



City Council
Mayor John W. Minto
Vice Mayor Ronn Hall
Council Member Laura Koval
Council Member Rob McNelis
Council Member Dustin Trotter

CITY OF SANTEE
REGULAR MEETING AGENDA
Santee City Council

City Manager | Marlene D. Best
City Attorney | Shawn D. Hagerty
City Clerk | Annette Fagan Ortiz

MEETING INFORMATION

Wednesday, January 12, 2022
6:30 p.m.

Staff
Assistant to the City Manager | Kathy Valverde
Finance Director/Treasurer | Tim McDermott
Fire & Life Safety Director/Fire Chief | John Garlow
Law Enforcement | Captain Christina Bavencoff

*****LOCATION UPDATED DUE TO CURRENT HEALTH ORDERS*****

This meeting was previously noticed as an in-person meeting but will proceed as a teleconference meeting in compliance with waivers to certain provisions of the Brown Act provided for under Government Code section 54953(e)(1)(A), in relation to the COVID-19 State of Emergency and recommended social distancing measures. There will be NO location for in-person attendance. In compliance with the Brown Act, the City is providing alternatives to in-person attendance for viewing and participating in the meeting. Further details are below.

VIRTUAL MEETING OPTION**

TO SUBMIT A REQUEST TO COMMENT LIVE FOR ANY ITEM OR DURING NON-AGENDA PUBLIC COMMENT, CLICK THE LINK BELOW AND VIEW INSTRUCTIONS (via online)

<https://attendee.gotowebinar.com/register/8306739299922548491>

TO WATCH VIA SANTEE TV – PLEASE NOTE THERE IS AN FCC REGULATION 30 SECOND DELAY:

AT&T U-verse channel 99 (SD Market) | Cox channel 117 (SD County)

<https://www.cityofsanteeca.gov/our-city/santeetv>



The City Council also sits as the Community Development Commission Successor Agency and the Santee Public Financing Authority. Any actions taken by these agencies are separate from the actions taken by City Council. For questions regarding this agenda, please contact the City Clerk's Office at (619) 258-4100 x114

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

LEGISLATIVE INVOCATION: Imam Taha Hassane – Islamic Center of San Diego

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 December 8, 2021, Regular and Special Meetings. (City Clerk – Ortiz)**
- (3) **Approval of Payment of Demands as Presented. (Finance – McDermott)**
- (4) **Second Reading and Adoption of an Ordinance Amending Section 13.10.045 of the Santee Municipal Code Regarding Accessory Dwelling Units and Determining the Ordinance to be Exempt from the California Environmental Quality Act. (City Clerk – Ortiz)**
- (5) **Second Reading and Adoption of an Ordinance Amending Title 12 (“Subdivision of Land, Development Fees, and Dedications”) and Title 13 (“Zoning”) of the City of Santee Municipal Code Relating to Urban Lot Splits and Two-Unit Projects to Implement Senate Bill 9 and Finding the Ordinance to Be Exempt from CEQA. (City Clerk – Ortiz)**
- (6) **Adoption of a Resolution Authorizing the Installation of a Loading Zone (White Zone) on Alphonse Street for Mail Drop-Off and Pick-Up. (Development Services – Engineering)**
- (7) **Adoption of a Resolution Accepting the Citywide Slurry Seal and Roadway Maintenance Program 2021 Project (CIP 2021-03) as Complete. (Development Services – Engineering)**



- (8) **Authorization of the First Amendment to the Contract with Global Power Group, Inc. for Electrical Repairs and Related Maintenance to Provide Electrical Upgrades Necessary for the City Hall EV Charging Station (CIP 2021-32) Project. (Development Services – Engineering)**
- (9) **Consideration of Extension of the Exclusive Negotiation Agreement Between the City of Santee and Excel Acquisitions, LLC for Development of Real Property Known as Parcel 4 of Parcel Map 18857 Located in Trolley Square. (City Manager – Best)**
- (10) **Award of Professional Services Agreement with Bob Murray & Associates to Provide Recruitment Services for the Human Resources Director. (City Manager – Best)**

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.

PUBLIC HEARING:

- (11) **Redrawing of City Council Member District Boundaries. (City Attorney – Hagerty)**

Recommendation:

Open and continue the Public Hearing to January 26, 2022, at a time-certain of 7:00 p.m.



NEW BUSINESS:

- (12) Resolution Awarding the Construction Contract for the Magnolia Avenue Traffic Signal Upgrades Project (CIP 2019-03), Determining a Categorical Exemption Pursuant to Section 15301(c) of the California Environmental Quality Act, and Appropriating Regional Transportation Congestion Improvement Program Funds. (Development Services – Engineering)**

Recommendation:

Adopt the Resolution:

1. Awarding the construction contract for the Magnolia Ave Traffic Signal Upgrades Project (CIP 2019-03) to CTE, Inc. for a total amount of \$767,930.00; and
2. Authorizing the City Manager, Director of Development Services or City Engineer to approve change orders in a total amount not to exceed \$76,793.00; and
3. Appropriating \$160,000.00 in Regional Transportation Congestion Improvement Program (RTCIP) funds; and
4. Approving a Categorical Exemption pursuant to Section 15301(c) of the California Environmental Quality Act.

- (13) Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Harris and Associates for Environmental Services to Related to the Preparation of a Cannabis Ordinance and Appropriating Funds. (Development Services – Planning)**

Recommendation:

Adopt Resolution authorizing the City Manager to execute a professional services agreement with Harris & Associates to provide environmental services for a proposed cannabis ordinance in the amount of \$154,720.00 and appropriating said amount from the available General Fund reserve balance.

- (14) Resolution Appointing Jessie Bishop as Director of Human Resources on an Interim Basis and Approving Employment Agreement. (City Manager – Best)**

Recommendation:

Adopt a Resolution appointing Jessie Bishop as Director of Human Resources on an Interim Basis and approving Employment Agreement.

CDC SUCCESSOR AGENCY:

- (15) Resolution of the Community Development Commission Successor Agency Approving the Recognized Obligation Payment Schedule for the Period from July 1, 2022 to June 30, 2023 (“ROPS 22-23”). (Finance – McDermott)**

Recommendation:

Adopt the Resolution.

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:

- (16) CONFERENCE WITH LABOR NEGOTIATORS**
(Government Code Section 54957.6)
City Designated Representative: City Manager
Employee Organization: Santee Firefighters Association
- (17) CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
(Government Code section 54956.8)
Property: Parcel 4 of Parcel Map 18857 located in Trolley Square (Library site)
City Negotiator: City Manager
Negotiating Parties: Excel Hotel Group and Santee Trolley Square 991, LP
Under Negotiation: Price and terms of payment

ADJOURNMENT:



BOARDS, COMMISSIONS & COMMITTEES
JANUARY & FEBRUARY MEETINGS

Jan	06	SPARC (SPARC MEETING MOVED TO JANUARY 13)	VIRTUAL
Jan	10	Community Oriented Policing Committee CANCELLED	VIRTUAL
Jan	12	Council Meeting	VIRTUAL
Jan	26	Council Meeting	TBD
Feb	03	SPARC	TBD
Feb	09	Council Meeting	TBD
Feb	14	Community Oriented Policing Committee	TBD
Feb	23	Council Meeting	TBD

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.

MEETING DATE January 12, 2022

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).

FINANCIAL STATEMENT

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.

ATTACHMENT

None



MEETING DATE January 12, 2022

ITEM TITLE APPROVAL OF MEETING MINUTES OF THE SANTEE CITY COUNCIL FOR THE DECEMBER 8, 2021 REGULAR AND SPECIAL MEETINGS.

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

- December 8, 2021

Special Meeting Minutes

- December 8, 2021



DRAFT

**Minutes
Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
December 8, 2021**

This Regular Meeting of the Santee City Council was called to order by Mayor John W. Minto at 6:30 p.m.

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

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

INVOCATION was given by Phil Herrington – Pathways Community Church

PLEDGE OF ALLEGIANCE was led by Melanie Kush, Director of Development Services

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 October 27, 2021, Regular Meeting, November 2, 2021, Special Meeting, and the November 10, 2021 Regular and Special Meetings. (City Clerk – Ortiz)
- (3) Approval of Payment of Demands as Presented. (Finance – McDermott)
- (4) Approval of the Expenditure of \$58,966.48 for November 2021 Legal Services and Reimbursable Costs. (Finance – McDermott)
- (5) Adoption of a Resolution Approving an Amended Salary Schedule for Hourly, General and Management Employees. (Finance – McDermott) **(Reso 093-2021)**
- (6) Item pulled.
- (7) Adoption of a Resolution Accepting the Citywide Pavement Repair and Rehabilitation Program 2021 Project (CIP 2021-02) as Complete. (Development Services – Kush) **(Reso 094-2021)**

- (8) Adoption of a Resolution Accepting the Public Improvements for the Ariana Subdivision Project (TM2017-02) as Complete. Location: 8707 Carribean Way. (Development Services – Kush) (Reso 095-2021)
- (9) Second Reading and Adoption of an Ordinance Amending Chapter 9.02 of Title 9 of the Santee Municipal Code, “Solid Waste Management,” Related to Implementation of SB 1383 Regulations. (City Clerk – Ortiz) (Ord. 595)
- (10) Item pulled.
- (11) Claim Against the City by James Anderson. (Human Resources – Hardy)
- (12) Reinstatement of a Modified Vacation Cash Out Program. (Finance – McDermott)

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

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

Items Pulled from Consent Calendar:

- (6) Appointment of Boards, Commissions and Committees Representatives for Council and Citizen Committees. (Mayor Minto)

Council Member Koval requested more representation from District 3 on the Manufactured Home Fair Practices Commission (MOHO) and Salary Setting Committee.

