novel Coronavirus (COVID-19) and ratifying the Proclamation of the Director of Emergency Services. (City Manager – Best) (Reso 023-2020)

The City Manager presented the staff report and responded to Council questions.

PUBLIC SPEAKERS:

- Robert Cromer, President, Pacific Southwest Association of Realtors

Mayor Minto clarified the parameters of the Resolution.

Council Member Hall lost connection to the meeting at 7:12 p.m.

Council Member McNelis expressed concerns with possible loopholes in the language of the Option A Resolution; stated he supports Option B; he would like to see commercial protections covered in addition to the residential and suggested bringing back the item with stronger language at a later date.

Council Member Hall reconnected to the meeting at 7:20 p.m.

Council Member Houlahan expressed concerns with prolonging the protection if the Option A Resolution is not approved and the item is brought back at a later date; he stated in the event that the current situation escalates, the City needs to have something in place to protect people; he stated he supports Option A.

Council Member McNelis urged Council to bring the item back with stronger language that allows for protections for residential, commercial and the City.

Mayor Minto inquired whether verification is required as proof that wages were lost due to the COVID-19 pandemic, to which the City Attorney responded in the affirmative.

Council Member McNelis expressed concerns with not providing protection for small business owners and commercial renters.

Council Member Houlahan stated he concurs with providing protections small businesses and commercial renters, but would like to move forward with Option A and bring back an Ordinance with stronger language to assist the small businesses as well as residential renters.

Vice Mayor Koval stated she supports Option A and read from the bill from Congress, Title V – Financial Services and General Government; she stated the matter should return to Council after a review of all the information.

Council Member Hall stated he supports Option A, but would like the matter to return to Council with language for commercial protections.

Mayor Minto stated he supports Option A; requested staff review all information and provide Council with more options at a later date.

ACTION: Council Member Houlahan moved approval of staff recommendation.

Vice Mayor Koval seconded the motion, which carried by the following roll call vote: Mayor Minto: Aye; Vice Mayor Koval: Aye; Council Members Hall: Aye and Houlahan: Aye; Council Member McNelis: No. Ayes: 4. Noes: 1.

NON-AGENDA PUBLIC COMMENT: (Continued)

- (A) Alfred Smith, expressed concerns with the power outage with SDG&E on his property.
- (B) Liz Jacobelly, expressed concerns with the Pups & Pets store in Santee.
- (C) Stacy Enns, expressed concerns with the Pups & Pets store in Santee.
- (D) Sunny Elmore, expressed concerns with the Pups & Pets store in Santee.
- (E) Michele Walther, expressed concerns with the Pups & Pets store in Santee.
- (F) Theresa Carpenter, expressed concerns with the Pups & Pets store in Santee.

CITY COUNCIL REPORTS:

Vice Mayor Koval stated she attended the East County Economic Development Council meeting and they are a great resource for businesses.

Council Member Houlahan urged the public to stay safe and follow the current government orders.

Council Member Hall stated the bus and trolley system are still in service.

Mayor Minto stated the Emergency Operations Center (EOC) has been activated; requested that the public share information with the City to ensure everyone is aware of the latest data.

CITY MANAGER REPORTS:

The City Manager stated as of March 24, 2020, there is one case of Coronavirus in the City, the EOC has been activated to Level 2; she also stated parks are closed to the public but that all trails remain open and urged the public to maintain social distancing; she mentioned most City staff are telecommuting and that staff has added Do More and Be More in Santee on the City website that has activities for the public to enjoy while staying indoors.

CITY ATTORNEY REPORTS: None

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:05 p.m.

Prepared By/Date Approved:

Annette Ortiz, CMC, City Clerk

City of Santee
COUNCIL AGENDA STATEMENT

Item 3

MEETING DATE April 8, 2020

AGENDA ITEM NO.

ITEM TITLE PAYMENT OF DEMANDS

DIRECTOR/DEPARTMENT

Tim K. McDermott, Finance *tm*

SUMMARY

A listing of checks that have been disbursed since the last Council meeting is submitted herewith for approval by the City Council.

FINANCIAL STATEMENT *tm*

Adequate budgeted funds are available for the payment of demands per the attached listing.

CITY ATTORNEY REVIEW

N/A Completed

RECOMMENDATION *MAB*

Approval of the payment of demands as presented.

ATTACHMENTS (Listed Below)

- 1) Summary of Payments Issued
- 2) Voucher Lists

Payment of Demands
Summary of Payments Issued

<u>Date</u>	<u>Description</u>	<u>Amount</u>
03/06/2020	Accounts Payable	\$ 354.00
03/19/2020	Accounts Payable	36,566.66
03/19/2020	Accounts Payable	1,031,398.18
03/25/2020	Accounts Payable	2,285,471.18
03/25/2020	Accounts Payable	46,393.93
03/25/2020	Payroll	361,877.13
03/30/2020	Accounts Payable	98,171.58
03/31/2020	Accounts Payable	<u>113,579.72</u>
	TOTAL	<u>\$3,973,812.38</u>


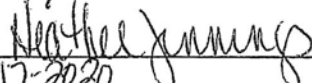
I hereby certify to the best of my knowledge and belief that the foregoing demands listing is correct, just, conforms to the approved budget, and funds are available to pay said demands.



Tim K. McDermott, Director of Finance

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
732	3/6/2020	12774 LIABILITY CLAIMS ACCOUNT	02292020		LIABILITY CLAIMS	354.00	
						Total :	354.00
1 Vouchers for bank code : ubgen						Bank total :	354.00
1 Vouchers in this report						Total vouchers :	354.00

Prepared by: 
Date: 3/16/2020
Approved by: 
Date: 3-17-2020

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123889	3/19/2020	10001 US BANK	00019		ITE LUNCHEON	60.00
			00030		ITE LUNCHEON	60.00
			00066		ELECTION HANDBOOK	303.23
			00342893		ITE LUNCHEON REFUND	-60.00
			0064591		SANTEE SUNSET 5K	125.00
			01/30/2020		MUNICIPAL MARKET DISCLOSURE	300.00
			010547		UNIFORM ACCESSORIES	198.01
			0116 3256 001		OFFICE SUPPLIES	34.48
			01262020		WELLNESS PROGRAM	7.59
			01272020		CONFERENCE REGISTRATION	300.00
			01282020		BLS CARD	9.00
			01292020		LUNCH- POSITIVITY SEMINAR	111.85
			01302020		LUNCH AND LEARN 01.30.2020	36.04
			0134601		REFERENCE BOOK	198.25
			0157465		BADGE	124.44
			01610		PARKING FEE	15.00
			018047		GENERAL EVENTS	27.56
			018191		FUEL	25.87
			02/01/2020b		2020 BLUEGRASS FESTIVAL SUPP	45.00
			02093		PAINT SUPPLIES	131.66
			021914		MAST PARK GRAND OPENING	21.53
			0220135		MEETING SUPPLIES	23.76
			02249		FENCE REPAIR	41.62
			0257		MAST PARK GRAND OPENING	79.62
			02600		SUPPLIES - FIDO FEST	32.30
			027137		INTERVIEW PANEL LUNCH	43.99
			027919		FIDO FEST SUPPLIES	34.40
			0325		CALFEST - TRAINING WORKSHOP	195.00
			033669		MATERIALS & SUPPLIES	19.38
			036477		TEEN CENTER SUPPLIES	21.53
			037386		TEEN CENTER SUPPLIES	7.39
			0496215		OFFICE SUPPLIES	112.45
			05000		SIGN	136.14
			058732		TEEN CENTER SUPPLIES	50.44
			0603		LEAGUE OF CA CITIES	672.99
			060313		MEETING SUPPLIES	36.61

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123889	3/19/2020	10001 US BANK	(Continued)			
			069848		TEEN CENTER SUPPLIES	9.99
			070WWSVK		DOMAIN RENEWAL	35.00
			0774		SANTEE CELEBRATES AMERICA RI	103.44
			0891424		RECREATION SUPPLIES	31.10
			10038		MAST PARK GRAND OPENING	285.76
			10086		MEETING SUPPLIES	13.24
			10485		FIDO FEST SUPPLIES	26.44
			111-3389401-4681816		HAND TOOLS	147.70
			111-4714094-8686623		SAFETY SUPPLIES	69.99
			111-5627444-2062627		DESK CHAIRS	371.67
			111-7988197-6337019		DESK CHAIRS	810.27
			111-9702727-4625020		DESK CHAIRS	349.96
			111-9799255-3453868A		DESK CHAIRS	354.78
			111-9799255-3453868B		DESK CHAIRS	250.34
			111-9799255-3453868C		DESK CHAIR	125.17
			111-9799255-3453868D		CR-DESK CHAIR RETURNED	-125.17
			111-9799255-3453868E		CR-DESK CHAIR RETURNED	-125.17
			111-9799255-3453868F		CR-DESK CHAIR RETURNED	-125.17
			111-9988296-1984267		STATION SUPPLIES	42.01
			112-7960895-3925013		OFFICE SUPPLIES	190.71
			112-9565656-2092233		OFFICE SUPPLIES	36.97
			11298		LEAGUE OF CA CITIES	166.38
			113-0380914-00042		CIP SUPPLIES	66.82
			113-3224328-02714		STORM WATER SUPPLIES	5.38
			11333591416246660		OFFICE SUPPLIES	64.53
			11340020421888227		OFFICE SUPPLIES	88.85
			11352521218233061		OFFICE SUPPLIES	6.56
			113-6835847-39490		MAST PARK SUPPLIES	21.54
			114-2966356-8939442		SAFETY SUPPLIES	296.25
			114-4308375-9109007		STATION SUPPLIES	42.01
			114-4597169-8503409		SAFETY SUPPLIES	198.83
			1148036422		SOFTWARE SUBSCRIPTION	179.88
			11756		RACEWALK	31.18
			11928		SMALL TOOLS	17.22
			120561699		NAMEPLATE	10.00
			1302020		ICSC RECON 2020	2,040.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123889	3/19/2020	10001 US BANK	(Continued)			
			13553		MATERIALS & SUPPLIES	138.42
			160035		LEAGUE OF CA CITIES	55.33
			1831		TRAIL SIGNAGE	98.17
			1931		MAST PARK GRAND OPENING	73.57
			197		FIDO FEST FOOD	53.88
			200007622		CSMFO QUARTERLY MEETING	60.00
			200008978		SOFTWARE	79.20
			20307		SIGNS	33.88
			20641		CITY HALL SUPPLIES	72.15
			209611		SANTEE SUNSET 5K	285.01
			21077881		UNIFORMS	40.84
			2139743		WEBINAR FEE	149.00
			21869717		CSMFO CONF HOTEL TM	332.28
			21875201		CSMFO CONF HOTEL	315.48
			21896		PAPA SEMINAR	80.00
			224505		UNIFORMS	61.35
			23046		MAST PARK GRAND OPENING	36.52
			23148		SIGNAGE	405.14
			235		OFFICE SUPPLIES	16.72
			240784		MEMBERSHIP	50.00
			24631523		PROGRAM BROCHURE PRINTING	356.92
			24658082		BLUEGRASS FESTIVAL 2020	171.46
			246730		MEMBERSHIP DUES	100.00
			2487770		SENIOR PROGRAM SUPPLIES	17.95
			2529		TRAIL SIGNAGE	72.46
			2567343		FLOOD CONTROL SUPPLIES	233.82
			260585		MATERIALS & SUPPLIES	201.58
			28076		MAST PARK GRAND OPENING	210.00
			28126		SENIOR PROGRAM SUPPLIES	126.19
			28319		RACEWALK/5K SUPPLIES	38.73
			2884		TRAIL SIGNAGE	120.90
			29468		SMALL TOOLS - V148	732.25
			29476		BLDG 5 REMODEL	34.57
			2955		WINDOW TINTING	889.32
			31391		RACEWALK/5K SUPPLIES	22.60
			31439		MAST PARK GRAND OPENING	4.31

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123889	3/19/2020	10001 US BANK	(Continued)			
			316563		LUNCH MEETING	58.94
			31919547		TRAIL SIGNAGE	1,091.94
			31925143		MONUMENT SIGNAGE	7.87
			31925147		MONUMENT SIGNAGE	0.86
			33483		RACEWALK	55.10
			33890		MATERIALS & SUPPLIES	45.26
			3450747		RACE WALK TRIALS	145.14
			3459398		SANTEE SUNSET 5K	38.95
			37214		PAINT - MAST PARK	18.40
			39619		VEHICLE SUPPLIES	689.60
			39998		RACEWALK	140.33
			4023037		BRAND/BIRTHDAY	1,357.82
			4038936		IRRIGATION MATERIALS	87.58
			416563		CUSTODIAL SUPPLIES	420.10
			416872		CUSTODIAL SUPPLIES	357.64
			42661		RACEWALK SUPPLIES	77.49
			42933		RACEWALK/5K TORCH	500.00
			438475934-001		STAMPS	24.00
			43847806-001		BUSINESS CARDS	37.82
			44033		RACEWALK	127.26
			44105		BIKE REPAIR TOOLS - PARKS	174.70
			475239		HOLIDAY LIGHTING	80.37
			48431		VANDALISM	491.40
			48503413		ICE MACHINE FILTERS	210.80
			48682113		STATION SUPPLIES	50.37
			48934		EXCEPTIONAL PRESENTER TRAIN	199.00
			48935		SUPERVISORS ACADEMY	550.00
			49069		PROFESSIONAL DEVELOPMENT	199.00
			4930		TEEN CENTER SUPPLIES	75.18
			4940		MAST PARK SUPPLIES	36.29
			496842		EMS RECOGNITION COINS	1,035.00
			51160		RACEWALK/5K SUPPLIES	87.72
			5180		PROFESSIONAL DEVELOPMENT	99.00
			5250751040		EQUIPMENT SERVICE	735.00
			5387347		SANTEE SUNSET 5K	100.00
			54216		SIGNS	30.23