ACTION: Council Member McNelis moved approval of staff recommendation.

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

- (10) Authorization of the First Amendment to Grant Agreement with San Diego River Park Foundation for San Diego River Cleanup Activities in an Amount Not to Exceed \$12,000.00. (Community Services – Maertz)

PUBLIC SPEAKERS:

- Sarah Hutmacher, The San Diego River Park Foundation

ACTION: Council Member McNelis moved approval of staff recommendation

Council Member Trotter seconded the motion, which carried by the following vote: Mayor

Minto: Aye; Vice Mayor Hall: Aye; and Council Members: Koval: Aye; McNelis Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

NON-AGENDA PUBLIC COMMENT (15 minutes):

- (A) Steve Shank expressed concerns regarding speeding on Gem Tree Way.
- (B) John Henley expressed concerns regarding speeding on Gem Tree Way.
- (C) Justin Lynch expressed concerns regarding speeding on Gem Tree Way.

PUBLIC HEARING:

- (13) Consideration of Electrification as One of the Measures to Reduce Greenhouse Gas Emissions and Achieve Carbon Neutrality Consistent with the State of California’s Decarbonization Efforts. (Development Services – Kush)**

The Public Hearing was opened at 6:49 p.m. The Director of Development Services introduced the Item and the Principal Planner provided a PowerPoint presentation.

PUBLIC SPEAKER:

- Michael Ranson
- Kelly Lyndon, San Diego Building Electrification Coalition

ACTION: Direction was given to staff to remain with the state plan.

The Public Hearing was closed at 7:09 p.m.

- (14) An Ordinance Amending Section 13.10.045 of the Santee Municipal Code Regarding Accessory Dwelling Units and Determining the Ordinance to be Exempt from the California Environmental Quality Act. (City Attorney – Hagerty)**

The Public Hearing was opened at 7:09 p.m. The City Attorney introduced the Item and the Assistant City Attorney provided a PowerPoint presentation.

ACTION: Council Member Koval moved approval of staff recommendation.

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

The Public Hearing was closed at 7:34 p.m.

- (15) Adoption of an Urgency Ordinance and Introduction and First Reading of a Non-Urgency Ordinance Amending Title 12 (“Subdivision of Land, Development Fees, and Dedications”) and Title 13 (“Zoning”) of the**

Santee Municipal Code, Relating to Urban Lot Splits and Two-Unit Projects to Implement Senate Bill 9; and Finding the Ordinances to be Exempt from California Environmental Quality Act. (City Attorney – Hagerty) (Ord. 596)

The Public Hearing was opened at 7:34 p.m. The City Attorney introduced the Item and the Assistant City Attorney provided a PowerPoint presentation.

PUBLIC SPEAKER:

- Michael Ranson

ACTION: Council Member McNelis moved approval of staff recommendation.

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

The Public Hearing was closed at 8:06 p.m.

CONTINUED BUSINESS:

- (16) Accept Urban Forestry Management Plan. (Community Services – Maertz)**

The Public Services Manager introduced the Item and provided a PowerPoint presentation and responded to Council questions.

ACTION: Vice Mayor Hall moved approval of staff recommendation.

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

NEW BUSINESS:

- (17) Resolution Authorizing the City Manager to Opt into Settlement Agreements with Distributors of Opioids, AmerisourceBergen, Cardinal Health, and McKesson, and Opioid Manufacturer Janssen (Owned by Johnson & Johnson). (City Attorney – Hagerty) (Reso 096-2021)**

The City Attorney introduced the Item.

ACTION: Council Member McNelis moved approval of staff recommendation.

Vice Mayor Hall seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Hall: Aye; and Council Members: Koval: Aye; McNelis Aye; and Trotter:

Aye. Ayes: 5. Noes: 0.

- (18) Approval of Amendments to Article IV: Membership and Article VI: Meetings, of the Santee Park and Recreation Committee (SPARC) Bylaws. (Mayor Minto)**

Mayor Minto introduced the Item.

ACTION: Council Member McNelis moved approval of staff recommendation.

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

- (19) Resolution Amending the Management Services Agreement of the City Clerk. (Mayor Minto) (Reso 097-2021)**

Mayor Minto introduced the Item and the Director of Human Resources presented the Item.

ACTION: Council Member McNelis moved approval of staff recommendation.

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

- (20) Resolution Authorizing Execution of a Professional Services Agreement with M.W. Steele Group for the Arts and Entertainment District Overlay Expansion. (Development Services – Kush) (098-2021)**

The Director of Development Services introduced the Item and the Principal Planner provided a PowerPoint presentation.

ACTION: Council Member Koval moved approval of staff recommendation.

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

- (21) Resolution Awarding the Construction Contract for the Bridge Repairs – Magnolia Ave Project (CIP 2013-01) to Truesdell Corporation of California, Inc., Determining a Categorical Exemption Pursuant to Section 15301(c) of the California Environmental Quality Act and Appropriating and Transferring Additional Funds. (Development Services – Kush) (Reso 099-2021)**

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

ACTION: Vice Mayor Hall moved approval of staff recommendation.

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

(22) Resolution Awarding the Design-Build Construction Contract to Implement the Town Center Community Park West, Field 1 Improvements (CIP 2022-40) Project to 3-D Enterprises, Inc., Determining a Categorical Exemption Pursuant to Section 15301 and Section 15302 of the California Environmental Quality Act, and Transferring and Appropriating Funds. (Development Services – Kush) (Reso 100-2021)

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

ACTION: Vice Mayor Hall moved approval of staff recommendation.

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

NON-AGENDA PUBLIC COMMENT: (Continued)

None.

CITY COUNCIL REPORTS:

Vice Mayor Hall reported on his attendance at the International Civil Service Commission (ICSC) Convention.

Council Member Koval reported on her attendance at the San Diego Association of Governments (SANDAG) Borders Committee meeting regarding the Otay Border; she reported on her attendance at the East County Governmental Affairs meeting regarding redistricting and how it is affecting the East County; she mentioned an award that was received by Santee Lakes, and mentioned they were nationally recognized.

Council Member McNelis commended retiring Development Services Director Melanie Kush, for her years of hard work and service to the City of Santee.

Council Member Trotter reported that he is on the San Diego River Conservancy work and the Mission Trails Regional Park Task Force.

Mayor Minto reported on the SANDAG meeting he attended, which discussed the Regional Transportation Plan and Vehicle Miles Traveled.

CITY MANAGER REPORTS:

The City Manager thanked the staff that would be retiring at the end of the year.

CITY ATTORNEY REPORTS:

None.

CLOSED SESSION:

None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:45 p.m.

Date Approved:

Annette Ortiz, CMC, City Clerk

**Minutes
Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
December 8, 2021**

DRAFT

CALL TO ORDER

This Special Meeting of the Santee City Council was called to order by Mayor John W. Minto at 6:34 p.m.

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

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

1. Selection of Mayor Pro Tempore (Vice Mayor)

Mayor Minto presented Vice Mayor McNelis with a plaque in honor of his service as Vice Mayor.

Mayor Minto announced the appointment of Council Member Hall, District 2, as the new Vice Mayor.

ACTION: Council Member Koval moved approval of staff recommendation.

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

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:45 p.m.

Date Approved:

Annette Ortiz, CMC, City Clerk

MEETING DATE January 12, 2022

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.

tm
FINANCIAL STATEMENT

Adequate budgeted funds are available for the Payment of Demands per the attached listing.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

Approve the Payment of Demands as presented.

ATTACHMENT

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

Payment of Demands
Summary of Payments Issued

<u>Date</u>	<u>Description</u>	<u>Amount</u>
11/12/21	Accounts Payable	\$ 45,337.96
11/30/21	Accounts Payable	31,857.10
12/01/21	Accounts Payable	240,398.50
12/01/21	Retiree Health	5,567.00
12/02/21	Payroll	366,269.40
12/02/21	Accounts Payable	215,711.60
12/06/21	Accounts Payable	141,465.64
12/08/21	Accounts Payable	124,065.13
12/08/21	Accounts Payable	192,755.41
12/14/21	Accounts Payable	21,667.89
12/15/21	Accounts Payable	1,665,754.53
12/16/21	Payroll	368,917.27
12/16/21	Accounts Payable	11,891.06
12/20/21	Accounts Payable	145,357.69
12/21/21	Accounts Payable	124,064.02
12/22/21	Accounts Payable	607,176.98
12/29/21	Accounts Payable	210,984.83
12/30/21	Accounts Payable	11,492.31
12/30/21	Payroll	<u>424,397.53</u>
	TOTAL	<u><u>\$4,955,131.85</u></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
1025	11/12/2021	10482 TRISTAR RISK MANAGEMENT	114096		WORKERS COMPESANTION LOSSI	32,280.46
					Total :	32,280.46
1027	11/12/2021	12774 LIABILITY CLAIMS ACCOUNT	10292021		LIABILITY CLAIMS ACCOUNT FOR S	13,057.50
					Total :	13,057.50
2 Vouchers for bank code : ubgen						Bank total : 45,337.96
2 Vouchers in this report						Total vouchers : 45,337.96

Prepared by: ISABEL SANCHEZ
Date: 11/30/2021
Approved by: Matthew Jennings
Date: 11/30/21

vchlist
12/01/2021 4:32:53PM

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
1033	11/30/2021	10482 TRISTAR RISK MANAGEMENT	114235		WORKERS COMPESATION LOSSES P/	31,857.10
					Total :	31,857.10
		Vouchers for bank code	ubgen			Bank total :
						31,857.10
		1 Vouchers in this report				Total vouchers
						31,857.10

Prepared by: ISUSD Savelle
Date: 12/01/2021
Approved by: Stacy Jennings
Date: 12-10-2021

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129116	12/1/2021	12060 ACCOUNTING PRINCIPALS INC	12155895	53612	TEMPORARY ACCOUNTING SPECI/	1,710.40
					Total :	1,710.40
129117	12/1/2021	10510 AMAZON WEB SERVICES, INC	894881961	53648	CLOUD STORAGE	201.76
					Total :	201.76
129118	12/1/2021	11419 ANALYTICAL CHEMISTS INC	42650	53426	EQUIPMENT TESTING	95.00
					Total :	95.00
129119	12/1/2021	12951 BERRY, BONNIE F.	December 1, 2021		RETIREE HEALTH PAYMENT	91.00
					Total :	91.00
129120	12/1/2021	10019 BERT W SALAS INC	CIP 2021-21 #1 CIP 2021-21 #1R	53594	SANDSTONE DR & WOODPECKER RETENTION	44,900.00 -2,245.00
					Total :	42,655.00
129121	12/1/2021	10478 CALIFORNIA DEPARTMENT OF	JULY-SEPT 2021		USE TAX JULY-SEPT 2021	300.56
					Total :	300.56
129122	12/1/2021	10031 CDW GOVERNMENT LLC	N409825	53642	CASHIER PRINTER REPAIR	1,464.20
					Total :	1,464.20
129123	12/1/2021	10032 CINTAS CORPORATION #694	4101225252	53483	UNIFORM/PARTS CLEANER RNTL	62.48
					Total :	62.48
129124	12/1/2021	10268 COOPER, JACKIE	December 1, 2021		RETIREE HEALTH PAYMENT	91.00
					Total :	91.00
129125	12/1/2021	10171 COUNTY OF SAN DIEGO AUDITOR &	10/2021 AGENCY REV 10/2021 DMV REVENUE 10/2021 PHOENIX REV		10/2021 AGENCY PARK CITE REPT 10/2021 DMV PARK CITE REPT 10/2021 PHOENIX CITE REV REPT	110.00 303.75 593.75
					Total :	1,007.50
129126	12/1/2021	10040 COUNTYWIDE MECHANICAL SYSTEMS	45626	53436	HVAC MAINT & REPAIRS	1,337.84
					Total :	1,337.84
129127	12/1/2021	10333 COX COMMUNICATIONS	063453006--NOV 21		9534 VIA ZAPADOR USAGE 11/17-1:	93.12

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129127	12/1/2021	10333 COX COMMUNICATIONS	(Continued) 064114701-DEC21 066401501-DEC21		8115 ARLETTE ST USAGE 11/15-12/ 10601 N MAGNOLIA AVE USAGE 11/	195.58 8.54 Total : 297.24
129128	12/1/2021	11168 CTE INC CLARK TELECOM AND	2842 2853 2874 2875	53560 53560 53560 53560	DIG-ALERT MARKOUTS EXTRA WORK STREET LIGHT KNOCKDOWN STREET LIGHT KNOCKDOWN	1,619.84 177.40 4,163.73 3,138.56 Total : 9,099.53
129129	12/1/2021	12356 DAVIS FARR LLP	10863	53347	FYE 20/21 ANNUAL AUDIT FEE	21,000.00 Total : 21,000.00
129130	12/1/2021	10057 ESGIL CORPORATION	10/2021		SHARE OF FEES	61,520.75 Total : 61,520.75
129131	12/1/2021	14216 EXTREME SAFETY INC.	00103476	53638	SCBA TEST DEVICE	10,020.57 Total : 10,020.57
129132	12/1/2021	11119 FERGUSON ENTERPRISES INC	179982 615944 615959 615986	53591 53591 53591 53591	PLUMBING SUPPLIES PLUMBING SUPPLIES PLUMBING SUPPLIES PLUMBING SUPPLIES	198.79 154.17 13.40 187.27 Total : 553.63
129133	12/1/2021	12760 FOCUS PSYCHOLOGICAL	SANTEE2021-10	53523	COUNSELING SERVICES	750.00 Total : 750.00
129134	12/1/2021	10065 GLOBAL POWER GROUP INC	77601	53445	ELECTRICAL REPAIRS & MAINT	2,798.87 Total : 2,798.87
129135	12/1/2021	10490 HARRIS & ASSOCIATES INC	50394	53305	SAFETY & ENV JUSTICE ELEMENT	5,712.50 Total : 5,712.50
129136	12/1/2021	10070 HAWTHORNE CAT MACHINERY	20947601	53525	EQUIPMENT RENTAL	2,252.53 Total : 2,252.53

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129137	12/1/2021	11196 HD SUPPLY FACILITIES	9197121780	53664	FACILITIES MAINTENANCE SUPPLI	247.35
			9197150724	53664	FACILITIES MAINTENANCE SUPPLI	686.73
					Total :	934.08
129138	12/1/2021	11196 HD SUPPLY FM	9197189236	53409	STATION SUPPLIES	613.52
					Total :	613.52
129139	12/1/2021	10204 LIFE ASSIST INC	1148454	53477	EMS SUPPLIES	22.30
					Total :	22.30
129140	12/1/2021	10079 MEDICO HEALTHCARE LINEN	20501606	53546	MEDICAL LINEN SERVICE	20.62
			20501608	53546	MEDICAL LINEN SERVICE	13.01
					Total :	33.63
129141	12/1/2021	12062 PURETEC INDUSTRIAL WATER	1932837	53592	DEIONIZED WATER SERVICE	109.38
			1932838	53592	DEIONIZED WATER SERVICE	109.38
					Total :	218.76
129142	12/1/2021	12237 RAYON, KYLE	December 1, 2021		RETIREE HEALTH PAYMENT	91.00
					Total :	91.00
129143	12/1/2021	11594 SAN DIEGO METROPOLITAN TRANSIT	11172021		CUYAMACA STREET RESURFACIN	750.00
					Total :	750.00
129144	12/1/2021	13171 SC COMMERCIAL, LLC	1996600-IN	53480	DELIVERED FUEL	1,163.73
			1998775-IN	53480	DELIVERED FUEL	167.65
					Total :	1,331.38
129145	12/1/2021	13554 SC FUELS	0466732-DEF	53488	DIESEL EXHAUST FLUID (DEF)	8.93
			0466732-F	53481	FLEET CARD FUELING	1,888.08
					Total :	1,897.01
129146	12/1/2021	10217 STAPLES ADVANTAGE	3492049781	53467	OFFICE SUPPLIES CSD	42.56
			3492185660	53548	OFFICE SUPPLIES - DDS	225.63
			3492372513	53631	AS NEEDED OFFICE SUPPLIES	107.44
					Total :	375.63
129147	12/1/2021	13019 STATEWIDE TRAFFIC SAFETY	01007379	53535	TRAFFIC SIGNS	258.60