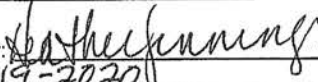
Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123889	3/19/2020	10001 US BANK	(Continued)			
			543		MEETING SUPPLIES	16.41
			5439		SENIOR PROGRAM SUPPLIES	13.37
			5457819		FACEBOOK	50.00
			60916		GRAFFITI REMOVAL	66.18
			6140265		REFERENCE BOOKS	106.66
			6234		REFERENCE MANUAL	85.00
			629614		MAST PARK GRAND OPENING	10.00
			701540196-01		EGGSTRAVAGANZA	1,603.57
			7033		PAINT - MAST PARK	167.41
			7144204A		OFFICE SUPPLIES	43.09
			7144204B		OFFICE SUPPLIES	18.09
			7144204C		OFFICE SUPPLIES	-18.09
			74470		RACE WALK & MAST PARK GRAND	163.85
			76129310		LEAGUE OF CA CITIES	435.44
			763697121		LEAGUE OF CA CITIES	232.89
			78822		MATERIALS & SUPPLIES	39.34
			7912		SUPPLIES	33.55
			7UPN943		PARKING FEE	12.00
			806		SANDAG RETREAT	38.00
			8076		LABELS	68.80
			8201		LEAGUE OF CA CITIES	541.92
			820386		CREDIT REFUND	-9.90
			8248		SANTEE SUNSET 5K	13.06
			83		MAST PARK GRAND OPENING	60.00
			83570		RACEWALK/5K SUPPLIES	5.68
			8499451		BATTERY REPLACEMENT	152.52
			8786638		PHONE CASES/CHARGERS	70.58
			8854		TEEN CENTER SUPPLIES	29.55
			8862v		FIDO FEST	280.15
			90847298948662013		STATION SUPPLIES	11.07
			9084804896450219122		PRINTING CHARGE	229.72
			908496017583922013		PRINTING CHARGE	66.65
			92799683		COMMUNICATIONS FOR PLANNER	50.00
			9346-7		PAINT - MAST PARK	594.10
			95112		SANTEE SUNSET 5K	32.30
			95787		GRAFFITI REMOVAL	72.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123889	3/19/2020	10001 US BANK	(Continued)			
			95944		RACEWALK	12.91
			96240017		MAST PARK SUPPLIES	222.35
			97986		VANDALISM	155.16
			97994		VANDALISM	155.16
			98992		PAINT SUPPLIES	57.51
			BM0U2BBF5933		ITE MEMBERSHIP	310.00
			cafr2019		GFOA CAFR AWARD APP FEE	610.00
			CV0026769		PROMOTIONAL SUPPLIES	269.25
			CV0028154		PROMOTIONAL SUPPLIES	269.25
			DM4016246		EVENT SUPPLIES	231.66
			H0673-178662		STORAGE SHED	1,987.00
			MAC200211-2206-10139		GRAPHICS SOFTWARE	54.00
			S029326402		STATION SUPPLIES	42.02
			TM3NSJ-A		ICSC CONFERENCE	147.96
			TM3NSJ-B		ICSC CONFERENCE	147.96
			TXFP5Y		ICSC RECON 2020	142.96
			TXFP5Y-1		ICSC RECON 2020	25.00
			TXFP5Y-2		ICSC RECON 2020	25.00
			W12088		FLAGS	1,102.75
			w69512		BIKE STATION TOOLS	311.05
					Total :	36,566.66
1 Vouchers for bank code :	ubgen				Bank total :	36,566.66
1 Vouchers in this report					Total vouchers :	36,566.66

Prepared by: 
 Date: 3-19-2020
 Approved by: 
 Date: 3-19-2020

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123890	3/19/2020	13198 3-D ENTERPRISES, INC	14 14R	52409	MAST PARK IMPROVEMENTS RETENTION	493,559.58 -24,677.98 Total : 468,881.60
123891	3/19/2020	10968 ABABA BOLT	1106769	52560	SHOP SUPPLIES	69.00 Total : 69.00
123892	3/19/2020	13456 AGRICULTURAL PEST CONTROL	522596 522961 523260 526433 526434	52790 52790 52790 52790 52790	PEST CONTROL SERVICES PEST CONTROL SERVICES PEST CONTROL SERVICES PEST CONTROL SERVICES PEST CONTROL SERVICES	595.00 125.00 125.00 125.00 125.00 Total : 1,095.00
123893	3/19/2020	10293 AUTO ZONE INC	306555	52569	VEHICLE REPAIR PART	6.36 Total : 6.36
123894	3/19/2020	13292 BORDER TIRE	8009965	52871	TIRE SERVICE	102.98 Total : 102.98
123895	3/19/2020	10021 BOUND TREE MEDICAL LLC	83494890 83517756 83517757 83517758	52673 52673 52673 52673	EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES	808.65 316.47 853.92 669.08 Total : 2,648.12
123896	3/19/2020	10023 BUILDERS FENCE COMPANY INC	1784685	52688	FENCING MATERIALS & SUPPLIES	236.13 Total : 236.13
123897	3/19/2020	13593 CALVARY CHAPEL SANTEE	GRD1263		REFUNDABLE DEPOSIT	56,905.83 Total : 56,905.83
123898	3/19/2020	10299 CARQUEST AUTO PARTS	11102-499936 11102-500755 11102-500756 11102-500845	52574 52574 52574 52574	VEHICLE REPAIR PARTS VEHICLE REPAIR PARTS VEHICLE REPAIR PARTS VEHICLE REPAIR PARTS	42.34 17.76 56.41 34.36

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123898	3/19/2020	10299 10299 CARQUEST AUTO PARTS	(Continued)			Total : 150.87
123899	3/19/2020	10299 CARQUEST AUTO PARTS	11102-500631	52574	VEHICLE REPAIR PART	6.81
						Total : 6.81
123900	3/19/2020	10035 COMPETITIVE METALS INC	360476 360537	52690 52690	METAL SUPPLIES & SERVICES METAL SUPPLIES & SERVICES	52.60 97.58
						Total : 150.18
123901	3/19/2020	10171 COUNTY OF SAN DIEGO AUDITOR &	01/2020 AGENCY REV 01/2020 DMV REVENUE 01/2020 PHOENIX REV 02/2020 AGENCY REV 02/2020 DMV REVENUE 02/2020 PHOENIX REV 12/2019 AGENCY REV 12/2019 DMV REVENUE 12/2019 PHOENIX REV		01/20 AGENCY PARK CITE REPT 01/20 DMV PARK CITE REPT 01/20 PHOENIX CITE REV REPT 02/20 AGENCY PARK CITE REPT 02/20 DMV PARK CITE REPT 02/20 PHOENIX CITE REV REPT 12/19 AGENCY PARK CITE REPT 12/19 DMV PARK CITE REPT 12/19 PHOENIX CITE REV REPT	239.50 557.00 605.00 216.75 771.00 641.75 283.75 380.00 1,205.50
						Total : 4,900.25
123902	3/19/2020	10040 COUNTYWIDE MECHANICAL SYSTEMS	25893	52641	HVAC MAINT & REPAIRS	2,711.00
						Total : 2,711.00
123903	3/19/2020	10333 COX COMMUNICATIONS	038997401 052335901 094486701		10601 N MAGNOLIA AVE 8950 COTTONWOOD AVE CITY HALL GROUP BILL	104.86 175.50 3,908.85
						Total : 4,189.21
123904	3/19/2020	13443 DFS FLOORING LP	208999-1	52776	CITY HALL BLDG 5 IMPROVMNTS	2,909.25
						Total : 2,909.25
123905	3/19/2020	13565 FAILSAFE TESTING LLC	10814	52913	EQUIPMENT MAINTENANCE	1,400.00
						Total : 1,400.00
123906	3/19/2020	10251 FEDERAL EXPRESS	6-942-53558 6-948-69736		SHIPPING CHARGES SHIPPING CHARGES	29.84 97.30
						Total : 127.14

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123907	3/19/2020	10009 FIRE ETC	139580	52591	EQUIPMENT SERVICE	69.93
					Total :	69.93
123908	3/19/2020	13583 GO EXPRESS MOVING SERVICES	Ref000063084		CORRECTED LICENSE TYPE REFU	41.00
					Total :	41.00
123909	3/19/2020	11724 ICF JONES & STOKES INC	0145062	50991	MSCP SUBAREA PLAN	14,684.06
					Total :	14,684.06
123910	3/19/2020	13594 IRWIN, NANCY L.	03102020		PARKING CITE OVERPMT	5.00
					Total :	5.00
123911	3/19/2020	13231 JENNINGS, HEATHER	03032020 03032020-B		SEMINAR PARKING MILEAGE REIMBURSEMENT	15.00 102.47
					Total :	117.47
123912	3/19/2020	13580 KSDO-AM	Ref000063007		CORRECTED LICENSE TYPE REFU	35.00
					Total :	35.00
123913	3/19/2020	12991 NATIONAL LIGHTING SUPPLY LLC	111326	52802	LIGHTING/ELECTRICAL SUPPLIES	29.09
					Total :	29.09
123914	3/19/2020	13330 THE BURDETTE AGENCY INC	INV-5091	52879	CITY BRAND IMPLEMENTATION	6,000.00
					Total :	6,000.00
123915	3/19/2020	10218 OFFICE DEPOT	448130802001	52612	OFFICE SUPPLIES	25.75
					Total :	25.75
123916	3/19/2020	10344 PADRE DAM MUNICIPAL WATER DIST	29700016 90000366		CONSTRUCTION METER GROUP BILL	227.56 18,288.38
					Total :	18,515.94
123917	3/19/2020	12147 PRO-LINE INDUSTRIAL	108130	52701	GRAFFITI REMOVAL SUPPLIES	1,386.75
					Total :	1,386.75
123918	3/19/2020	12062 PURETEC INDUSTRIAL WATER	1780135	52661	DEIONIZED WATER SERVICE	99.22
					Total :	99.22

Bank code : ubgen

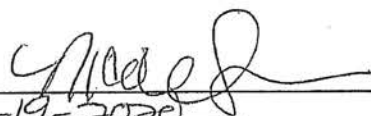
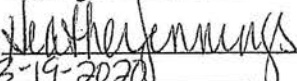
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123919	3/19/2020	12994 RINCON CONSULTANTS, INC	19208	52099	FANITA RANCH - AB 52 ASSISTANC	7,412.00
					Total :	7,412.00
123920	3/19/2020	10097 ROMAINE ELECTRIC CORPORATION	12-048942	52654	EQUIPMENT REPAIR PARTS	120.02
					Total :	120.02
123921	3/19/2020	13455 ROTO-ROOTER	3766	52832	PLUMBING REPAIRS	258.62
			3767	52832	PLUMBING REPAIRS	155.00
					Total :	413.62
123922	3/19/2020	13566 RWB MULTIMEDIA INC	1047		RACEWALK	500.00
					Total :	500.00
123923	3/19/2020	10407 SAN DIEGO GAS & ELECTRIC	1312 256 621 7		9125 CARLTON HILLS BLVD MP	440.55
					Total :	440.55
123924	3/19/2020	10212 SANTEE SCHOOL DISTRICT	8515	52622	TEEN CENTER BUS TRANSPORTAT	562.00
					Total :	562.00
123925	3/19/2020	10768 SANTEE SCHOOL DISTRICT	8513	52675	JOINT USE FIELDS - RIO SECO	237.87
			8514	52623	CHET HARRITT FIELD LIGHTS	348.75
					Total :	586.62
123926	3/19/2020	13171 SC COMMERCIAL, LLC	0761280-IN	52644	DELIVERED FUEL	579.39
			0763019-IN	52644	DELIVERED FUEL	364.23
					Total :	943.62
123927	3/19/2020	13554 SC FUELS	0210141	52889	FLEET CARD FUELING	1,339.68
					Total :	1,339.68
123928	3/19/2020	13595 SHARP REES-STEALY	918		BIOMETRIC SCREENING	2,020.00
					Total :	2,020.00
123929	3/19/2020	13271 SHI INTERNATIONAL CORP	B11396984	52896	SOFTWARE RENEWAL	5,491.07
					Total :	5,491.07
123930	3/19/2020	12313 SINGH, YU-CHI CLAIRE	79191		LICENSE RENEWAL	115.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123930	3/19/2020	12313 12313 SINGH, YU-CHI CLAIRE	(Continued)			Total : 115.00
123931	3/19/2020	13573 ADDINGTON, DAVID	Ref000062832		LI Refund Cst #23459	41.00 Total : 41.00
123932	3/19/2020	10314 SOUTH COAST EMERGENCY VEHICLE	497817	52647	VEHICLE REPAIR PARTS	120.99 Total : 120.99
123933	3/19/2020	10837 SOUTHWEST TRAFFIC SIGNAL	80212 80213 80237 80238 80247	52759 52759 52759 52759 52759	USA MARKOUTS TRAFFIC SIGNAL SERVICE CALLS TRAFFIC SIGNAL SERVICE CALLS USA MARKOUTS TRAFFIC SIGNAL MAINTENANCE	120.00 13,230.31 1,352.66 120.00 3,965.00 Total : 18,787.97
123934	3/19/2020	11056 STANDARD ELECTRONICS	S43683 S43706 S43801	52625 52625 52625	SECURITY SYS -INSTALL SECURITY SYS - MAINTENANCE SECURITY SYS TESTING	4,003.13 285.00 1,425.00 Total : 5,713.13
123935	3/19/2020	10119 STEVEN SMITH LANDSCAPE INC	43456	52788	A2 LANDSCAPE SERVICES	4,375.00 Total : 4,375.00
123936	3/19/2020	13579 STEVIE TRUJILLO	Ref000063006		CORRECTED LICENSE TYPE REFU	41.00 Total : 41.00
123937	3/19/2020	10572 SUNBELT RENTALS INC	97704428	52833	EQUIPMENT RENTAL	339.03 Total : 339.03
123938	3/19/2020	13557 SUPERION, LLC	264883	52905	CENTRAL SQUARE PERMTTING SY	31,500.00 Total : 31,500.00
123939	3/19/2020	10250 THE EAST COUNTY	00093410		INVITATION TO BID	847.00 Total : 847.00
123940	3/19/2020	10611 TRI-GROUP CONSTRUCTION & DEV	1 1R	52735	CITY HALL ACCESSIBILTY RETENTION	377,348.60 -18,867.43

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123940	3/19/2020	10611 10611 TRI-GROUP CONSTRUCTION & DEV (Continued)				Total : 358,481.17
123941	3/19/2020	12480 UNITED SITE SERVICES	114-9913477	52648	FIDO FEST	280.82
						Total : 280.82
123942	3/19/2020	12888 VINYARD DOORS	100576	52852	APPARATUS GATE & DOOR REPAIR	420.00
						Total : 420.00
123943	3/19/2020	13036 WEBB MUNICIPAL FINANCE, LLC	20190559-A	52519	ASSMNT ENGR SVCS FY 19-20 & P	800.00
						Total : 800.00
123944	3/19/2020	10136 WEST COAST ARBORISTS INC	157321	52663	URBAN FORESTRY MGMNT	630.00
						Total : 630.00
123945	3/19/2020	10331 HDS WHITE CAP CONST SUPPLY	10012050663	52867	MATERIALS & SUPPLIES	620.81
						Total : 620.81
123946	3/19/2020	10232 XEROX CORPORATION	099508671	52640	XEROX CSD ADMIN JAN 2020	126.06
						Total : 126.06
123947	3/19/2020	10318 ZOLL MEDICAL CORPORATION	3024706	52655	EMS SUPPLIES	831.08
						Total : 831.08
58 Vouchers for bank code : ubgen						Bank total : 1,031,398.18
58 Vouchers in this report						Total vouchers : 1,031,398.18