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
129147	12/1/2021	13019 STATEWIDE TRAFFIC SAFETY	(Continued) 01007380	53535	TRAFFIC SIGNS	43.10	
						Total :	301.70
129148	12/1/2021	10119 STEVEN SMITH LANDSCAPE INC	47946	53417	A1 LANDSCAPE SERVICES	1,556.18	
						Total :	1,556.18
129149	12/1/2021	10250 THE EAST COUNTY	00112047	53574	CLERK OFFICE PUBLICATIONS	140.00	
						Total :	140.00
129150	12/1/2021	11194 USAFACT INC	1111318		BACKGROUND CHECK	18.52	
						Total :	18.52
129151	12/1/2021	10475 VERIZON WIRELESS	9892557242		CELL PHONE SERVICE USAGE 11/1	1,215.15	
						Total :	1,215.15
129152	12/1/2021	10475 VERIZON WIRELESS	9892257243		WIFI SERVICE	1,144.74	
						Total :	1,144.74
129153	12/1/2021	10136 WEST COAST ARBORISTS INC	178859 178936	53503 53503	URBAN FORESTRY URBAN FORESTRY	3,842.40 5,510.85	
						Total :	9,353.25
129154	12/1/2021	13996 WESTERN AUDIO VISUAL	7 7R	53179	CITY COUNCIL CHAMBER A/V UPGI RETENTION	60,270.83 -3,013.54	
						Total :	57,257.29
129155	12/1/2021	12930 WILLIAMS, ROCHELLE M.	December 1, 2021		RETIREE HEALTH PAYMENT	91.00	
						Total :	91.00
129156	12/1/2021	12641 WITTORFF, VICKY DENISE	December 1, 2021		RETIREE HEALTH PAYMENT	31.00	
						Total :	31.00
41 Vouchers for bank code : ubgen						Bank total :	240,398.50
41 Vouchers in this report						Total vouchers :	240,398.50

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>
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Prepared by: 181311 Smedley
Date: 12/01/2021
Approved by: Heather Jennings
Date: 12/01/21

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129157	12/2/2021	12903 AMERICAN FIDELITY ASSURANCE CO	6017509		FLEXIBLE SPENDING ACCOUNT	2,365.76
					Total :	2,365.76
129158	12/2/2021	10208 ANTHEM EAP	81377		EMPLOYEE ASSISTANCE PROGRAI	288.60
					Total :	288.60
129159	12/2/2021	10334 CHLIC	2922615		HEALTH/DENTAL INSURANCE	208,320.59
					Total :	208,320.59
129160	12/2/2021	10785 RELIANCE STANDARD LIFE	December 21		VOLUNTARY LIFE INSURANCE	657.67
					Total :	657.67
129161	12/2/2021	10424 SANTEE FIREFIGHTERS	PPE 11/24/21		DUES/PEC/BENEVOLENT/BC EXP	3,087.54
					Total :	3,087.54
129162	12/2/2021	10776 STATE OF CALIFORNIA	PPE 11/24/21		WITHHOLDING ORDER	308.30
					Total :	308.30
129163	12/2/2021	10001 US BANK	PPE 11/24/21		PARS RETIREMENT	683.14
					Total :	683.14
7 Vouchers for bank code : ubgen						Bank total : 215,711.60
7 Vouchers in this report						Total vouchers : 215,711.60

Prepared by: Isabel Suted
 Date: 12/02/2021
 Approved by: [Signature]
 Date: 12/2/2021

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
13458	12/6/2021	10955 DEPARTMENT OF THE TREASURY	December 21 Retirees PPE 11/24/21		FEDERAL WITHHOLDING TAX FED WITHHOLD & MEDICARE	211.00 76,979.96
						Total :
13468	12/6/2021	10956 FRANCHISE TAX BOARD	December 21 Retirees PPE 11/24/21		CA STATE TAX WITHHELD CA STATE TAX WITHHELD	46.00 25,499.56
						Total :
650385	12/6/2021	10959 VANTAGE TRANSFER AGENT457	PPE 11/24/21		ICMA - 457	34,471.62
						Total :
650420	12/6/2021	10782 VANTAGEPOINT TRNSFR AGT/801801	PPE 11/24/21		RETIREE HSA	4,257.50
						Total :
4 Vouchers for bank code : ubgen						Bank total :
						141,465.64
4 Vouchers in this report						Total vouchers :
						141,465.64

Prepared by: *Isabel Smedley*

Date: 12/06/2021

Approved by: *Heather Jennings*

Date: 12/6/21

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
11214	12/8/2021	10353 PERS	11 21 4		RETIREMENT PAYMENT	124,065.13
Total :						124,065.13
1 Vouchers for bank code : ubgen						Bank total : 124,065.13
1 Vouchers in this report						Total vouchers : 124,065.13

Prepared by: Isabel Sandoz
Date: 12/08/2021
Approved by: [Signature]
Date: 12/8/21

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129164	12/8/2021	12060 ACCOUNTING PRINCIPALS INC	12171607	53612	TEMPORARY ACCOUNTING SPECI/	1,357.63
					Total :	1,357.63
129165	12/8/2021	11859 AIRGAS USA LLC	9119831869	53422	EQUIPMENT REPAIR PARTS	286.62
					Total :	286.62
129166	12/8/2021	14427 ALIVE INDUSTRIES	RFD 21STE-00800		REFUND FOR PERMIT 21STE-00800	105.55
					Total :	105.55
129167	12/8/2021	10010 ALLIANT INSURANCE SERVICES INC	1806323		HOLIDAY LIGHTING	1,894.00
					Total :	1,894.00
129168	12/8/2021	10412 AT&T	301053963- NOV- 21		MAST PARK USAGE 11/20-12/19	110.93
					Total :	110.93
129169	12/8/2021	11748 BAGLEY, AARON	11132021		TUITION REIMBURSEMENT	1,230.00
					Total :	1,230.00
129170	12/8/2021	13130 BURNS, CHRIS	121721		SENIOR MUSIC PRESENTATION	100.00
					Total :	100.00
129171	12/8/2021	10478 CALIFORNIA DEPARTMENT OF	JULY-SEPT 2021		USE TAX JULY -SEPT 2021	301.92
					Total :	301.92
129172	12/8/2021	14422 CAMPO CREEK VINEYARDS	1		BREWS AND BITES VENDOR STIPE	500.00
					Total :	500.00
129173	12/8/2021	14436 CB ELECTRIC	Ref000075444		CORRECTED LICENSE TYPE REFU	43.00
					Total :	43.00
129174	12/8/2021	10032 CINTAS CORPORATION #694	4101917750	53483	UNIFORM/PARTS CLEANER RNTL	156.34
					Total :	156.34
129175	12/8/2021	14393 CO'S TRAFFIC CONTROL, INC	00136250	53654	VETERANS MEMORIAL DEDICATIOI	1,434.00
					Total :	1,434.00
129176	12/8/2021	10358 COUNTY OF SAN DIEGO	22CTOFSAN05	53559	SHERIFF RADIOS	3,705.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129176	12/8/2021	10358 10358 COUNTY OF SAN DIEGO	(Continued)			Total : 3,705.00
129177	12/8/2021	10839 COUNTY OF SAN DIEGO	DEH2007-HUPFP		FY21/22 HAZMAT PERMIT	910.00 Total : 910.00
129178	12/8/2021	10705 COUNTY OF SAN DIEGO TREASURER	UDC-2022-016		FY 21/22 UDC MEMBERSHIP FEE	1,756.00 Total : 1,756.00
129179	12/8/2021	10333 COX COMMUNICATIONS	052335901-NOV21 112256001-NOV 21		8950 COTTONWOOD AVE 11/10-12/1 9130 CARLTON OAKS DR USAGE 1	183.38 93.76 Total : 277.14
129180	12/8/2021	10608 CRISIS HOUSE	600 610 617	53674 53674 53674	CDBG SUBRECIPIENT CDBG SUBRECIPIENT CDBG SUBRECIPIENT	490.57 489.75 488.67 Total : 1,468.99
129181	12/8/2021	10142 CSA SAN DIEGO COUNTY	721 729	53684 53684	CDBG SUBRECIPIENT CDBG SUBRECIPIENT	1,259.44 1,418.15 Total : 2,677.59
129182	12/8/2021	11406 DODDS, DANIEL	11102021		EMPLOYEE REIMBURSEMENT	250.00 Total : 250.00
129183	12/8/2021	11295 DOKKEN ENGINEERING	40011-1	52440	MGR STREETLIGHTS	1,142.00 Total : 1,142.00
129184	12/8/2021	10054 ELDERHELP OF SAN DIEGO	09302021-ELDERHELP	53689	CDBG SURECIPIENT	1,610.51 Total : 1,610.51
129185	12/8/2021	10251 FEDERAL EXPRESS	7-564-38337		SHIPPING CHARGES	44.98 Total : 44.98
129186	12/8/2021	12760 FOCUS PSYCHOLOGICAL	SANTEE2021-8 SANTEE2021-9	53523 53523	COUNSELING SERVICES COUNSELING SERVICES	750.00 750.00 Total : 1,500.00
129187	12/8/2021	12638 GEORGE HILLS COMPANY, INC.	INV1020923	53596	ADMINISTRATIVE CLAIMS FEES	1,541.67

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129187	12/8/2021	12638 12638 GEORGE HILLS COMPANY, INC.	(Continued)			Total : 1,541.67
129188	12/8/2021	10066 GLOBALSTAR USA LLC	000000023602297		SATELLITE PHONE SERVICE	93.95
						Total : 93.95
129189	12/8/2021	10120 KEARNY PEARSON FORD	1724067	53449	VEHICLE REPAIR PART	39.36
						Total : 39.36
129190	12/8/2021	14285 LEDERER, RICHARD	1217		SENIOR PROGRAM PRESENTATIOI	200.00
						Total : 200.00
129191	12/8/2021	10204 LIFE ASSIST INC	1150764	53477	EMS SUPPLIES	4,180.69
			1151448	53477	EMS SUPPLIES	2,034.86
						Total : 6,215.55
129192	12/8/2021	10538 MEALS ON WHEELS	1-21-22	53677	CDBG SUBRECIPIENT	1,230.00
						Total : 1,230.00
129193	12/8/2021	10079 MEDICO HEALTHCARE LINEN	20505420	53546	MEDICAL LINEN SERVICE	20.62
			20505422	53546	MEDICAL LINEN SERVICE	13.01
			20509231	53546	MEDICAL LINEN SERVICE	13.01
			205509229	53546	MEDICAL LINEN SERVICE	20.62
						Total : 67.26
129194	12/8/2021	10507 MITEL LEASING	903439239		MONTHLY RENTAL 124690 -DEC202	312.66
			903439283		MONTHLY RENTAL 130737	276.33
			903439286		MONTHLY RENTAL 131413 DEC 21	266.16
						Total : 855.15
129195	12/8/2021	14421 NANCY TORRES	2004372.001		REFUND FOR PARK RESERVATION	155.00
						Total : 155.00
129196	12/8/2021	14276 PATTON, JESSE	MP2020-1		REISSUED REFUND CONDITIONAL	873.00
						Total : 873.00
129197	12/8/2021	10092 PHOENIX GROUP INFO SYSTEMS	102021031	53605	FY 21/22 PARKING CITE PROCESS	393.16
						Total : 393.16

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129198	12/8/2021	10095 RASA	5569	53630	MAP CHECK	670.00
Total :						670.00
129199	12/8/2021	10097 ROMAINE ELECTRIC CORPORATION	12-054872	53413	VEHICLE REPAIR PARTS	344.94
Total :						344.94
129200	12/8/2021	14433 RUIS HOLDING SANTEE LLC	REF GRD#1316S		RELEASE DEPOSIT FOR ACCOUNT	81,095.67
Total :						81,095.67
129201	12/8/2021	10830 SAN DIEGO COMMUNITY COLLEGE	REVISED 20224	53667	ANNUAL FTES REGISTRATION	5,152.00
Total :						5,152.00
129202	12/8/2021	10407 SAN DIEGO GAS & ELECTRIC	2237 358 004 2 NOV21 3422 380 562 8 NOV21 7990 068 577 7OCT21 8509 742 169 4NOV21		TRAFFIC SIGNALS NOV 21 ROW / MEDIANS NOV21 PARKS-OCT 21 CITY HALL GROUP BILL-NOV 21	5,686.42 192.31 25,266.15 8,403.89
Total :						39,548.77
129203	12/8/2021	11594 SAN DIEGO METROPOLITAN TRANSIT	4501		RACE WALK	750.00
Total :						750.00
129204	12/8/2021	10107 SANTEE MINISTERIAL COUNCIL	SFB 2021-1	53686	CDBG SUBRECIPIENT	7,949.77
Total :						7,949.77
129205	12/8/2021	13171 SC COMMERCIAL, LLC	2001590-IN 2003596-IN	53480 53480	DELIVERED FUEL DELIVERED FUEL	630.21 1,102.67
Total :						1,732.88
129206	12/8/2021	13554 SC FUELS	0467676-DEF 0467676-F	53488 53481	DIESEL EXHAUST FLUID (DEF) FLEET CARD FUELING	6.94 1,735.59
Total :						1,742.53
129207	12/8/2021	10217 STAPLES ADVANTAGE	3492451058 3492451059 3492515651 3492648134	53548 53631 53513 53548	OFFICE SUPPLIES - DDS AS NEEDED OFFICE SUPPLIES OFFICE SUPPLIES - FINANCE OFFICE SUPPLIES - DDS	82.34 170.26 204.23 38.64
Total :						495.47

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129208	12/8/2021	10119 STEVEN SMITH LANDSCAPE INC	48391	53417	A1 LANDSCAPE SERVICES	15,450.00
			48392	53418	A2 LANDSCAPE SERVICES	183.08
			48393	53502	A3 LANDSCAPE SERVICES	869.63
			48394	53417	A1 LANDSCAPE SERVICES	1,206.16
Total :						17,708.87
129209	12/8/2021	13451 TELEFLEX FUNDING LLC	9504686442	53478	EMS SUPPLIES	242.44
Total :						242.44
129210	12/8/2021	11434 TYLER BUSINESS FORMS	65062	53661	W-2, 1099, NEC FORMS/ENVELOPE	737.89
Total :						737.89
129211	12/8/2021	11194 USAFACT INC	1112037		BACKGROUND CHECK	18.52
Total :						18.52
129212	12/8/2021	10537 WETMORE'S	06P23524	53475	STATION SUPPLIES	39.36
Total :						39.36
49 Vouchers for bank code : ubgen						Bank total : 192,755.41
49 Vouchers in this report						Total vouchers : 192,755.41

Prepared by: Isabel Sanchez
 Date: 12/08/2021
 Approved by: Heather Jennings
 Date: 12/8/2021

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129214	12/14/2021	10001 US BANK	00011529215107580		CERTIFY LIDAR PRO LASER III	75.00
			000326		TEEN CENTER SUPPLIES	42.90
			00045316		MEETING SUPPLIES	26.42
			0175493401		BUILDING FORMS	451.47
			023062648428-8065		DEPARTMENT SUPPLIES	84.14
			02431		MATERIALS & SUPPLIES	259.55
			02633		MATERIALS & SUPPLIES	138.78
			03338		TEEN CENTER SUPPLIES	61.02
			047459		MEETING SUPPLIES	83.89
			1001		HOLIDAY LIGHTING	50.28
			10240		MEETING SUPPLIES	22.75
			10639		MEETING SUPPLIES	25.29
			106703		MATERIALS & SUPPLIES	143.65
			11/02/2021		GENERAL SPECIAL EVENTS	45.00
			11042021		CPR CARDS	202.50
			111-0167566-14722351		EQUIPMENT SUPPLIES	46.27
			111-2203034-94394		DEPARTMENT SUPPLIES	21.50
			111-4765978-1415437		3RD GRADE POSTER CONTEST	58.98
			11162021		CALPELRA 2021 TRANSPORTATION	42.00
			11162021		CALPELRA CONFERENCE TRANSP	26.15
			111621		ENGINEER EXAM	28.48
			111-6354102-8263411		WEARING APPAREL	156.18
			11192021		CALPELRA CONFERENCE LODGING	924.94
			112115		MAYORS CUP FB TROPHY	12.88
			11231420593274651		WELLNESS SUPPLIES AND PRIZES	776.27
			112314205932746510		WELLNESS SUPPLIES	24.98
			112-4167437-7479406		SAFETY EQUIPMENT	19.38
			112-5777665-3639438		EQUIPMENT FOR NEW VEHICLES	525.80
			112-5792691-6565847		TRAINING MANUALS	247.78
			112-5798639-3617061		STATION SUPPLIES	122.35
			112-6094108-7954620		SAFETY EQUIPMENT	96.76
			112-6991865-6613864		EQUIPMENT SUPPLIES	700.10
			112-7296161-8688205		TRAINING MATERIALS	222.35
			113-92		COMPOST BINS	232.04
			114-3064937-2459403		OFFICE SUPPLIES	47.06
			11440218226338608		VETERANS MEMORIAL	76.77