Prepared by: 
 Date: 3-19-2020
 Approved by: 
 Date: 3-19-2020

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123948	3/25/2020	10968 ABABA BOLT	1108452	52560	SHOP SUPPLIES	24.22
			1108508	52560	SHOP SUPPLIES	22.44
					Total :	46.66
123949	3/25/2020	13456 AGRICULTURAL PEST CONTROL	525853	52790	PEST CONTROL SERVICES	595.00
					Total :	595.00
123950	3/25/2020	11445 AMERICAN MESSAGING	L1072898UC		FD PAGER SERVICE	28.49
					Total :	28.49
123951	3/25/2020	10262 AUSTIN, ROY	03182020		RETIREE HEALTH INSURANCE	1,399.95
					Total :	1,399.95
123952	3/25/2020	10516 AWARDS BY NAVAJO	0320140		ENGRAVING	10.00
			0320193	52570	NAMETAG	11.85
					Total :	21.85
123953	3/25/2020	12951 BERRY, BONNIE F.	April 1, 2020		RETIREE HEALTH PAYMENT	91.00
					Total :	91.00
123954	3/25/2020	10020 BEST BEST & KRIEGER LLP	LEGAL SVCS FEB 2020		LEGAL SVCS FEB 2020	97,258.89
					Total :	97,258.89
123955	3/25/2020	11513 BOND, ELLEN	04012020-263		MEADOWBROOK HARDSHIP PROC	58.05
					Total :	58.05
123956	3/25/2020	10021 BOUND TREE MEDICAL LLC	83522683	52673	EMS SUPPLIES	494.58
			83524571	52673	EMS SUPPLIES	82.10
			83524572	52673	EMS SUPPLIES	82.10
			83524573	52673	EMS SUPPLIES	56.02
			83526338	52673	EMS SUPPLIES	1,450.97
			83526339	52673	EMS SUPPLIES	2.77
			83526340	52673	EMS SUPPLIES	538.50
			83526341	52673	EMS SUPPLIES	78.49
			83534952	52673	EMS SUPPLIES	175.19
			83536979	52673	EMS SUPPLIES	5.00
			83536980	52673	EMS SUPPLIES	5.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123956	3/25/2020	10021 BOUND TREE MEDICAL LLC	(Continued)			
			83536981	52673	EMS SUPPLIES	381.37
			83536982	52673	EMS SUPPLIES	1,097.08
			83546596	52673	EMS SUPPLIES	59.12
			83546597	52673	EMS SUPPLIES	360.00
					Total :	4,868.29
123957	3/25/2020	10098 BURNER, RONALD	022920-1	52731	ATHLETIC FIELD COORDINATION	2,083.34
					Total :	2,083.34
123958	3/25/2020	11399 CABLE, PIPE, & LEAK DETECTION	10694-46266	52798	LEAK DETECTION	380.00
					Total :	380.00
123959	3/25/2020	11169 CALIFORNIA WATERS LLC	7609	52679	FOUNTAIN MAINT	2,609.41
					Total :	2,609.41
123960	3/25/2020	10876 CANON SOLUTIONS AMERICA INC	4040113538	52669	SCANNER MAINTENANCE	87.98
			4040113539	52669	PLOTTER MAINT & USAGE	35.96
					Total :	123.94
123961	3/25/2020	10299 CARQUEST AUTO PARTS	11102-501566	52574	VEHICLE REPAIR PARTS	15.95
			11102-501761	52574	VEHICLE REPAIR PARTS	30.10
			11102-501763	52574	VEHICLE REPAIR PARTS	42.74
					Total :	88.79
123962	3/25/2020	11134 CARRICO, TAYLOR	42999		SAFETY BOOTS REIMBURSEMENT	200.00
					Total :	200.00
123963	3/25/2020	11402 CARROLL, JUDI	04012020-96		MEADOWBROOK HARDSHIP PROC	58.19
					Total :	58.19
123964	3/25/2020	12328 CINTAS CORP. #2	5016192370	52799	FIRST- AID SUPPLIES	126.94
			5016192371	52799	FIRST- AID KIT SERVICE	397.94
					Total :	524.88
123965	3/25/2020	10979 CITY OF LA MESA	21792		LIVESCAN FINGERPRINTING	40.00
			21793		LIVESCAN FINGERPRINTING	20.00
			21794		LIVESCAN FINGERPRINTING	40.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123965	3/25/2020	10979 10979 CITY OF LA MESA	(Continued)			Total : 100.00
123966	3/25/2020	11409 CLAYTON, SYLVIA	04012020-340		MEADOWBROOK HARDSHIP PROC	60.90
						Total : 60.90
123967	3/25/2020	10035 COMPETITIVE METALS INC	361954	52576	VEHICLE SUPPLIES	198.23
						Total : 198.23
123968	3/25/2020	10268 COOPER, JACKIE	April 1, 2020		RETIREE HEALTH PAYMENT	91.00
						Total : 91.00
123969	3/25/2020	12153 CORODATA RECORDS	RS4572199	52742	DOC RETRIEVAL & STORAGE	547.28
						Total : 547.28
123970	3/25/2020	11862 CORODATA SHREDDING INC	DN1260258	52743	SECURE DESTRUCTION SVCS	42.87
						Total : 42.87
123971	3/25/2020	10358 COUNTY OF SAN DIEGO	20CTOFSAN08 20CTOFSASN08	52744 52579	RCS COMMUNICATION CHARGES 800 MHZ ACCESS (FIRE/PS)	4,503.00 1,624.50
						Total : 6,127.50
123972	3/25/2020	10486 COUNTY OF SAN DIEGO	CIP2020-07		CITYWIDE CONCRETE REPAIR	50.00
						Total : 50.00
123973	3/25/2020	10486 COUNTY OF SAN DIEGO	202000197		RECORDED DOC FEE	20.00
						Total : 20.00
123974	3/25/2020	10333 COX COMMUNICATIONS	064114701 066401501		8115 ARLETTE ST 10601 N MAGNOLIA AVE 5	196.87 35.00
						Total : 231.87
123975	3/25/2020	10608 CRISIS HOUSE	468	52841	CDBG SUBRECIPIENT	447.40
						Total : 447.40
123976	3/25/2020	11168 CTE INC CLARK TELECOM AND	2357 2360	52756 52756	STREET LIGHT REPAIRS DIG ALERT MARK-OUTS	1,992.05 472.72
						Total : 2,464.77

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123977	3/25/2020	10043 D & D SERVICES INC	114451	52652	DEAD ANIMAL REMOVAL SVC	1,482.89
					Total :	1,482.89
123978	3/25/2020	12356 DAVIS FARR LLP	16432	52536	FY 2018-19 AUDIT SERVICES	2,000.00
					Total :	2,000.00
123979	3/25/2020	11295 DOKKEN ENGINEERING	36365 36416	52440 52440	SANTEE LAKES STORM DRAIN CUYAMACA RIGHT TURN POCKET	27,112.50 26,282.50
					Total :	53,395.00
123980	3/25/2020	13442 EBBIN MOSER + SKAGGS LLP	4761	52777	MSCP SUBAREA PLAN	15,656.25
					Total :	15,656.25
123981	3/25/2020	12593 ELLISON WILSON ADVOCACY, LLC	2020-03-10	52650	LEGISLATIVE ADVOCACY SERVICE	1,500.00
					Total :	1,500.00
123982	3/25/2020	10057 ESGIL CORPORATION	012020 022020		SHARE OF FEES SHARE OF FEES	36,137.41 150,869.96
					Total :	187,007.37
123983	3/25/2020	10251 FEDERAL EXPRESS	6-956-73365 6-963-58962		SHIPPING CHARGES SHIPPING CHARGES	77.35 29.76
					Total :	107.11
123984	3/25/2020	11119 FERGUSON ENTERPRISES INC	8627137	52692	PLUMBING SUPPLIES	298.75
					Total :	298.75
123985	3/25/2020	10009 FIRE ETC	140443	52591	EQUIPMENT REPAIR SUPPLIES	47.88
					Total :	47.88
123986	3/25/2020	12760 FOCUS PSYCHOLOGICAL	SANTEE2020-2	52710	COUNSELING SERVICES	750.00
					Total :	750.00
123987	3/25/2020	12638 GEORGE HILLS COMPANY, INC.	INV1017282	52747	LIABILITY CLAIMS ADMIN	1,488.18
					Total :	1,488.18
123988	3/25/2020	11196 HD SUPPLY FACILITIES	2019 Q4		LOCATION AGRMNT PYMT 2019 Q4	435,110.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123988	3/25/2020	11196 11196 HD SUPPLY FACILITIES	(Continued)			Total : 435,110.00
123989	3/25/2020	11196 HD SUPPLY FACILITIES	9179981878	52596	STATION SUPPLIES	60.86
						Total : 60.86
123990	3/25/2020	10600 HINDERLITER, DE LLAMAS & ASSOC	0033243-IN (A) 0033243-IN (B)	52748	FY 19/20 QRTLY SALES TAX REP AUDIT SALES TAX QTR 3 2019	2,014.35 3,141.47
						Total : 5,155.82
123991	3/25/2020	10256 HOME DEPOT CREDIT SERVICES	#H0673-181516 #H0673-181654 1160580 1202877 2155021 7150022	52597 52597 52597 52597 52597 52597	SHOP TOOL SHOP TOOLS EMS SUPPLIES CR-EMS SUPPLIES RETURNED VEHICLE REPAIR SUPPLIES VEHICLE REPAIR SUPPLIES	70.01 26.91 101.82 -38.73 28.38 86.89
						Total : 275.28
123992	3/25/2020	10256 HOME DEPOT CREDIT SERVICES	4155004	52597	STATION SUPPLIES	25.73
						Total : 25.73
123993	3/25/2020	10272 JENKINS, CARROLL	03182020		RETIREE HEALTH INSURANCE	2,888.70
						Total : 2,888.70
123994	3/25/2020	13247 JOHNSON, DOUGLAS	03182020		RETIREE HEALTH INSURANCE	430.80
						Total : 430.80
123995	3/25/2020	10199 KEYSER MARSTON ASSOCIATES INC	0034415	52907	FISCAL ANALYSIS	7,041.88
						Total : 7,041.88
123996	3/25/2020	10997 LAKESIDE FIRE PREVENTION	151	52646	SOFTWARE SUBSCRIPTION	548.00
						Total : 548.00
123997	3/25/2020	13363 LESAR DEVELOPMENT CONSULTANTS	ST - 9	52725	2020-24 CONSOLIDATED PLAN	1,675.00
						Total : 1,675.00
123998	3/25/2020	10204 LIFE ASSIST INC	977033	52603	EMS SUPPLIES	147.50
						Total : 147.50

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123999	3/25/2020	10079 MEDICO PROFESSIONAL	20181998	52763	MEDICAL LINEN SERVICE	20.02
			20182000	52763	MEDICAL LINEN SERVICE	8.16
			20185829	52763	MEDICAL LINEN SERVICE	20.02
			20185831	52763	MEDICAL LINEN SERVICE	8.16
			20189625	52763	MEDICAL LINEN SERVICE	20.02
			20189627	52763	MEDICAL LINEN SERVICE	8.16
					Total :	84.54
124000	3/25/2020	10083 MUNICIPAL EMERGENCY SERVICES	IN1435047	52911	SAFETY APPAREL	994.53
					Total :	994.53
124001	3/25/2020	12991 NATIONAL LIGHTING SUPPLY LLC	112068	52802	LIGHTING/ELECT SUPPLIES	375.20
					Total :	375.20
124002	3/25/2020	10085 NATIONAL SAFETY COMPLIANCE INC	81148		DRUG/ALCOHOL TESTING	338.33
					Total :	338.33
124003	3/25/2020	10218 OFFICE DEPOT	451791402001	52612	OFFICE SUPPLIES	82.33
			451792637001	52612	OFFICE SUPPLIES	5.56
			456065159001	52612	OFFICE SUPPLIES	377.02
					Total :	464.91
124004	3/25/2020	13056 PACIFIC SWEEPING	151385	52664	STREET SWEEPING SVCS	15,839.98
					Total :	15,839.98
124005	3/25/2020	10344 PADRE DAM MUNICIPAL WATER DIST	90000367		GROUP BILL	9,406.67
					Total :	9,406.67
124006	3/25/2020	12919 PARCELQUEST	8732	52880	RENEWAL OF PARCEL QUEST	1,199.00
					Total :	1,199.00
124007	3/25/2020	12904 PAT DAVIS DESIGN GROUP, INC	6160	52614	GRAPHIC DESIGN WORK	2,662.50
					Total :	2,662.50
124008	3/25/2020	11442 PATTERSON, LUANNE	04012020-225		MEADOWBROOK HARDSHIP PROG	56.14
					Total :	56.14
124009	3/25/2020	11888 PENSKE FORD	10292860	52616	VEHICLE REPAIR PART	62.92