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129214	12/14/2021	10001 US BANK	(Continued)			
			114-5135491-5253030		STATION SUPPLIES	82.05
			114-6200774-4108214		OFFICE SUPPLIES	40.77
			1208592022		ONLINE MEETING SOFTWARE	129.35
			1208595886		ONLINE MEETING SOFTWARE	129.35
			1208600170		ONLINE MEETING SERVICES	30.00
			12495		TEEN CENTER SUPPLIES	119.80
			13071		SPARC BREAKFAST	86.08
			1378		NAVITABS RITE-ON TABS	132.30
			14021085		EQUIPMENT REPAIR	235.42
			14983		SENIOR TRIP TRANSPORTATION	1,153.00
			1565200		SPROUTS WELLNESS PROGRAM	133.89
			162323		ENGINEER EXAM	113.63
			16561		RIVER COMPLEX FIRE	1,429.45
			174969		HOLIDAY LIGHTING	50.16
			1930		SENIOR PROGRAM SUPPLIES	60.19
			1C67G39		PRINTER REPLACEMENT	181.54
			1C6BLPJ		COMPUTER MAINTENANCE	407.49
			200011248		CSMFO ANNUAL CONFERENCE	470.00
			2021		VETERANS MEMORIAL DEDICATIOI	43.10
			202405585-001		OFFICE SUPPLIES	512.89
			202949037-001		OFFICE FURNITURE	329.70
			211759086		PASSPORT SUPPLIES	44.17
			213141485017337839		ENGINEER EXAM	25.83
			23976		MATERIALS & SUPPLIES	154.62
			241360		EQUIPMENT FOR NEW VEHICLES	1,720.35
			26249532		RECREATION BROCHURE & SIGN	471.03
			2731		STAFF UNIFORMS - DEPOSIT	931.50
			300007481		CSMFO ANNUAL MEMBERSHIP	110.00
			300007483		CSMFO ANNUAL MEMBERSHIP	110.00
			336964		REFERENCE MATERIALS	30.48
			37265		MATERALS & SUPPLIES	226.58
			3849281002		ONLINE MEETING SERVICE	88.67
			3945		SENIOR TRIP LUNCH	20.47
			3GD9TL		LEAGUE OF CA CITIES	25.00
			3GD9TL-a		LEAGUE OF CA CITIES	38.99
			3IPTBG		LEAGUE OF CA CITIES	292.48

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129214	12/14/2021	10001 US BANK	(Continued)			
			3IWPWP		ICSC CONFERENCE	163.98
			403 10 298 199		STATION SUPPLIES	107.74
			403 10 43 327		STATION SUPPLIES	660.98
			403 205 119		STATION FURNITURE	215.49
			415804		WEARING APPAREL	34.00
			42404		RETURN	-9.13
			43073		MATERIALS & SUPPLIES	40.45
			433		HOLIDAY LIGHTING	111.78
			43778		MATERIALS & SUPPLIES	208.83
			43779		MATERIALS & SUPPLIES	111.50
			44216		MATERIALS & SUPPLIES	21.51
			48373279US3		LEAGUE OF CA CITIES	308.87
			5169		SUPPLIES FOR SPECIAL EVENTS	25.84
			52434		MATERIALS & SUPPLIES	53.71
			525065		LEAGUE CITY MGR CONFERENCE	725.00
			544885		MATERIALS & SUPPLIES	75.54
			54664		FOUNTAIN MAINT	153.26
			54672		FOUNTAIN MAINT	162.83
			554		CERTIFIED MAIL	14.76
			5808814		WEBINAR REGISTRATION	149.00
			60917		MATERIALS & SUPPLIES	91.97
			6132203		MINOR COMPUTER EQUIPMENT	559.69
			65470		TEEN CENTER SUPPLIES	29.95
			67485		VEHICLE CERT OF ORIGIN	15.00
			702		WEBNAME DOMAIN RENEWAL	40.34
			711303		ENGINEER EXAM	17.95
			71694		MATERIALS & SUPPLIES	40.00
			7281		3RD GRADE POSTER CONTEST	115.00
			77689		MATERIALS & SUPPLIES	81.76
			78018		MATERIALS & SUPPLIES	11.81
			816		REFUND	-50.00
			816a		REFUND	-50.00
			816b		REFUND	-50.00
			8655		SENIOR PROGRAM SUPPLIES	7.00
			877396		ENGINEER EXAM	13.99
			8852217		HOLIDAY LIGHTING	42.98

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129214	12/14/2021	10001 US BANK	(Continued)			
			89871		PASSPORT SUPPLIES	49.28
			9105641329		VANDALISM REPAIR SUPPLIES	90.66
			97081		GENERAL SPECIAL EVENTS	82.82
			991182		DATA BASE INFORMATION	241.50
			99947		SMALL TOOLS	100.93
			INV61512		IPMA MEMBERSHIP- ERRASQUIN	250.00
			SO23784053		DRY ERASE BOARD	-78.67
			VT1021202123153		TRAFFIC SUPPLIES	396.00
Total :						21,667.89
1 Vouchers for bank code : ubgen						Bank total : 21,667.89
1 Vouchers in this report						Total vouchers : 21,667.89

Prepared by: ISABEL SUNDEN
 Date: 12/14/2021
 Approved by: Debra Jennings
 Date: 12/14/21

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129215	12/15/2021	12060 ACCOUNTING PRINCIPALS INC	12175397	53612	TEMPORARY ACCOUNTING SPECI/	1,646.26
Total :						1,646.26
129216	12/15/2021	10633 ALL STAR GLASS INC	WEC015169	53424	VEHICLE REPAIR	148.00
Total :						148.00
129217	12/15/2021	14426 ATHLETE'S GLOBAL ACADEMY	1023		INSTRUCTOR PAYMENT	396.00
Total :						396.00
129218	12/15/2021	10020 BEST BEST & KRIEGER LLP	LEGAL SVCS NOV 2021		LEGAL SVCS NOV 2021	58,966.48
Total :						58,966.48
129219	12/15/2021	10299 CARQUEST AUTO PARTS	11102-543810	53407	VEHICLE REPAIR PART	16.95
Total :						16.95
129220	12/15/2021	10032 CINTAS CORPORATION #694	4102704489	53483	UNIFORM/PARTS CLEANER RNTL	81.53
Total :						81.53
129221	12/15/2021	11862 CORODATA SHREDDING INC	DN1332102	53566	SECURE DESCTRUCTION SERVICE	42.87
Total :						42.87
129222	12/15/2021	10039 COUNTY MOTOR PARTS COMPANY INC	544714 545316	53435 53435	VEHICLE REPAIR PART VEHICLE REPAIR PART	14.06 24.77
Total :						38.83
129223	12/15/2021	10705 COUNTY OF SAN DIEGO TREASURER	HIRT-2022-016		FY 21/22 HIRT MEMBERSHIP FEE	57,079.00
Total :						57,079.00
129224	12/15/2021	10608 CRISIS HOUSE	625	53674	CDBG SUBRECIPIENT	458.72
Total :						458.72
129225	12/15/2021	10142 CSA SAN DIEGO COUNTY	735 743	53684 53684	CDBG SUBRECIPIENT CDBG SUBRECIPIENT	1,585.00 1,326.00
Total :						2,911.00
129226	12/15/2021	10046 D MAX ENGINEERING INC	6924	53613	STORMWATER PROGRAM ASSISTA	14,245.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129226	12/15/2021	10046 10046 D MAX ENGINEERING INC	(Continued)			Total : 14,245.00
129227	12/15/2021	14430 DIANE WEST	2004376.001		REFUND OF HOLIDAY LUCHEON C.	20.00
						Total : 20.00
129228	12/15/2021	14446 ENTERPRISE FM TRUST	2688	53705	2021-12 FLEET LEASE PAYMENT	659.36
						Total : 659.36
129229	12/15/2021	10009 FIRE ETC	161979	53444	FIREFIGHTING EQUIPMENT	521.51
						Total : 521.51
129230	12/15/2021	12530 HARDY, ERICA	11162021		CALPERLA CONFERENCE 2021	459.45
						Total : 459.45
129231	12/15/2021	11196 HD SUPPLY FM	9197219569 9197778003	53409 53409	STATION SUPPLIES STATION SUPPLIES	165.48 295.87
						Total : 461.35
129232	12/15/2021	10600 HINDERLITER, DE LLAMAS & ASSOC	SIN013093 (A) SIN013093 (B)	53569	FY 21/22 QRTLTY SALES TAX REP AUDIT SERVICES - SALES TAX	2,135.70 1,163.58
						Total : 3,299.28
129233	12/15/2021	10256 HOME DEPOT CREDIT SERVICES	8160388	53410	STATION REPAIR PARTS	11.53
						Total : 11.53
129234	12/15/2021	10301 HORSMAN AUTOMOTIVE	14494 14499 14500	53447 53447 53447	VEHICLE SMOG INSPECTION VEHICLE SMOG INSPECTION VEHICLE SMOG INSPECTION	49.95 49.95 49.95
						Total : 149.85
129235	12/15/2021	10236 HURST, TONY	740435		SAFTEY BOOTS	200.00
						Total : 200.00
129236	12/15/2021	10300 LANGUAGE LINK	157857	53676	TRANSLATION SERVICES	610.00
						Total : 610.00
129237	12/15/2021	14438 LAUREN POYNTER	Ref000075460		CORRECTED LICENSE TYPE REFU	43.00