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
124009	3/25/2020	11888 11888 PENSKE FORD	(Continued)		Total :	62.92
124010	3/25/2020	10092 PHOENIX GROUP INFO SYSTEMS	022020031	52766	PARKING CITE PROCESS SVCS	290.68
					Total :	290.68
124011	3/25/2020	10161 PRIZM JANITORIAL SERVICES INC	25616 25617	52660 52659	CUSTODIAL SERVICES CUSTODIAL SERVICES - PARKS	3,419.67 2,580.01
					Total :	5,999.68
124012	3/25/2020	10101 PROFESSIONAL MEDICAL SUPPLY	B009436 B009437	52617 52617	OXYGEN CYLINDERS & REFILLS OXYGEN CYLINDERS & REFILLS	66.99 73.08
					Total :	140.07
124013	3/25/2020	12062 PURETEC INDUSTRIAL WATER	1783551	52661	DEIONIZED WATER SERVICE	99.22
					Total :	99.22
124014	3/25/2020	10095 RASA	5355 5356 5359 5361	52677 52677 52677 52677	MAP CHECK MAP CHECK MAP CHECK MAP CHECK	895.00 580.00 315.00 460.00
					Total :	2,250.00
124015	3/25/2020	12237 RAYON, KYLE	April 1, 22020		RETIREE HEALTH PAYMENT	91.00
					Total :	91.00
124016	3/25/2020	12256 ROE, DARLENE	04012020-318		MEADOWBROOK HARDSHIP PROC	59.01
					Total :	59.01
124017	3/25/2020	10096 ROGER DANIELS ALIGN & BRAKE	54265	52621	VEHICLE REPAIR	182.08
					Total :	182.08
124018	3/25/2020	10097 ROMAINE ELECTRIC CORPORATION	12-048942-1	52654	SHOP SUPPLIES	80.02
					Total :	80.02
124019	3/25/2020	13455 ROTO-ROOTER	4080	52832	PLUMBING REPAIRS	2,539.53
					Total :	2,539.53
124020	3/25/2020	10606 S.D. COUNTY SHERIFF'S DEPT.	SHERIFF DEC 2019		LAW ENFORCEMENT DEC 2019	1,267,721.84

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
124020	3/25/2020	10606	10606 S.D. COUNTY SHERIFF'S DEPT.		(Continued)	Total : 1,267,721.84
124021	3/25/2020	13061	SAN DIEGO HUMANE SOCIETY &	MAR-20	52750	ANIMAL CONTROL SERVICES 35,400.33 Total : 35,400.33
124022	3/25/2020	13171	SC COMMERCIAL, LLC	0764217-IN 0765523-IN 0766650-IN 0767612-IN	52644 52644 52644 52644	DELIVERED FUEL 649.31 DELIVERED FUEL 599.22 DELIVERED FUEL 527.51 DELIVERED FUEL 436.19 Total : 2,212.23
124023	3/25/2020	13554	SC FUELS	0214921 0216363 0217290	52889 52889 52889	FLEET CARD FUELING 1,426.81 FLEET CARD FUELING 1,819.30 FLEET CARD FUELING 1,250.19 Total : 4,496.30
124024	3/25/2020	10110	SECTRAN SECURITY INC	20030451	52729	ARMORED CAR TRANSPORT SVC 129.16 Total : 129.16
124025	3/25/2020	10585	SHARP REES-STEALY MEDICAL	341054695 341261337 341395131	52868 52868 52868	MEDICAL SERVICES 370.00 MEDICAL SERVICES 118.00 MEDICAL SERVICES 9,264.00 Total : 9,752.00
124026	3/25/2020	13596	CHI, IAN	Ref000063233		CORRECTED LICENSE TYPE REFU 41.00 Total : 41.00
124027	3/25/2020	10837	SOUTHWEST TRAFFIC SIGNAL	80291 80292	52759 52759	USA MARKOUTS 480.00 TRAFFIC SIGNAL SERVICE CALLS 3,779.44 Total : 4,259.44
124028	3/25/2020	11403	ST. JOHN, LYNNE	04012020-78		MEADOWBROOK HARDSHIP PROG 58.30 Total : 58.30
124029	3/25/2020	10217	STAPLES ADVANTAGE	3440336810 3440427713 3441839418 3441839419	52626 52626 52730 52730	OFFICE SUPPLIES 30.92 OFFICE SUPPLIES 183.28 OFFICE SUPPLIES 10.21 OFFICE SUPPLIES 28.70

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
124029	3/25/2020	10217 STAPLES ADVANTAGE	(Continued)			
			3441839420	52730	OFFICE SUPPLIES	8.06
			3442176407	52730	OFFICE SUPPLIES	7.64
					Total :	268.81
124030	3/25/2020	10027 STATE OF CALIFORNIA	438453		FINGERPRINTING COSTS	128.00
					Total :	128.00
124031	3/25/2020	10119 STEVEN SMITH LANDSCAPE INC	43547	52665	A1 LANDSCAPE SERVICES	35,678.27
			43548	52788	A2 LANDSCAPE SERVICES	18,341.00
			43549	52789	A 3 LANDSCAPE SERVICES	11,256.23
			43566	52789	A3 LANDSCAPE SERVICES	1,000.00
			43567	52665	A1 LANDSCAPE SERVICES	240.00
			43568	52665	A1 LANDSCAPE SERVICES	720.00
			43569	52665	A 1 LANDSCAPE SERVICES	450.00
			43570	52665	A1 LANDSCAPE SERVICES	225.00
			43571	52665	A1 LANDSCAPE SERVICES	360.00
					Total :	68,270.50
124032	3/25/2020	10572 SUNBELT RENTALS INC	97955945-0001	52833	EQUIPMENT RENTAL	339.03
			99009509-0001	52833	EQUIPMENT RENTAL	264.24
					Total :	603.27
124033	3/25/2020	13451 TELEFLEX FUNDING LLC	9502309176	52795	EMS SUPPLIES	344.71
					Total :	344.71
124034	3/25/2020	10250 THE EAST COUNTY	00093140		NOTICE OF VACATION	350.00
			00093849		NOTICE OF INTENT	287.00
			00093933		NOTICE OF PUBLIC HEARING	206.50
			00093934		INVITATION TO BID	910.00
			00093935		INVITATION TO BID	910.00
			00094241	52629	NOTICE OF PUBLIC MEETING	189.00
			00094451		CONTRACT ADVERTISEMENT	462.00
					Total :	3,314.50
124035	3/25/2020	10515 THE SAN DIEGO UNION - TRIBUNE	3072864		SUBSCRIPTION RENEWAL	261.13
					Total :	261.13

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
124036	3/25/2020	11193 TMAN TRAFFIC SUPPLY	10699	52704	TRAFFIC SIGNS & SUPPLIES	647.66
			10700	52704	TRAFFIC SIGNS & SUPPLIES	32.42
			Total :			
124037	3/25/2020	10133 UNDERGROUND SERVICE ALERT	220200690	52768	DIG ALERT SERVICES	132.10
			dsb20191159	52768	DIG ALERT SERVICES - STATE FEE	70.85
			Total :			
124038	3/25/2020	12480 UNITED SITE SERVICES	114-10024530	52648	PORTABLE TOILETS	206.33
					Total :	
124039	3/25/2020	10555 UNITIS CONTRACTOR SUPPLIES	171301	52891	PERMA PATCH	2,666.82
					Total :	
124040	3/25/2020	10475 VERIZON WIRELESS	9850207946 9850207947		CELL PHONE SERVICE	1,337.65
					WIFI SERVICE	760.20
					Total :	
124041	3/25/2020	10148 WESTAIR GASES & EQUIPMENT INC	10946966	52706	WELDING SUPPLIES	29.77
			10951151	52706	WELDING SUPPLIES	55.80
			11014837	52706	WELDING SUPPLIES	111.03
			11021719	52706	WELDING SUPPLIES	111.43
			11027490	52706	WELDING SUPPLIES	45.03
			Total :			
124042	3/25/2020	12930 WILLIAMS, ROCHELLE M.	April 1, 2020		RETIREE HEALTH PAYMENT	91.00
					Total :	
124043	3/25/2020	12641 WITTORFF, VICKY DENISE	April 1, 2020		RETIREE HEALTH PAYMENT	31.00
					Total :	
124044	3/25/2020	10317 WM HEALTHCARE SOLUTIONS INC	0476220-2793-7	52639	BIOMEDICAL WASTE DISPOSAL	107.30
			0476221-2793-5	52639	BIOMEDICAL WASTE DISPOSAL	211.81
			Total :			
124045	3/25/2020	13152 WORKMAN, CARISA	03162020		CA FIRE PREVENTION WORKSHOF	308.00
					Total :	

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
124046	3/25/2020	10232 XEROX CORPORATION	099781913	52640	XEROX CSD ADMIN FEB 2020	125.90
Total :						125.90

99 Vouchers for bank code : ubgen

Bank total : 2,285,471.18

99 Vouchers in this report

Total vouchers : 2,285,471.18

Prepared by: 
Date: 3-25-2020
Approved by: 
Date: 3-25-2020

Bank code : ubgen


Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
124047	3/25/2020	12724 AMERICAN FIDELITY ASSURANCE	D136092		VOLUNTARY LIFE INS-AM FIDELITY	5,440.98
					Total :	5,440.98
124048	3/25/2020	12722 FIDELITY SECURITY LIFE	164245329		EYEMED - VOLUNTARY VISION	898.77
					Total :	898.77
124049	3/25/2020	10508 LIFE INSURANCE COMPANY OF	March 2020		LTD/LIFE INSURANCE	2,792.63
					Total :	2,792.63
124050	3/25/2020	10784 NATIONAL UNION FIRE INSURANCE	March 2020		VOLUNTARY AD&D	91.80
					Total :	91.80
124051	3/25/2020	10335 SAN DIEGO FIREFIGHTERS FEDERAL	March 2020		LONG TERM DISABILITY-SFFA	1,475.00
					Total :	1,475.00
124052	3/25/2020	10424 SANTEE FIREFIGHTERS	PPE 03/18/20		DUES/PEC/BENEVOLENT/BC EXP	2,915.99
					Total :	2,915.99
124053	3/25/2020	12892 SELMAN & COMPANY	March 2020		ID THEFT PROTECTION	200.00
					Total :	200.00
124054	3/25/2020	10776 STATE OF CALIFORNIA	PPE 03/18/20		WITHHOLDING ORDER	308.30
					Total :	308.30
124055	3/25/2020	10001 US BANK	PPE 03/18/20		PARS RETIREMENT	631.46
					Total :	631.46
124056	3/25/2020	10959 VANTAGE TRANSFER AGENT/457	PPE 03/18/20		ICMA - 457	27,574.47
					Total :	27,574.47
124057	3/25/2020	10782 VANTAGEPOINT TRNSFR AGT/801801	PPE 03/18/20		RETIREMENT HSA	4,064.53
					Total :	4,064.53
11 Vouchers for bank code : ubgen						Bank total : 46,393.93
11 Vouchers in this report						Total vouchers : 46,393.93

Bank code : ubqen

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
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Prepared by: 


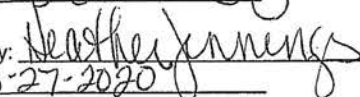
Date: 3-25-2020

Approved by: 

Date: 3-25-2020


Bank code : ubgen

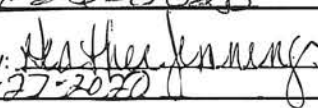
<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
51660	3/30/2020	10955 DEPARTMENT OF THE TREASURY	PPE 03/18/20		FED WITHHOLD & MEDICARE	74,101.38
					Total :	74,101.38
51690	3/30/2020	10956 FRANCHISE TAX BOARD	PPE 03/18/20		CA STATE TAX WITHHELD	24,070.20
					Total :	24,070.20
2 Vouchers for bank code : ubgen						Bank total : 98,171.58
2 Vouchers in this report						Total vouchers : 98,171.58

Prepared by: 
Date: 3-26-2020
Approved by: 
Date: 3-27-2020

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
3204	3/31/2020	10353 PERS	03 20 4		RETIREMENT PAYMENT	113,579.72	
						Total :	113,579.72
1 Vouchers for bank code : ubgen						Bank total :	113,579.72
1 Vouchers in this report						Total vouchers :	113,579.72

Prepared by: 
Date: 3-26-2020

Approved by: 
Date: 3-27-2020

City of Santee
COUNCIL AGENDA STATEMENT

Item 4

MEETING DATE April 8, 2020

AGENDA ITEM NO.

ITEM TITLE AUTHORIZATION OF THE SOLE SOURCE PURCHASE OF ELECTRONIC NARCOTICS STORAGE VAULTS FROM THOMAS EMS

DIRECTOR/DEPARTMENT Chief John Garlow, Fire Department 

SUMMARY

This item requests authorization to purchase electronic narcotics storage vaults from Thomas EMS in the amount of \$30,924.25. These vaults are compliant with Drug Enforcement Agency (DEA) regulations for the storage of narcotic pharmaceuticals. A wireless interface allows for instant administrative oversight for the tracking of all mandated narcotics to be carried on advanced life support ("ALS") fire apparatus. Thomas EMS is the sole source vendor for their proprietary devices referred to as the "NarcBox." The "NarcBox" is the only such device on the market that incorporates, in addition to the wireless interface, a combination of features such as pin pad and biometric options for security and accountability and radio frequency identification ("RFID") scanning of every single vial of narcotics placed in each vault that allows for tracking of medication location and usage.

Santee Municipal Code Section 3.24.120 provides that the requirements of formal or informal bidding may be dispensed with for supplies, material and equipment procured on the open market when a commodity qualifies as a sole source purchase pursuant to Santee Municipal Code Section 3.24.020. Given the combination of features included in the Thomas EMS "NarcBox", this qualifies as a sole source purchase in accordance with Santee Municipal Code Section 3.24.020 as this is a commodity that can be obtained from only one vendor.

Staff requests City Council authorize the sole source purchase of "NarcBox" electronic narcotics storage vaults from Thomas EMS in the amount of \$30,924.25 to be placed on all ALS apparatus and within the fire stations.

FINANCIAL STATEMENT 

This purchase will be primarily funded with monies available in the Paramedic Equipment Fund (\$22,000.00) and with funds appropriated in the adopted FY 2019-20 Fire Department Emergency Medical Services (EMS) operating budget (\$8,924.25).

CITY ATTORNEY REVIEW

N/A

Completed

RECOMMENDATION 

Authorize the sole source purchase of electronic narcotics storage vaults from Thomas EMS in the amount of \$30,924.25.

ATTACHMENTS

Staff Report

STAFF REPORT

AUTHORIZATION OF THE SOLE SOURCE PURCHASE OF ELECTRONIC NARCOTICS STORAGE VAULTS FROM THOMAS EMS

APRIL 8, 2020

Background

Currently, the Fire Department utilizes paper tracking methods to comply with Drug Enforcement Agency (DEA) requirements for the storage, use, and oversight of narcotic medications. These medications are part of the required complement of supplies that are necessary for fire apparatus to operate as Advanced Life Support (ALS) providers per County of San Diego protocols. The current method of paper tracking creates challenges with oversight and “real-time” notifications to administrators charged with DEA compliance responsibilities. The Fire Department has identified Thomas EMS as the sole source vendor for narcotics storage boxes that have a wireless, biometric interface that provides instant feedback for administrative oversight. Although other styles of narcotics storage devices are available on the market, none of them offer the same cloud-based wireless interface and narcotics tracking options that are available in the “Narc Box” storage vaults produced by Thomas EMS. These devices offer the following improvements to our existing practices that are unique to the “Narc Box”:

- Personalized pin code or biometric access
- Mandatory compliance with DEA duplicative inventory requirements
- Instant supervisor / administrator notifications of inconsistencies
- RFID narcotics tracking
- Generation of annual narcotics reports per DEA guidelines

Although other brands of narcotics storage boxes were researched, none of them contained the comprehensive oversight and tracking measures available in the Narc Box brand. Other style boxes would require the continuation of separate tracking methods for DEA compliance reporting or physically “pulling” the data off the individual devices to obtain vault information.