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129237	12/15/2021	14438 14438 LAUREN POYNTER	(Continued)			Total : 43.00
129238	12/15/2021	10204 LIFE ASSIST INC	1152095 1152526 1153655	53477 53477 53477	EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES	100.20 292.90 195.18 Total : 588.28
129239	12/15/2021	10079 MEDICO HEALTHCARE LINEN	20512976 20512978	53546 53546	MEDICAL LINEN SERVICE MEDICAL LINEN SERVICE	20.62 13.01 Total : 33.63
129240	12/15/2021	10306 MOTOROLA SOLUTIONS INC	8281283105	53640	EQUIPMENT REPAIR PART	311.94 Total : 311.94
129241	12/15/2021	10344 PADRE DAM MUNICIPAL WATER DIST	7747586		WATER USAGE 10/31 - 11/26	40,754.36 Total : 40,754.36
129242	12/15/2021	11888 PENSKE FORD	10372369	53486	VEHICLE REPAIR PARTS	792.19 Total : 792.19
129243	12/15/2021	12062 PURETEC INDUSTRIAL WATER	1935926	53592	DEIONIZED WATER SERVICE	109.38 Total : 109.38
129244	12/15/2021	14431 RICHARD HARMON	12012021		RETIREE REIMBURSEMENT	579.42 Total : 579.42
129245	12/15/2021	10097 ROMAINE ELECTRIC CORPORATION	12-054682	53413	VEHICLE REPAIR PARTS	336.91 Total : 336.91
129246	12/15/2021	10936 SAFECHECKS	0540971	53666	PAYROLL CHECKS	386.23 Total : 386.23
129247	12/15/2021	10606 S.D. COUNTY SHERIFF'S DEPT.	SHERIFF - SEPT 2021		LAW ENFORCEMENT SEP 2021	1,389,597.00 Total : 1,389,597.00
129248	12/15/2021	10407 SAN DIEGO GAS & ELECTRIC	0422 970 321 8NOV21 4394 020 550 9NOV21 7990 068 577 7NOV21		STREET LIGHTS-NOV21 LMD-NOV21 PARKS-NOV 2021	36,290.06 5,133.65 25,478.30

Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129248	12/15/2021	10407 10407 SAN DIEGO GAS & ELECTRIC	(Continued)			Total : 66,902.01
129249	12/15/2021	13171 SC COMMERCIAL, LLC	2006901-IN 2008918-IN	53480 53480	DELIVERED FUEL DELIVERED FUEL	314.01 535.72 Total : 849.73
129250	12/15/2021	13554 SC FUELS	0473002-DEF 0473002-F	53488 53481	DIESEL EXHAUST FLUID (DEF) FLEET CARD FUELING	17.73 2,211.48 Total : 2,229.21
129251	12/15/2021	11341 SRM CONTRACTING & PAVING	3P 3P-R	53490	CITYWIDE PAVEMENT REPAIR AND RETENTION	14,942.55 -747.13 Total : 14,195.42
129252	12/15/2021	10217 STAPLES ADVANTAGE	3492951795 3492951796 3493303057	53548 53513 53513	OFFICE SUPPLIES - DDS CREDIT OFFICE SUPPLIES - FINANCE OFFICE SUPPLIES - FINANCE	-38.64 8.53 47.40 Total : 17.29
129253	12/15/2021	10880 TERRYBERRY COMPANY LLC	K39771		SERVICE AWARD PINS	1,996.51 Total : 1,996.51
129254	12/15/2021	12480 UNITED SITE SERVICES	114-12592779 114-12592784	53419 53419	PORTABLE TOILETS, TEMP FENCE PORTABLE TOILETS, TEMP FENCE	201.69 116.55 Total : 318.24
129255	12/15/2021	11194 USAFACT INC	1112527		BACKGROUND CHECK	47.44 Total : 47.44
129256	12/15/2021	10642 USPS-POC	12062021		POSTAGE REIMBURSEMENT	2,031.65 Total : 2,031.65
129257	12/15/2021	11305 VELOCITY TRUCK CENTERS	RA290024688:01	53472	VEHICLE REPAIR	274.50 Total : 274.50
129258	12/15/2021	10537 WETMORE'S	06P22889	53475	VEHICLE REPAIR	937.22 Total : 937.22

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
44		Vouchers for bank code : ubgen				Bank total : 1,665,754.53
44		Vouchers in this report				Total vouchers : 1,665,754.53

Prepared by: Isabel Samblat
Date: 12-15-2021
Approved by: Heather Jennings
Date: 12-15-2021

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129259	12/16/2021	12903 AMERICAN FIDELITY ASSURANCE CO	6019281		FLEXIBLE SPENDING ACCOUNT	2,365.76
					Total :	2,365.76
129260	12/16/2021	12722 FIDELITY SECURITY LIFE	165057599		EYEMED - VOLUNTARY VISION	877.98
					Total :	877.98
129261	12/16/2021	10508 LIFE INSURANCE COMPANY OF	December 2021		LIFE/LTD INSURANCE	2,883.89
					Total :	2,883.89
129262	12/16/2021	10784 NATIONAL UNION FIRE INSURANCE	December 2021		VOLUNTARY AD&D	79.75
					Total :	79.75
129263	12/16/2021	10335 SAN DIEGO FIREFIGHTERS FEDERAL	December 2021		LONG TERM DISABILITY-SFFA	1,504.50
					Total :	1,504.50
129264	12/16/2021	10424 SANTEE FIREFIGHTERS	PPE 12/08/21		DUES/PEC/BENEVOLENT/BC EXP	3,087.54
					Total :	3,087.54
129265	12/16/2021	12892 SELMAN & COMPANY, LLC	December 2021		ID THEFT PROTECTION	180.00
					Total :	180.00
129266	12/16/2021	10776 STATE OF CALIFORNIA	PPE 12/08/21		WITHHOLDING ORDER	308.30
					Total :	308.30
129267	12/16/2021	10001 US BANK	PPE 12/08/21		PARS RETIREMENT	603.34
					Total :	603.34

9 Vouchers for bank code : ubgen

Bank total : 11,891.06

9 Vouchers in this report

Total vouchers : 11,891.06

Prepared by: LSW/21 SueL
 Date: 12/16/2021
 Approved by: Debbie Jennings
 Date: 12/16/2021

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
65580	12/20/2021	10955 DEPARTMENT OF THE TREASURY	PPE 12/08/21		FED WITHHOLD & MEDICARE	78,152.78	
						Total :	78,152.78
65601	12/20/2021	10956 FRANCHISE TAX BOARD	PPE 12/08/21		CA STATE TAX WITHHELD	26,140.19	
						Total :	26,140.19
658504	12/20/2021	10959 VANTAGE TRANSFER AGENT/457	PPE 12/08/21		ICMA - 457	35,595.78	
						Total :	35,595.78
658520	12/20/2021	10782 VANTAGEPOINT TRNSFR AGT/801801	PPE 12/08/21		RETIREE HSA	5,468.94	
						Total :	5,468.94
4 Vouchers for bank code : ubgen						Bank total :	145,357.69
4 Vouchers in this report						Total vouchers :	145,357.69

Prepared by: Isabel Sandoz
Date: 12/29/2021
Approved by: Heather Jennings
Date: 12/20/21

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
12213	12/21/2021	10353 PERS	12 21 3		RETIREMENT PAYMENT	124,064.02	
						Total :	124,064.02
1 Vouchers for bank code : ubgen						Bank total :	124,064.02
1 Vouchers in this report						Total vouchers :	124,064.02

Prepared by: Isabel Saeillo
Date: 12/21/2021
Approved by: Heather Jennings
Date: 12/21/2021