This purchase will provide for the acquisition of individually identified narcotics vaults for every ALS apparatus in the Fire Department fleet. Additionally, this purchase includes a fire station vault that will store all excess narcotics inventory that is utilized for apparatus restock.

City of Santee
COUNCIL AGENDA STATEMENT

Item 5

MEETING DATE April 08, 2020

AGENDA ITEM NO.

ITEM TITLE **ACCEPTANCE AND APPROPRIATION OF FY 2019 URBAN AREA SECURITY INITIATIVE (UASI) GRANT TRAINING FUNDS FOR UASI TRAINING BACKFILL OVERTIME REIMBURSEMENT**

DIRECTOR/DEPARTMENT John Garlow, Fire Chief *20*

SUMMARY

Each year since 2003, the U.S. Department of Homeland Security has provided San Diego County agencies funds in the form of Urban Area Security Initiative (UASI) Grants. The UASI grants are managed by the City of San Diego Office of Homeland Security (SD OHS) and are used to purchase items, materials and programs that will assist the entire region in times of natural or terrorism-based disasters. The grants have a requirement that a certain portion be utilized for training.

UASI training fund priorities are established by the Urban Area Working Group (UAWG) and in previous years grant funds were available to individual agencies for specified training on a first-come, first-served fiscal year basis until the funds were depleted. However, the newly vetted process allocates specific dollar amounts to specific agencies.

During the application process, the Regional Technology Project (RTP) and the UAWG approved the City's proposed project. Training participation costs will be reimbursed up to the allocated amount, \$7,708.00. This award is solely for overtime and backfill costs associated with the attendance of San Diego UASI-sponsored training events, as well as travel and tuition costs for UASI-approved conferences. All activities funded with this award must be completed within the subrecipient performance period of September 1, 2019 to December 31, 2021.

jm

FINANCIAL STATEMENT

Up to \$7,708.00 of FY 2017 Urban Area Security Initiative training funds managed by the City of San Diego will be utilized for pre-approved UASI grant training backfill costs associated with the attendance of San Diego UASI-sponsored training events, as well as travel and tuition costs for UASI-approved conferences.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MAB*

Accept and appropriate \$7,708.00 in FY 2019 UASI grant training funds for UASI training backfill costs associated with the attendance of San Diego UASI-sponsored training events, as well as travel and tuition costs for UASI-approved conferences.

ATTACHMENTS

Notification of Subrecipient Award Approval

March 18, 2020

Marlene Best
 City Manager
 City of Santee
 10601 N Magnolia Ave
 Santee, CA 92071

SUBJECT: NOTIFICATION OF SUBRECIPIENT AWARD APPROVAL
 FY 2019 Homeland Security Grant Program
 Grant# 2019-0035 Cal OES ID# 073-66000
 Sub-recipient Performance Period: September 1, 2019 to December 31, 2021

Sub-recipient: City of Santee

The San Diego Office of Homeland Security (SD OHS) has approved your FY19 Urban Area Security Initiative (UASI) award.

Activities:	Amount:	Reimbursement Claim Due Date:
All Projects	\$7,708	
Project 027 – Regional Training Participation*	\$7,708	September 15, 2021

*Training Conduct and Participation funds are limited to approved courses (see Attachment A).

During the application process, the Regional Technology Partnership (RTP) vetted and the Urban Area Working Group (UAWG) approved your project(s). Throughout the grant cycle, SD OHS will use performance milestones identified in the HSGP application as indicators of performance and this information may be used in assessing future competitive grant applications. All activities funded with this award must be completed within the sub-recipient performance period.

You are required to comply with all applicable federal, state, and local environmental and historic preservation (EHP) requirements. Additionally, Aviation/Watercraft requests, projects requiring EHP review, federal schedule and sole source procurement requests, regardless of dollar amount, require prior approval from OHS and the California Governor’s Office of Emergency Services (Cal OES). Sub-recipients must obtain written approval for these activities prior to incurring any costs, in order to be reimbursed for any related costs under this grant. Sub-recipients are also required to obtain a performance bond prior to the purchase of any equipment item over \$250,000, including any aviation or watercraft financed with homeland security dollars. Performance bonds must be submitted to your UASI Program Representative no later than the time of reimbursement.

City of Santee
March 18, 2020
Page 2

Following acceptance of this award, you must sign and return the SD OHS Memorandum of Understanding (MOU) as well as the Cal OES standard assurances. Once your completed MOU and standard assurances are signed and received by our office, you may request reimbursement of eligible grant expenditures.

Your agency must coordinate with SD OHS to prepare and submit quarterly projections and milestone reporting via email so that SD OHS can comply with the semi-annual BSIR reporting for the duration of the grant period or until you complete all activities and the grant is formally closed. Failure to submit required reports could result in grant reduction, suspension, or termination.

This grant is subject to all provisions of 2 CFR Part 200. Any funds received in excess of current needs, approved amounts, or those found owed as a result of a final review or audit, must be refunded to SD OHS within 30 days upon receipt of an invoice from SD OHS.

Your dated signature is required on this letter. Please sign and return the original to your UASI Program Representative at 9601 Ridgehaven Court, San Diego CA 92123 within 45 days of receipt and keep a copy for your files.

For further assistance, please feel free to contact your SD OHS UASI Program Representative at (619) 533-6758.

Sincerely,



Katherine Jackson
Program Manager
City of San Diego Office of Homeland Security

Marlene Best
City Manager, City of Santee

Date

City of Santee
COUNCIL AGENDA STATEMENT

Item 6

MEETING DATE April 8, 2020

AGENDA ITEM NO.

ITEM TITLE RESOLUTION INCREASING THE CITY MANAGER'S AUTHORIZATION TO APPROVE PURCHASES OF MEDICAL SUPPLIES FROM BOUND TREE MEDICAL, LLC FOR FISCAL YEAR 2019-20

DIRECTOR/DEPARTMENT Chief John Garlow, Fire Department 

SUMMARY

On October 26, 2016 City Council authorized the award of a contract for emergency medical supplies and pharmaceuticals with Bound Tree Medical, LLC through June 30, 2017 pursuant to formal Bid 16/17-20024. City Council also authorized the City Manager to approve three additional 12-month options to renew the contract, with prescribed annual cost increases, and authorized the City Manager to approve annual change orders up to 10% of the then-current contract amount. The City is in the third, and final, option renewal period for this agreement which runs through June 30, 2020. The current fiscal year contract amount is \$109,110.00. In response to the current COVID-19 pandemic, the City Manager has recently authorized an additional 10% for this contract, resulting in a total FY 2019-20 amount authorized to date of \$120,021.00.

In anticipation of a potential surge in the number of patients and increased patient acuity levels, it is requested that City Council increase the City Manager's authorization to approve an additional \$40,000.00 in purchases, as needed, of emergency medical supplies and pharmaceuticals with Bound Tree Medical, LLC, for a total FY 2019-20 authorization amount of \$160,021.00. These supplies will be utilized by the Fire Department, including transport paramedic units, tasked with responding to emergency calls, and will assist in the advance procurement of emergency medical supplies that may become difficult to obtain based on the severity of the COVID-19 pandemic.


FINANCIAL STATEMENT

Sufficient funds are appropriated in the FY 2019-20 Fire Department Emergency Medical Services operating budget for the additional requested authorization. Federal and state reimbursement will be sought for costs directly related to the COVID-19 response. All other costs will be covered through the County Service Area 69 contract.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION 

Adopt the Resolution increasing the City Manager's authorization to approve purchases of medical supplies and pharmaceuticals as needed from Bound Tree Medical, LLC for a total amount not to exceed \$160,021.00 for FY 2019-20.

ATTACHMENTS

Resolution

RESOLUTION INCREASING THE CITY MANAGER'S AUTHORIZATION TO APPROVE PURCHASES OF MEDICAL SUPPLIES FROM BOUND TREE MEDICAL, LLC FOR FISCAL YEAR 2019-20

WHEREAS, on October 26, 2016 the City Council authorized the award of a contract for emergency medical supplies and pharmaceuticals with Bound Tree Medical, LLC through June 30, 2017 pursuant to formal Bid 16/17-20024; and

WHEREAS, the City Council also authorized the City Manager to approve three additional 12-month options to renew the contract, including allowable annual cost increases, and authorized the City Manager to approve annual change orders up to 10% of the then-current contract amount; and

WHEREAS, the City is currently in the final optional renewal period for this agreement which runs through June 30, 2020; and

WHEREAS, the current fiscal year contract amount is \$109,110.00, and in response to the current COVID-19 pandemic the City Manager has recently authorized an additional 10% for this contract, resulting in a total FY 2019-20 amount authorized to date of \$120,021.00; and

WHEREAS, in anticipation of a potential call volume surge in the number of patients and increased patient acuity levels and to provide for the advance procurement of emergency medical supplies that may become difficult to obtain based on the severity of the COVID-19 pandemic, additional emergency medical supplies and pharmaceuticals will likely need to be purchased in FY 2019-20.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Santee, California, that the City Council hereby:

1. Authorizes increasing the City Manager's authorization to approve purchases of medical supplies and pharmaceuticals as needed from Bound Tree Medical, LLC for a total amount not to exceed \$160,021.00 for FY 2019-20.
2. Authorizes the City Manager to execute all necessary documents.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 8th day of April, 2020, by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

City of Santee
COUNCIL AGENDA STATEMENT

Item 7

MEETING DATE April 8, 2020

AGENDA ITEM NO.

ITEM TITLE **RESOLUTION APPROVING THE CITY OF SANTEE FEDERAL EMERGENCY AND FEDERAL GRANT PROCUREMENT PROCEDURES**

DIRECTOR/DEPARTMENT Tim K. McDermott, Finance *tm*

SUMMARY

The federal Office of Management and Budget (OMB) requires a non-federal entity such as the City of Santee to use procurement standards for federal grants that conform to the procurement standards in the Uniform Guidance, codified at Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Sections 200.317-200.326). In the event of an emergency declared by the President of the United States, the City must comply with Federal procurement standards as a condition of receiving public assistance funding from the Federal Emergency Management Agency (FEMA) for contract costs for eligible work.

The purpose of these Federal Emergency and Federal Grant Procurement Procedures ("Procedures") is to define the practices and policies governing the procurement of public works projects, contractual services, professional services or materials, supplies and equipment (i) in preparation of, during, and after an emergency that may be subject to federal funding or reimbursement; (ii) when using federal grant funds subject to the aforementioned regulations. The attached guidelines include specific language on conflicts of interest related to procurements; different competition threshold requirements than required by the City's Municipal Code; conditions for non-competitive procurements such as emergencies; contracting with small and minority firms, women's business enterprises, and labor surplus area firms; and contract management and oversight. The Procedures are consistent with procurement practices currently followed by the City when using federal funds.

On March 13, 2020, the President of the United States declared a National Emergency concerning the Novel Coronavirus Disease (COVID-19) Outbreak. At the March 25th City Council meeting, the City Council unanimously ratified the declaration of an emergency made by the Director of Emergency Services for the City on March 16.

FINANCIAL STATEMENT *tm*

No fiscal impact other than to help ensure federal reimbursement of eligible costs incurred.

CITY ATTORNEY REVIEW

N/A Completed

RECOMMENDATIONS *MAB*

Adopt a Resolution Approving the City of Santee Federal Emergency and Federal Grant Procurement Procedures

ATTACHMENTS

Resolution

Attachment A City of Santee Federal Emergency and Federal Grant Procurement Procedures

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF SANTEE, CALIFORNIA
ADOPTING THE CITY OF SANTEE FEDERAL
EMERGENCY AND FEDERAL GRANT PROCUREMENT
PROCEDURES**

WHEREAS, the Office of Management and Budget (OMB) requires a non-federal entity to use procurement standards that conform to the procurement standards in the Uniform Guidance, codified at 2 CFR Sections 200.317-200.326, when the procurement is federally funded.

WHEREAS, the City of Santee ("Agency") has prepared the City of Santee Federal Emergency and Federal Grant Procurement Procedures ("Procedures"), attached hereto as Exhibit "A."

WHEREAS, the Agency desires to adopt the Procedures for use by the Agency for procurements made (i) in preparation of, during, and after an emergency declared by the President of the United States, and that may be subject to federal funding or reimbursement; and (ii) when using federal grant funds subject to the Uniform Guidance.

NOW, THEREFORE, the City Council of the City of Santee hereby finds, determines, and resolves as follows:

SECTION 1. The recitals set forth above are true and correct and are incorporated into this resolution by this reference.

SECTION 2. The Agency hereby adopts the City of Santee Federal Emergency and Federal Grant Procurement Procedures, attached hereto as Exhibit "A."

SECTION 3. This Resolution shall be effective as of the date of adoption. The Clerk shall certify the adoption of this Resolution.

APPROVED by the City Council of the City of Santee at a regular meeting of said Council held on the 8th of April, 2020, by the following vote:

AYES:

NOES:

ABSENT:

[Signatures on following page]

**SIGNATURE PAGE
TO
RESOLUTION NO. _____**

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

Exhibit "A": City of Santee Federal Emergency and Federal Grant Procurement
Procedures

Exhibit "A"

CITY OF SANTEE FEDERAL EMERGENCY AND FEDERAL GRANT
PROCUREMENT PROCEDURES

[attached behind this page]

CITY OF SANTEE

FEDERAL EMERGENCY AND FEDERAL GRANT PROCUREMENT PROCEDURES



March 2020

CITY OF SANTEE
FEDERAL EMERGENCY AND FEDERAL GRANT PROCUREMENT PROCEDURES

1. **Purpose**

The purpose of these City of Santee (“Agency”) Federal Emergency and Federal Grant Procurement Procedures is to define the practices and policies governing the procurement of public works projects, contractual services, professional services or materials, supplies and equipment (i) in preparation of, during, and after an emergency that may be subject to federal funding or reimbursement; (ii) when using federal grant funds subject to the regulations set forth in the following sentence. These Federal Emergency Procurement Procedures are compliant with Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

2. **Federally Declared Emergencies and Federal Grants; Procurement and Contracting Requirements**

In the event of an emergency declared by the President of the United States, the Agency must comply with Federal procurement standards as a condition of receiving public assistance funding from the Federal Emergency Management Agency (FEMA) for contract costs for eligible work. FEMA funding is governed by Title 2 of the Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”).