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129268	12/22/2021	12060 ACCOUNTING PRINCIPALS INC	12189509	53612	TEMPORARY ACCOUNTING SPECI/	994.17
					Total :	994.17
129269	12/22/2021	13456 AGRICULTURAL PEST CONTROL	614481	53491	PEST CONTROL SERVICES	595.00
					Total :	595.00
129270	12/22/2021	11445 AMERICAN MESSAGING	L1072898VL		FD PAGER SERVICE	164.48
					Total :	164.48
129271	12/22/2021	10412 AT&T	000017365790		TELEPHONE USAGE 10/22-11/21	802.55
					Total :	802.55
129272	12/22/2021	10516 AWARDS BY NAVAJO	1121299	53429	FIRE DEPT AWARDS CEREMONY	470.29
					Total :	470.29
129273	12/22/2021	10876 CANON SOLUTIONS AMERICA INC	4040418022	53552	SCANNER MAINTENANCE	106.46
					Total :	106.46
129274	12/22/2021	10032 CINTAS CORPORATION #694	4103257420	53483	UNIFORM/PARTS CLEANER RNTL	66.51
					Total :	66.51
129275	12/22/2021	10050 CITY OF EL CAJON	12062021		UASI TRAINING REGISTRATION	950.00
					Total :	950.00
129276	12/22/2021	10035 COMPETITIVE METALS INC	425125	53434	VEHICLE REPAIR PART	23.14
					Total :	23.14
129277	12/22/2021	14437 CONRAD FLOORING	Ref000075458		CORRECTED LICENSE TYPE REFU	43.00
					Total :	43.00
129278	12/22/2021	12153 CORODATA RECORDS	RS4747517	53565	RECORD STORAGE, RETRIEVEL &	429.04
					Total :	429.04
129279	12/22/2021	11862 CORODATA SHREDDING INC	DN1339925	53566	SECURE DESCTRUCTION SERVICE	42.87
					Total :	42.87
129280	12/22/2021	10358 COUNTY OF SAN DIEGO	22CTOFSASN05	53508	800 MHZ ACCESS (FIRE/PS)	1,710.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129280	12/22/2021	10358	10358 COUNTY OF SAN DIEGO		(Continued)	Total : 1,710.00
129281	12/22/2021	10046	D MAX ENGINEERING INC	6945 6961R	53372 53614	2021 MS4 OUTFALL MONITORING CONSTRUCTION SW INSPECTION Total : 6,750.32
129282	12/22/2021	14347	DIAMOND EDUCATION	1008	53595	CONTINUING EDUCATION Total : 1,788.00
129283	12/22/2021	10009	FIRE ETC	162175	53443	SAFETY APPAREL Total : 222.11
129284	12/22/2021	10196	FIRE PREVENTION SERVICES INC	121621		WEED ABATEMENT Total : 413.83
129285	12/22/2021	11196	HD SUPPLY FM	2021 Q3		LOCATION AGMT PYMT 2021 Q3 Total : 451,968.50
129286	12/22/2021	10301	HORSMAN AUTOMOTIVE	14558 14585	53447 53447	VEHICLE SMOG INSPECTION VEHICLE SMOG INSPECTION Total : 99.90
129287	12/22/2021	11724	ICF JONES & STOKES INC	0159356	53609	MSCP SUBAREA PLAN Total : 3,837.50
129288	12/22/2021	14166	INTERFAITH SHELTER NETWORK	Sant2103-2	53299	CDBG-CV RENTAL ASSISTANCE Total : 395.03
129289	12/22/2021	10204	LIFE ASSIST INC	1154799 1154966 1155108 1155376	53477 53477 53477 53477	EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES Total : 12,394.81
129290	12/22/2021	10174	LN CURTIS AND SONS	INV548310	53453	SAFETY EQUIPMENT Total : 1,271.00
129291	12/22/2021	13056	PACIFIC SWEEPING	154462PS	53497	STREET SWEEPING SVCS 16,109.25

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129291	12/22/2021	13056 PACIFIC SWEEPING	(Continued) 154567PS	53497	STREET SWEEPING SVCS	100.00
Total :						16,209.25
129292	12/22/2021	10344 PADRE DAM MUNICIPAL WATER DIST	7759868		GROUP BILL USAGE	35,787.75
Total :						35,787.75
129293	12/22/2021	10101 PROFESSIONAL MEDICAL SUPPLY	B017273 B17274	53412 53412	OXYGEN CYLINDERS & REFILLS OXYGEN CYLINDERS & REFILLS	108.00 108.00
Total :						216.00
129294	12/22/2021	12994 RINCON CONSULTANTS, INC	35169	53171	FANITA RANCH PHASE II CULTURA	3,145.49
Total :						3,145.49
129295	12/22/2021	13061 SAN DIEGO HUMANE SOCIETY &	DEC-21	53530	ANIMAL CONTROL SERVICES	36,794.00
Total :						36,794.00
129296	12/22/2021	13171 SC COMMERCIAL, LLC	2009397-IN 2011266-IN	53480 53480	DELIVERED FUEL DELIVERED FUEL	421.91 1,417.62
Total :						1,839.53
129297	12/22/2021	13554 SC FUELS	0473894-DEF 0473894-F 0477994-F	53488 53481 53481	DIESEL EXHAUST FLUID (DEF) FLEET CARD FUELING FLEET CARD FUELING	4.30 1,429.39 1,039.42
Total :						2,473.11
129298	12/22/2021	14284 SDI PRESENCE LLC	7797	53387	SANTEE LMS PROCUREMENT	3,237.50
Total :						3,237.50
129299	12/22/2021	14038 SINGH GROUP INC	40687	53512	DEAD ANIMAL REMOVAL SERVICE	1,334.30
Total :						1,334.30
129300	12/22/2021	12223 SITEONE LANDSCAPE SUPPLY LLC	112679932-001 112737190-001 112761432-001 112799503-001 112905931-001 112910066-001	53603 53603 53603 53603 53603 53603	IRRIGATION PARTS IRRIGATION PARTS IRRIGATION PARTS IRRIGATION PARTS IRRIGATION PARTS IRRIGATION PARTS	120.29 2,727.01 -120.29 543.96 331.99 49.11

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129300	12/22/2021	12223 SITEONE LANDSCAPE SUPPLY LLC	(Continued)			
			112952159-001	53603	IRRIGATION PARTS	75.06
			113121475-001	53603	IRRIGATION PARTS	575.06
			113246247-001	53603	IRRIGATION PARTS	1,539.74
			113328899-001	53603	IRRIGATION PARTS	-166.32
			113492314-001	53603	IRRIGATION PARTS	113.84
			113762556-001	53603	IRRIGATION PARTS	695.70
			113861150-001	53603	IRRIGATION PARTS	766.76
			114153496-001	53603	IRRIGATION PARTS	122.81
			114301394-001	53603	IRRIGATION PARTS	834.30
					Total :	8,209.02
129301	12/22/2021	12223 SITEONE LANDSCAPE SUPPLY LLC	113793573-001	53603	IRRIGATION PARTS	59.91
					Total :	59.91
129302	12/22/2021	13162 SOCAL PPE	3643	53509	TURNOUT REPAIR	66.00
					Total :	66.00
129303	12/22/2021	14240 SPICER CONSULTING GROUP	0927	53327	SPECIAL DISTRICT - NOV 2021 ADM	2,229.17
					Total :	2,229.17
129304	12/22/2021	11056 STANDARD ELECTRONICS	S45901	53510	SECURITY SYS - MONITOR, MAINT	190.00
					Total :	190.00
129305	12/22/2021	13451 TELEFLEX FUNDING LLC	9504686444	53478	EMS SUPPLIES	9,029.32
					Total :	9,029.32
129306	12/22/2021	14354 TROLOGY MEDWASTE WEST, LLC	833796 833797		BIOMEDICAL WASTE DISPOSAL BIOMEDICAL WASTE DISPOSAL	116.75 116.75
					Total :	233.50
129307	12/22/2021	11434 TYLER BUSINESS FORMS	65932	53661	PAYROLL YEAR END FORMS 1095E	85.64
					Total :	85.64
129308	12/22/2021	11194 USAFACT INC	1121110		BACKGROUND CHECK	18.52
					Total :	18.52
129309	12/22/2021	10799 VOSBURGH, TODD	43905		EMPLOYEE REIMBURSEMENT	162.36

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129309	12/22/2021	10799 10799 VOSBURGH, TODD	(Continued)			Total : 162.36
129310	12/22/2021	10232 XEROX CORPORATION	14972462	53540	COPIER LEASE & CHARGES-PSD	318.10
						Total : 318.10
43	Vouchers for bank code : ubgen					Bank total : 607,176.98
43	Vouchers in this report					Total vouchers : 607,176.98

Prepared by: Isabel Sandora
Date: 12/22/21
Approved by: Mark Jennings
Date: 12/22/21

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129311	12/29/2021	12060 ACCOUNTING PRINCIPALS INC	12193309	53612	TEMPORARY ACCOUNTING SPECI/	1,669.71
					Total :	1,669.71
129312	12/29/2021	10510 AMAZON WEB SERVICES, INC	912903189	53648	CLOUD STORAGE	201.31
					Total :	201.31
129313	12/29/2021	14434 AYSO REGION 341	2004379.001		REFUND OF SANTANA LIGHTS	180.00
					Total :	180.00
129314	12/29/2021	10019 BERT W SALAS INC	CIP 2021-21 #2 CIP 2021-21 #2R	53594	SANDSTONE DR & WOODPECKER RETENTION	96,235.00 -4,811.75
					Total :	91,423.25
129315	12/29/2021	11513 BOND, ELLEN	01012022-263		MEADOWBROOK HARDSHIP PROC	77.47
					Total :	77.47
129316	12/29/2021	10876 CANON SOLUTIONS AMERICA INC	4040418023	53552	PLOTTER MAINT & USAGE	86.19
					Total :	86.19
129317	12/29/2021	11402 CARROLL, JUDI	01012022-96		MEADOWBROOK HARDSHIP PROC	77.66
					Total :	77.66
129318	12/29/2021	10032 CINTAS CORPORATION #694	4103956332	53483	UNIFORM/PARTS CLEANER RNTL