In addition, most federal grant funding is also subject to the Uniform Guidance. Federal grant compliance requires the grantee to conduct procurements in accordance with written procurement policies and procedures that comply with the requirements set forth in the Uniform Guidance. These procurement procedures shall be complied with in connection with utilization of federal grant funding by the Agency, in addition to any other specific grant requirements.

These procedures are in addition to and are not intended to replace or supersede the Agency’s other procurement requirements or state law requirements. In the case of a conflict between these procedures, the more stringent requirement shall govern, provided that the more stringent requirement would not violate a federal procurement requirement. In such case, for federally funded contracts, the federal requirement shall govern.

(a) **Conflicts of Interest**

(i) **Standards of Conduct for Conflicts of Interest.** No employee, officer or agent of the Agency shall participate in selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when: The employee, officer or agent; any member of his immediate family; his or her partner; or an organization which employs, or is about to employ, any of the above, has

a financial or other interest in the firm selected for award. The Agency's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Such a conflict will not arise where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. Employees must follow applicable laws, rules, and regulations in regard to conflicts of interest including, but not limited to, the Political Reform Act, the prohibition against contractual conflicts of interest, and guidelines in the California Code of Regulations regarding acceptance of gifts.

(ii) Violations. Disciplinary actions to be applied for violations of the above standards are as follows.

(1) The violation of these Standards of Conduct by Agency employees will subject the violator to any disciplinary proceedings or action deemed appropriate by the City Manager. Employees may correct a violation in any manner provided for under the Political Reform Act, and its implementing regulations.

(2) The violation of any of these Standards of Conduct by Agency officers will require correction of the violation in any manner provided for under the Political Reform Act, and its implementing regulations.

(3) Contractors or subcontractors that violate these Standards of Conduct as relates to an active federally-funded procurement may be prohibited from bidding on the procurement, or may be subject to other action as deemed appropriate by the Director of Development Services or the Director of Finance.

(4) Agents of the Agency that violate these Standards of Conduct as relates to federally-funded procurements may be prohibited from participation on behalf of the Agency on federally funded projects, or subject to other action as deemed appropriate by the Director of Development Services or the Director of Finance.

(b) **Procurement Standards**

(i) Oversight. The Agency shall maintain administrative oversight of contractors to ensure that contractors perform in accordance with the terms, conditions and specifications of their contracts or purchase orders.

(ii) Economical Approach. The Agency must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. The Agency will enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. If feasible and it reduces project costs, the Agency will explore using federal excess and surplus property in lieu of purchasing new equipment and property. When appropriate, the Agency will investigate using value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions.

(iii) Detailed Records. The Agency shall maintain records sufficient to detail the history of each procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(iv) Procurement Issues. The Agency alone shall be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes and claims. Protest procedures or information on obtaining the procedures shall be included in the procurement documents.

(c) **Competition**

(i) Full and Open Competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (2) Requiring unnecessary experience and excessive bonding;
- (3) Noncompetitive pricing practices between firms or between affiliated companies;
- (4) Noncompetitive contracts to consultants that are on retainer contracts;
- (5) Organizational conflicts of interest, as further detailed herein;
- (6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- (7) Any arbitrary action in the procurement process.

(ii) Organizational Conflicts of Interest. An unfair competitive advantage could result if a contractor were allowed to submit a bid or proposal for work described in a specification or statement of work that the contractor itself developed. For the purpose of eliminating a potential unfair competitive advantage, and in compliance with applicable state and federal laws and regulations, a contractor that develops or assists in developing specifications, requirements, statements of work, invitation for bids, and/or request for proposals for Agency procurement is excluded from competing for the resultant procurement, unless an appropriate waiver is issued by the Agency. All waivers will be assessed by the Agency on a case-by-case basis.

(iii) Geographical Preference. The Agency shall conduct procurements in a manner that prohibits the use of statutorily or administratively imposed in-state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(iv) Procurement Transactions. The Agency shall require the following information for procurement transactions:

(1) A clear and accurate description of the technical requirements for the material, product or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured, and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a brand name or equal description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerors shall be clearly stated; and

(2) All requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(v) Prequalification Lists. The Agency shall ensure that all prequalified lists, if used, of persons, firms or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. The Agency shall not preclude potential bidders from qualifying during the solicitation period.

(d) Procurement Procedures

The thresholds below are federal thresholds. If Agency thresholds are lower, the more restrictive requirement shall govern, notwithstanding the provisions herein.

(i) Micro-Purchases. Purchases within the micro-purchase threshold (e.g., currently set at purchases of \$10,000 or less but periodically adjusted for inflation) may be awarded without soliciting competitive quotations if the Agency considers the price to be reasonable. To the extent practicable, the Agency must distribute micro-purchases equitably among qualified suppliers.

(ii) Small Purchases. Purchases within the simplified acquisition threshold (e.g., currently set at purchases of \$250,000 or less) shall not be required to be formally bid. Price quotations must be received from no less than three (3) sources.

(iii) Formal, Sealed Bidding.

(1) Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price. Formal, sealed bidding is required for purchases greater than the simplified acquisition threshold, which is currently set at \$250,000, or as may be adjusted by the Federal Acquisition Regulation, pursuant to 48 CFR § 2.101.

(2) This is the preferred method for procuring construction, if a complete, adequate, and realistic specification or purchase description is available; two or more responsible bidders are willing and able to compete effectively and for the business; and the procurement lends itself to a firm-fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

(3) The Agency must publicly advertise the Invitation for Bids and publicly open all bids at the time and place prescribed in the invitation.

(4) Any contracts awarded pursuant to this procedure shall be to the lowest responsible bidder submitting a responsive bid and shall be for a firm fixed price. Any or all bids may be rejected if there is a sound documented reason.

(iv) Competitive Proposals.

(1) When the nature of a procurement does not lend itself to formal, sealed bidding, the Agency may solicit competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded.

(2) A request for proposals (RFP) must be publicly advertised, and the Agency must solicit proposals from an adequate number of sources. The RFP must identify all evaluation factors and their relative importance; however, the numerical or percentage ratings or weights need not be disclosed.

(3) Evaluation factors that will be considered in evaluating proposals shall be tailored to each procurement and shall include only those factors that will have an impact on the selection decision.

a. The Agency's procurement officer shall establish a formal evaluation committee, of at least two persons. The size of an evaluation committee should be based on the size and complexity of the goods or services being procured and well balanced and represented by individuals involved with the procurement and/or affected by the goods or services being procured.

b. The evaluation committee will be charged with responsibility for evaluating proposals in accordance with the evaluation criteria in the solicitation, short listing firms, establishing a competitive range, and/or recommending a firm or firms for contract award.

(4) Any contract awarded based on the competitive proposal procurement process cannot be based exclusively on price or price-related factors.

(5) If a contract is awarded, it shall be to the responsible firm whose proposal is most advantageous to the Agency ("best value"), with price and other factors considered.

(v) Competitive Proposals for A&E Services. The competitive proposal procedures above may be used for procurement of architect and engineering (A&E) services, provided that proposers must be evaluated based on competence and qualifications, without regard to price. For A&E procurements, price will not be used as a selection factor. The Agency will rank proposers based on qualifications only, and attempt to negotiate fair and reasonable compensation with the highest ranked proposer. If negotiations with the highest ranked proposer are unsuccessful, such negotiations will be terminated and the Agency will commence negotiations with the next highest ranked proposer. This process shall be continued with successive qualified proposers until agreement is reached that is determined to be fair and reasonable.

(vi) Noncompetitive Procurements.

(1) Contracts may be procured through a noncompetitive proposal only when:

- a. The item is only available from a single source;
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the Agency; or
- d. Competition is deemed inadequate after the solicitation of a number of sources.

(vii) Public Projects. Public projects shall be procured by the Agency's formal contract bid procedures, if any, and the formal, sealed bidding in this section. If there is conflict between the foregoing, the more restrictive requirements shall apply.

(viii) Award.

(1) Responsible Contractor. The Agency shall award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

(2) Debarment and Suspension. In accordance with 2 CFR 200.213, in connection with the responsibility determination, a check of debarment and suspension using the

System for Award Management (SAM), www.sam.gov, must be performed and documented in the procurement records prior to award.

(e) Contracting with Small and Minority Firms, Women's Business Enterprises, and Labor Surplus Area Firms

(i) The Agency must take all necessary affirmative steps to ensure the use of minority businesses, women's business enterprises, and labor surplus area firms when possible, as set forth at 2 CFR § 200.321 and detailed below. The Agency shall:

(1) Place qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assure that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Require the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

(ii) The Agency shall document the steps above, and any relevant findings applicable to any of the steps above in its procurement file.

(f) Cost and Price

(i) Cost or Price Analysis. The Agency shall perform a cost or price analysis in connection with every procurement action, including contract modifications, in excess of the simplified acquisition threshold. While the method and degree of analysis depend on the facts surrounding the particular procurement situation, the Agency must, at a minimum, make independent estimates before receiving bids or proposals.

(ii) Profit. The Agency shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where a cost analysis is performed as required by 2 CFR § 200.323(b).

(iii) Estimated Costs. Costs or prices based on estimated costs for contracts are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the Agency under 2 CFR 200.400 et seq.

(g) **Payment Procedures**

(i) Method of Contracting. Contracts entered into pursuant to these procedures shall utilize only fixed-price, cost-reimbursement, or, to a limited extent, time and materials payment methods.

(ii) Prohibited Methods of Contracting. The Agency shall not use the cost plus a percentage of cost or percentage of construction cost methods of contracting for any work for which federal reimbursement will be sought.

(iii) Time and Materials ("T&M") Contracts

(1) T&M contracts should be used rarely, and the use of T&M contracts should be limited to a reasonable time period (e.g., no more than 70 hours) based on circumstances during which the Agency cannot define a clear scope of work.

(2) The Agency shall only enter into a time and materials contract if all of the following apply:

a. The Agency has determined and documented in the project file that no other contract is suitable;

b. The contract has a guaranteed maximum price that the contractor exceeds at its own risk; and

c. The Agency provides a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(3) The Agency must define the scope of work as soon as possible to enable procurement of a more acceptable type of contract (i.e., non-T&M).

(iv) Separate Invoicing

(1) All purchases made during a proclaimed emergency shall require separate invoicing from routine (i.e., non-emergency related) purchases. All invoices shall state the goods, services, or equipment provided and shall specify where the goods or services were delivered. All invoices shall specify the location(s) where the goods or services were used, if possible. Any invoice which fails to properly identify the emergency nature of the purchase and provide details as to the date(s) and location(s), as appropriate, shall not be paid until such errors are corrected by the vendor and re-submitted in correct form.

(v) Auditing of Invoices for Debris Removal. All invoices for debris clearance and removal shall be audited prior to payment to the contractor. Contractors shall be notified of this requirement prior to the award of any contract for debris clearance and/or removal. Audits shall be in accordance with procedures for debris removal monitoring specified in FEMA's Publication 325, Debris Management Guide.

(h) **Bonding Requirements**

(i) Bonding. For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold (See 2 CFR 200.88), the Agency shall require at a minimum:

- (1) A bid guarantee from each bidder equivalent to five percent of the bid price.
- (2) A performance bond on the part of the contractor for 100 percent of the contract price.
- (3) A payment bond on the part of the contractor for 100 percent of the contract price.

(i) **Procurement of Recovered Materials**

(i) For procurements covered under these procedures, the Agency and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. In accordance with these requirements, the Agency shall only procure items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

(ii) This requirement applies to purchases of items when the purchase price of the item exceeds \$10,000, or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000.

(j) **Contract Provisions**

(i) Contract Provisions. The Agency's contracts shall contain the applicable provisions described in Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

(k) **Pre-Event Contracts**

(i) The Agency may choose to solicit bids and proposals and award contracts in non-disaster times. This may include, but is not limited to, debris removal contracts and debris monitoring contracts.

City of Santee
COUNCIL AGENDA STATEMENT

Item 8

MEETING DATE April 8, 2020

AGENDA ITEM NO.

ITEM TITLE **RESOLUTION DESIGNATING AUTHORIZED AGENTS FOR DISASTER FINANCIAL ASSISTANCE**

DIRECTOR/DEPARTMENT Tim K. McDermott, Finance *tm*

SUMMARY

The California Office of Emergency Services ("Cal OES") requires that non-state agencies such as the City of Santee submit a Cal OES Form 130 every three years. The form documents the City Council's authorization of an agent or agents to act on behalf of the City for purposes of receiving disaster assistance from state and federal agencies, including FEMA. Approving the form now will enable the City to efficiently apply for and request public assistance as the need arises. The forms will be applicable to the COVID-19 emergency, as well as any other declared disaster over the next three years.

Staff is proposing that the City Council designate the City Manager, Fire Chief and Director of Finance as the City's authorized agents.

FINANCIAL STATEMENT *tm*

The designation of authorized agents will enable the City to request public assistance from federal and state agencies in order to seek recovery of costs related to the COVID-19 emergency as well as for any other declared disaster over the next three years.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATIONS *MSB*

Adopt the Resolution designating the City Manager, Fire Chief and Director of Finance as authorized agents for seeking federal and state disaster financial assistance.

ATTACHMENTS

Resolution

RESOLUTION NO. ____-2020

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130

Cal OES ID No: _____

DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANTEE

THAT MARLENE BEST, CITY MANAGER, OR
JOHN GARLOW, FIRE CHIEF, OR
TIM MCDERMOTT, DIRECTOR OF FINANCE,

is hereby authorized to execute for and on behalf of the City of Santee, a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the City of Santee, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of any approval below
- This is a disaster specific resolution and is effective for only disaster number(s) [Click or tap here to enter text.](#)

PASSED and APPROVED this _____ day of April, 2020, by the following roll call vote:

AYES: Council Members: _____
NOES: Council Members: _____
ABSENT: Council Members: _____

CERTIFICATION

I, Annette Ortiz, duly appointed and City Clerk of

City of Santee, do hereby certify that the above is a true and correct copy of a
(

Resolution passed and approved by the City Council of the City of Santee on the 8th day of April, 2020

[Click or tap here to enter text.](#)
(Signature)

City Clerk
(Title)

RESOLUTION NO. ____-2020

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130 - Instruction

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents. Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification.")

City of Santee
COUNCIL AGENDA STATEMENT

Item 9

MEETING DATE April 8, 2020

AGENDA ITEM NO.

ITEM TITLE **URGENCY ORDINANCE ENACTING A TEMPORARY MORATORIUM ON EVICTIONS DUE TO NONPAYMENT OF RENT BY RESIDENTIAL AND COMMERCIAL TENANTS IMPACTED BY THE NOVEL CORONAVIRUS (COVID-19) AND SETTING FORTH THE FACTS CONSTITUTING SUCH URGENCY**

DIRECTOR/DEPARTMENT Marlene Best, City Manager

SUMMARY

At the March 25, 2020 City Council meeting, City Council adopted a resolution declaring the existence of a local emergency that included a temporary moratorium on evictions for non-payment of rent by residential tenants impacted by the COVID-19 crisis. Two days later, Governor Newsom issued Executive Order N-37-20, which prohibits the enforcement of evictions by law enforcement or courts. It also requires residential tenants to declare in writing, no more than 7 days after the rent come dues, that the residential tenant cannot pay all or part of their rent due to COVID-19. The tenant would remain obligated to repay full rent in a timely manner and could still face eviction after the enforcement moratorium is lifted. The Executive Order takes effect immediately, and provides immediate relief to tenants for whom rent was due on April 1st.

The attached urgency ordinance supersedes the previously adopted temporary moratorium on residential tenants impacted by the COVID-19 crisis and (1) adopts the provisions of the Governor's Executive Order N-37-20, (2) includes a payback period equivalent to the length of the moratorium, and (3) affirmatively declares that the ordinance does not limit or restrict the landlord's ability to enter a payment agreement with residential tenants.

While Executive Order N-37-20 is limited to residential tenants, the Governor previously issued Executive Order N-28-20 that suspends any provision of state law that would preempt or otherwise restrict local government's exercise of its police power to impose substantive limitations on commercial evictions. During the Council Meeting on March 25, 2020, Councilmembers asked staff to identify options to protect Santee businesses that are also hurting financially from the COVID-19 crisis. Included in the proposed ordinance is a temporary moratorium on evictions for non-payment of rent by commercial tenants. While the provisions that apply to commercial tenants are similar to those provided by Executive Order N-37-20, the urgency ordinance defines "financial impacts related to COVID-19" for commercial tenants more thoroughly.

In accordance with the Executive Order N-37-20, the urgency ordinance will remain in effect until May 31, 2020, and will become effective immediately upon its adoption by four-fifths of the City Council.

ENVIRONMENTAL REVIEW

This is a project that is exempt from the California Environmental Quality Act ("CEQA") as defined in Section 15378(b)(5) of the CEQA Guidelines.

FINANCIAL STATEMENT No fiscal impact to the City.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATIONS *MOB*

Adopt urgency ordinance making the temporary moratorium on evictions for residential tenants impacted by the COVID-19 crisis, previously adopted consist with the Governor's Executive Order N-37-20 and expanding the temporary moratorium on evictions for non-payment of rent to also include commercial tenants.

ATTACHMENTS

San Diego Agencies COVID-19 Survey
Urgency Ordinance

San Diego Agencies COVID-19 Survey

Residential and Commercial Eviction Moratoriums or Small Business Loan Programs

Updated April 02, 2020

Agency	Residential Eviction Moratorium	Commercial Eviction Moratorium	Effective Until	City Council Action Date	Small Business Loan Program	Notes
City of Carlsbad	No	No			No	Commercial eviction moratorium and creating an ad hoc committee on economic revitalization will be considered in a City Council meeting on April 07, 2020
City of Chula Vista	Yes	Yes	May 31, 2020	March 17, 2020	Yes; \$20,000 maximum	Small Business Loan Program through the City of San Diego
City of Coronado	No	No			No	A business lifeline loan program will be considered in a City Council meeting on April 07, 2020
City of Del Mar	No	No			No	Commercial eviction moratorium will be considered in a City Council meeting on April 06, 2020
City of El Cajon	No	No			No	City will be exploring possibility of rent control that would prevent rent increases for the duration of the state-declared emergency period
City of Encinitas	Yes	Yes	May 31, 2020	April 01, 2020	No	Staff was directed to research a possible small business loan program
City of Escondido	No	No			No	Commercial eviction moratorium will be considered in a City Council meeting on April 08, 2020
City of Imperial Beach	No	No	May 31, 2020	April 01, 2020	No	Imperial Beach City Council will be considering Residential and Commercial moratorium today (April 01, 2020)
City of La Mesa	Yes	Yes	May 31, 2020	No City Council Action	No	Eviction moratorium was approved on March 17, 2020 by the City's Emergency Services Director
City of Lemon Grove	No	No			No	Defaulting to Governor's executive order; Directing small businesses to SBA emergency funding opportunities
City of National City	No	No			No	Residential and commercial eviction moratorium will be considered in a City Council meeting on April 07, 2020
City of Oceanside	Yes	Yes	May 31, 2020	March 26, 2020	No	Utility Relief Program for businesses (temporarily stops water, sewer, and solid waste charges and stopping of utility services)
City of Poway	No	No			No	Commercial eviction moratorium will be considered in a City Council meeting on April 07, 2020 and a small business loan program will be discussed

Agency	Residential Eviction Moratorium	Commercial Eviction Moratorium	Effective Until	City Council Action Date	Small Business Loan Program	Notes
City of San Diego	Yes	Yes	May 31, 2020	March 25, 2020	Yes; \$20,000 maximum	5,000 applications withing 72 hours for the City's Small Business Relief Fund
City of San Marcos	Yes	Yes	May 31, 2020	March 24, 2020	Yes; \$50,000 maximum	
City of Santee	Yes	No	Until emergency is declared over	March 25, 2020	No	Commercial eviction moratorium and tightening of adopted residential language will be considered in a City Council meeting on April 08, 2020
City of Solana Beach	No	No			No	Relying on the statewide residential eviction moratorium currently in place as well as Penal Code 396(f) prohibiting evictions during a declared state of emergency
City of Vista	No	No			No	Vista will discuss business loan options in the next couple of weeks
County of San Diego	Yes	Yes	May 31, 2020	March 24, 2020	No	For unincorporated areas; the Board also passed a delay of various permit fees relative to food and beverage facilities

**AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE
ENACTING A TEMPORARY MORATORIUM ON EVICTIONS DUE TO
NONPAYMENT OF RENT BY RESIDENTIAL AND COMMERCIAL TENANTS
IMPACTED BY THE NOVEL CORONAVIRUS (COVID-19) AND SETTING FORTH
THE FACTS CONSTITUTING SUCH URGENCY**

WHEREAS, international, national, state, and local health and governmental authorities are responding to an outbreak of respiratory disease caused by a novel coronavirus named “SARS-CoV-2,” and the disease it causes which has been named “coronavirus disease 2019,” abbreviated COVID-19, (“COVID-19”); and

WHEREAS, on February 14, 2020, the San Diego County Health Officer declared a Local Health Emergency as a result of COVID-19, which was subsequently ratified by the Board of Supervisors on February 19, 2020; and

WHEREAS, on March 4, 2020, the Governor of the State of California declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for broader spread of COVID-19; and

WHEREAS, on March 11, 2020, the World Health Organization (WHO) publicly characterized COVID-19 as a pandemic; and

WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency due to the continued spread and the effects of COVID-19 and announced that the federal government would make emergency funding available to assist state and local governments in preventing the spread of and addressing the effects of COVID-19; and

WHEREAS, on March 18, 2020, the Director of Emergency Services for the City of Santee, pursuant to California Government Code section 8630, et seq., and City of Santee Municipal Code section 2.23.060, proclaimed the existence of a local emergency to protect and preserve the public welfare; and

WHEREAS, On March 25, 2020, Santee City Council adopted Emergency Resolution 023-2020, declaring the existence of a local emergency, ratifying the emergency proclamation of the Director of Emergency Services, and instituting a temporary moratorium on eviction for non-payment of rent by residential tenants impacted by the COVID-19 crisis; and

WHEREAS, on March 16, 2020, the Governor of the State of California issued Executive Order N-28-20, wherein he found as follows:

- i. The economic impacts of COVID-19 have been significant, and could threaten to undermine Californian’s housing security and the stability of California businesses.

ORDINANCE NO. _____

- ii. Many Californians are experiencing substantial losses of income related to COVID-19, hindering their ability to pay rent, mortgages, and utility bills.
- iii. Because homelessness can exacerbate vulnerability to COVID-19, California must take measures to preserve and increase housing security to protect public health; and

WHEREAS, with the issuance of Executive Order N-28-20, the Governor ordered “any provision of state law that would preempt or otherwise restrict a local government’s exercise of its police power to impose substantive limitations on residential or commercial evictions as described in subparagraphs (i) and (ii) below-including but not limited to, any such provision of Civil Code section 1940 et seq. or 1954.25 et seq. – is hereby suspended to the extent it would preempt or otherwise restrict such exercise;” and

WHEREAS, on March 19, 2020, the Governor issued Executive Order N-33-20, ordering all individuals living in the State of California to stay home or at their place of residence except as needed to maintain continuity of operations of the federal government critical infrastructure sectors; and

WHEREAS, On March 27, 2020, the Governor issued Executive Order N-37-20, wherein he ordered as follows:

(i) A 60-day extension for the deadline specified in Code of Civil Procedure section 1167 for any tenant who is served with a complaint that seeks to evict the tenant from a residence or dwelling unit for nonpayment of rent and who satisfies all of the following requirements:

(1) Prior to the date of the order, the tenant paid rent due to the landlord pursuant to an agreement.

(2) The tenant notifies the landlord in writing before the rent is due, or within a reasonable period of time afterwards not to exceed 7 days, that the tenant needs to delay all or some payment of rent because of an inability to pay the full amount due to reasons related to COVID-19, including but not limited to the following:

a. The tenant was unavailable to work because the tenant was sick with a suspected or confirmed case of COVID-19 or caring for a household or family member who was sick with a suspected or confirmed case of COVID-19;

b. The tenant experienced a lay-off, loss of hours, or other income reduction resulting from COVID-19, the state of emergency, or related government response; or

c. The tenant needed to miss work to care for a child whose school was closed in response to COVID-19.

ORDINANCE NO. _____

(3) The tenant retains verifiable documentation, such as termination notices, payroll checks, pay stubs, bank statements, medical bills, or signed letters or statements from an employer or supervisor explaining the tenant's changed financial circumstances, to support the tenant's assertion of an inability to pay. With the documentation provide to the landlord no later than the time upon payment of back-due rent.

(ii) That no writ to evict a tenant from a residence or dwelling unit for nonpayment of rent who satisfies the requirement described above, may be enforced while Executive Order N-37-20 is in effect, and protections granted in paragraphs [i] and [ii] are in effect through May 31, 2020.

(iii) That nothing in Executive Order N-37-20 shall prevent a tenant who is able to pay all or some of the rent due from paying that rent in a timely manner or relieve a tenant of liability for unpaid rent.

(iv) That Executive Order N-37-20 supersedes Executive Order N-28-20 to the extent that there is any conflict with that the order; and

WHEREAS, Executive Order N-37-20 does not conflict with the provision of Executive Order N-28-20 that suspends any provision of state law that would preempt or otherwise restrict local government's exercise of its police power to impose substantive limitations on commercial evictions; and

WHEREAS, on March 27, 2020, the County Public Health Officer issued a new order, effective March 29, 2020 and continuing until further notice, limiting gatherings of a certain number, closing certain business establishments, limiting the operations of other business establishments, and requiring social distancing, increased sanitation standards, and the use of telecommuting; and

WHEREAS, paragraph 9 of the County Public Health Officer's March 27, 2020 Order directs, pursuant to Health and Safety Code Section 120175.5, subdivision (b), that all governmental entities in the county take necessary measures within their control to ensure compliance with the order; and

WHEREAS, the loss of income as a result of COVID-19 pandemic may prevent City residents and business from fulfilling their financial obligations, leaving residential and commercial tenants vulnerable to eviction; and

WHEREAS, displacement of commercial tenants by eviction would worsen COVID-19's economic impacts by causing financial instability for business owners and employees and by reducing the available jobs for City of Santee residents once the state of emergency has ended

WHEREAS, as of the date of this Ordinance, business closures and reduced business hours, in addition to public health orders to limit public gatherings and socially distance, will have a financial impact on local business, and displacement of commercial

ORDINANCE NO. _____

tenants caused by eviction would worsen the present crisis by causing financial instability for business owners and employees by reducing the available jobs for City residents once the crisis is abated; and

WHEREAS, California Government Code section 8634 allows the Council, as the governing body, to make orders and regulations necessary to provide for the protection of life and property; and

WHEREAS, the Council finds that there is an emergency necessitating immediate adoption.

NOW, THEREFORE BE IT ORDAINED, by the Council of the City of Santee, as follows:

SECTION 1. The recitals above are each incorporated by reference and adopted as findings by the City Council.

SECTION 2. A Temporary Moratorium on Evictions for Non-Payment of Rent by Residential Tenants Impacted by the COVID-19 Crisis, is enacted as follows:

- (a) The provisions of the Governor’s Executive Order N-37-20, including its recitals, are incorporated herein as if fully set forth.
- (b) Tenants who were afforded eviction protection under this Ordinance shall have a time period equivalent to the length of the moratorium to pay their landlords all unpaid rent. If a tenant opts to move while this Ordinance is effective, all owed rent is due upon move-out. At the end of the defined payback period, a landlord may evict a tenant who has not paid all outstanding rent and resort to all remedies available to the landlord under the lease and the law.
- (c) This Ordinance grants a defense in the event that an unlawful detainer action is commenced in violation of this order.
- (d) No other legal remedies available to landlords are affected by this Ordinance.
- (e) This Ordinance does not limit, restrict, or nullify the landlord’s ability to enter into a payment agreement with residential tenants.

SECTION 3. Temporary Moratorium on Evictions for Non-Payment of Rent by Commercial Tenants Impacted by the COVID-19 Crisis, is enacted as follows:

- (a) During the period of local emergency declared in response to COVID-19, no landlord shall endeavor to evict a commercial tenant for nonpayment of rent if the commercial tenant demonstrates that the tenant is unable to pay rent due to financial impacts related to COVID-19. For purposes of this Ordinance, “financial impacts related to COVID-19” is defined as follows:

ORDINANCE NO. _____

(i) A substantial decrease in business income (including but not limited to, a substantial decrease in business income caused by a reduction in opening hours or consumer demand); and

(ii) The decrease in business income described in subparagraph (i) was caused by the COVID-19 pandemic, or by any local, state, or federal government response to COVID-19; and

(iii) The decrease in business income described in subparagraph (i) and causation by COVID-19 described in subparagraph (ii) must be documented in writing.

(b) For purposes of this Ordinance, the definition of substantial decrease in business income is at least a 30 percent decrease in business income.

(c) A landlord who knows that a commercial tenant cannot pay some or all of the rent temporarily for the reasons set forth above shall not serve a notice pursuant to Code of Civil Procedure section 1167, file or prosecute an unlawful detainer action based on a 3-day pay or quit notice, or otherwise seek to evict for nonpayment of rent.

(d) A landlord knows of a commercial tenant's inability to pay rent within the meaning of this Ordinance if the tenant, before the rent is due, or within a reasonable period of time afterwards not to exceed 7 days, notifies the landlord in writing of lost income and inability to pay full rent due to financial impacts related to COVID-19, and provides documentation to support the claim. For purposes of this Ordinance, "in writing" includes email or text communications to a landlord or the landlord's representative with whom the commercial tenant has previously corresponded by email or text. Any medical or financial information provided to the landlord shall be held in confidence, and only used for evaluating the commercial tenant's claim.

(e) Within two weeks of notifying the landlord under subsection (c), the commercial tenant shall provide the landlord documentation or other objectively verifiable information that due to financial impacts related to COVID-19, the commercial tenant is unable to pay rent. Documentation may include, but is not limited to, financial statements, business records, physician's letter, bills, and, or a combination thereof.

(f) Nothing in this Ordinance shall relieve the commercial tenant of liability for the unpaid rent, which the landlord may seek after expiration of the local emergency.

(g) Commercial tenants who were afforded eviction protection under this Ordinance shall have a time period equivalent to the length of the moratorium to pay their landlords all unpaid rent. If a commercial tenant opts to move while this Ordinance is effective, all owed rent is due upon move-out. At the end of the defined payback period, a landlord may evict a commercial tenant who has not

ORDINANCE NO. _____

paid all outstanding rent and resort to all remedies available to the landlord under the lease and the law.

(h) For purposes of this Ordinance, “no-fault eviction” refers to any eviction for which the notice to terminate tenancy is not based on alleged fault by the tenant, including but not limited to eviction notices served pursuant to Code of Civil Procedure sections 1161(1), 1161(5), or 1161c.

(i) This Ordinance grants a defense in the event that an unlawful detainer action is commenced in violation of this order.

(j) No other legal remedies available to landlord are affected by this Ordinance.

(k) This Ordinance does not limit, restrict, or nullify the landlord’s ability to enter into a payment agreement with commercial tenants.

SECTION 4. In accordance with the Governor of the State of California’s Executive Order N-37-20, this Ordinance shall remain in effect until May 31, 2020.

SECTION 5. Severability. If any section, subsection, sentence, clause, phrase or word of this Ordinance is found to be unconstitutional or otherwise invalid by any court of competent jurisdiction, such decision shall not affect the remaining provisions of this Ordinance.

SECTION 6. Environmental Review. In accordance with the California Environmental Quality Act (Pub. Resources Code, § 21000 et seq.) (“CEQA”) and the State CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 et seq.), the City Council finds that adoption and implementation of this Ordinance is not subject to CEQA pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378), because this Ordinance has no potential for resulting in physical change to the environment, directly or indirectly.

SECTION 7. Urgency Declaration; Effective Date. The City Council finds and declares that the adoption and implementation of this Ordinance is an emergency measure required for the immediate preservation of the public peace, safety, health, and welfare, for the reasons set out herein and pursuant to Government Code section 36937, and shall take effect immediately upon its adoption by four-fifths of the City Council.

SECTION 8. Certification. The City Clerk shall either: (a) have this ordinance published in a newspaper of general circulation within 15 days after its adoption or (b) have a summary of this ordinance published twice in a newspaper of general circulation, once five days before its adoption and again within 15 days after its adoption.

ORDINANCE NO. _____

PASSED, APPROVED and ADOPTED by the City Council of the City of Santee at a Regular Meeting of said Council held on the 8th of April, 2020, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

APPROVED AS TO FORM:
BEST, BEST & KRIEGER LLP

SHAWN HAGERTY, CITY ATTORNEY

Attachment 1: The Governor's Executive Order N-37-20

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-37-20

WHEREAS on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS in a short period of time, COVID-19 has rapidly spread throughout California, necessitating stringent public health emergency orders as well as guidance from federal, state, and local public health officials; and

WHEREAS on March 16, 2020, I issued Executive Order N-28-20, suspending state law limitations on local jurisdictions that impose restrictions on evictions; and

WHEREAS on March 19, 2020, I issued Executive Order N-33-20, ordering all residents to immediately heed the Order of the State Public Health Officer for all residents, unless exempted, to stay home or at their place of residence; and

WHEREAS many Californians are experiencing or will experience substantial losses of income as a result of business closures, the loss of hours or wages, or layoffs related to COVID-19, hindering their ability to keep up with their rent, and leaving them vulnerable to eviction; and

WHEREAS minimizing evictions during this period is critical to reducing the spread of COVID-19 in vulnerable populations by allowing all residents to stay home or at their place of residence in compliance with Executive Order N-33-20; and

WHEREAS Chief Justice Tani Cantil-Sakauye issued advisory guidance on March 20, 2020 for superior courts to suspend most civil trials and hearings for at least 60 days, and on March 23, 2020, suspended all jury trials for a period of 60 days, and extended by 60 days the time period for the holding of a civil trial; and

WHEREAS on March 25, 2020 the Department of Business Oversight secured support from national banks, state banks and credit unions for temporary delays in mortgage payments and foreclosure sales and evictions for homeowners who have economic impacts from COVID-19 with the objective of maximizing consistency and minimizing hurdles potentially faced by borrowers.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567 and 8571, do hereby issue the following Order to become effective immediately:

IT IS HEREBY ORDERED THAT:

- 1) The deadline specified in Code of Civil Procedure section 1167 shall be extended for a period of 60 days for any tenant who is served, while

this Order is in effect, with a complaint that seeks to evict the tenant from a residence or dwelling unit for nonpayment of rent and who satisfies all of the following requirements:

- a. Prior to the date of this Order, the tenant paid rent due to the landlord pursuant to an agreement.
 - b. The tenant notifies the landlord in writing before the rent is due, or within a reasonable period of time afterwards not to exceed 7 days, that the tenant needs to delay all or some payment of rent because of an inability to pay the full amount due to reasons related to COVID-19, including but not limited to the following:
 - (i) The tenant was unavailable to work because the tenant was sick with a suspected or confirmed case of COVID-19 or caring for a household or family member who was sick with a suspected or confirmed case of COVID-19;
 - (ii) The tenant experienced a lay-off, loss of hours, or other income reduction resulting from COVID-19, the state of emergency, or related government response; or
 - (iii) The tenant needed to miss work to care for a child whose school was closed in response to COVID-19.
 - c. The tenant retains verifiable documentation, such as termination notices, payroll checks, pay stubs, bank statements, medical bills, or signed letters or statements from an employer or supervisor explaining the tenant's changed financial circumstances, to support the tenant's assertion of an inability to pay. This documentation may be provided to the landlord no later than the time upon payment of back-due rent.
- 2) No writ may be enforced while this Order is in effect to evict a tenant from a residence or dwelling unit for nonpayment of rent who satisfies the requirements of subparagraphs (a)-(c) of paragraph 1.
 - 3) The protections in paragraphs 1 and 2 shall be in effect through May 31, 2020.

Nothing in this Order shall prevent a tenant who is able to pay all or some of the rent due from paying that rent in a timely manner or relieve a tenant of liability for unpaid rent.

Nothing in this Order shall in any way restrict state or local governmental authority to order any quarantine, isolation, or other public health measure that may compel an individual to remain physically present in a particular residential property.

IT IS FURTHER ORDERED that this Order supersedes Executive Order N-28-20 to the extent that there is any conflict with that Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

I FURTHER DIRECT that as soon as hereafter possible, this proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 27th day of March 2020.



GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State

City of Santee
COUNCIL AGENDA STATEMENT

Item 10

MEETING DATE April 8, 2020

AGENDA ITEM NO.

ITEM TITLE **AUTHORIZE THE SECOND AMENDMENT TO THE CONTRACT WITH COUNTYWIDE MECHANICAL SYSTEMS, INCORPORATED FOR HVAC MAINTENANCE AND REPAIRS SERVICES**

DIRECTOR/DEPARTMENT Bill Maertz, Community Services

SUMMARY

On August 22, 2018, the City Council approved a contract with Countywide Mechanical Systems, Inc. for HVAC Maintenance and Repairs Services for the period October 1, 2018 through June 30, 2019 in the amount of \$20,305.00. On July 1, 2019, the City exercised its option to extend the agreement for a period of 12 months through June 30, 2020. The 12-month Contract amount for FY 2019-20 was \$24,715.00. On October 1, 2019, the City Manager approved a First Amendment to the contract to increase unit prices for the period October 1, 2019 through June 30, 2020 by 2.6% to reflect an increase in the Regional Consumer Price Index, thus increasing the FY 2019-20 contract amount to \$25,196.94.

Needed HVAC repairs at City Hall and Fire Station #4 require an increase in the current fiscal year contract amount. The proposed Second Amendment to the contract with Countywide Systems, Inc. will increase the FY 2019-20 contract amount by \$4,455.54 from \$25,196.94 to \$29,652.48.

ENVIRONMENTAL REVIEW

This item is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to section 15061(b) (3).

FINANCIAL STATEMENT *jm*

Funding for this contract amendment will be provided by funds available in the FY 2019-20 adopted Community Services Department budget in the General Fund.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

Authorize the City Manager to execute the Second Amendment to the contract with Countywide Mechanical Systems, Inc. thereby increasing the FY 2019-20 contract amount from \$25,196.94 to \$29,652.48.

ATTACHMENTS (Listed Below)

None.

City of Santee
COUNCIL AGENDA STATEMENT

Item 11

MEETING DATE April 8, 2020

AGENDA ITEM NO.

ITEM TITLE RESOLUTION AUTHORIZING THE THIRD AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH GRANICUS, LLC FOR WEBSITE DEVELOPMENT, HOSTING AND MAINTENANCE SERVICES

DIRECTOR/DEPARTMENT Bill Maertz, Community Services

DE for BM

SUMMARY

On June 8, 2016, the City Council awarded a four-year contract to Vision Technology Solutions for the redesign of the City's website and subsequent website hosting and maintenance in the total amount of \$78,555.00 ("Contract"). The City Manager approved the First Amendment to the Contract on December 21, 2016 to add additional work for mobile homepage enhancement for an amount of \$4,500.00. On July 6, 2017, the City Manager approved the Second Amendment to increase the maximum hosting storage allowance, with no increase in the Contract amount. On February 9, 2018, Vision Technology Solutions was acquired by Granicus, LLC and now does business as Granicus.

The term of the Contract with Granicus will expire on June 30, 2020. Pursuant to Section 8 of the Contract, the term of the agreement may be extended upon written agreement of both the City and the consultant.

The City's Fiscal Years 2020 – 2024 Capital Improvement Program provides funding for periodic updates to the City's website to incorporate technical advancements, including greater interactivity and media integration. In order to avoid an interruption in website hosting services, integrate technological advancements and implement the City's recently adopted brand and marketing strategies, the Third Amendment extends the Contract by three years with one additional option year and provides for updates to the City's website. The one-time cost of the website update is \$42,100.00. This cost is partially offset by service credits earned under the terms of the current contract totaling \$9,900.00, resulting in a one-time cost of \$32,200.00. Annual website hosting and maintenance costs in the first year of the Contract extension will be \$11,485.00. The total three-year contract amount is \$68,406.46.

FINANCIAL STATEMENT *fm*

One-time website update costs are included in the adopted FY 2019-20 Capital Improvement Program budget. Annual website hosting and maintenance costs are included in the Information Technology annual operating budget. Funding for this project is provided by the General Fund.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MDB*

Adopt the Resolution authorizing the City Manager to execute the Third Amendment to the agreement with Granicus, LLC for the update of the City's website and subsequent website hosting and maintenance for Fiscal Years 2020-21 through 2022-23 with one additional option year.

ATTACHMENTS (Listed Below)

Resolution

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
AUTHORIZING THE THIRD AMENDMENT TO THE PROFESSIONAL SERVICES
AGREEMENT WITH GRANICUS, LLC FOR WEBSITE DEVELOPMENT, HOSTING AND
MAINTENANCE SERVICES**

WHEREAS, on June 8, 2016, the City Council approved a contract with Vision Technology Solutions (“Contractor”) for the redesign of the City’s website and subsequent website hosting and maintenance in the amount of \$47,030.00; and

WHEREAS, on July 1, 2016, the City and Contractor entered into a Contract for website design, hosting and maintenance (“Contract”); and

WHEREAS, on December 21, 2016, the City Manager approved an amendment to the Contract to add additional work for mobile homepage enhancement in the amount of \$4,500.00 (“First Amendment”); and

WHEREAS, on July 6, 2017, the City Manager approved an amendment to the Contract to increase the maximum hosting storage allowance, with no increase in the Contract amount (“Second Amendment”); and

WHEREAS, on February 9, 2018, Vision Technology Solutions was acquired by Granicus, LLC and now does business as Granicus; and

WHEREAS, the Contract for website hosting will expire on June 30, 2020; and

WHEREAS, Section 8 of the Contract provides that the term of the agreement may be extended by written agreement of both parties; and

WHEREAS, the City Council wishes to amend the Contract to extend website hosting services and update the City’s website to integrate technological advancements and implement the City’s recently adopted brand and marketing strategies.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Santee, California, that it hereby approves the Third Amendment to the contract with Granicus, LLC to extend the Contract term by three years with one additional option year and provide for website updates, resulting in a FY 2020-21 Contract amount of **\$43,685.00** and authorizes the City Manager to execute said contract amendment. The FY 2021-22 contract amount will revert to \$12,059.25 and the total three-year contract amount is \$68,406.46.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 8th day of April, 2020, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK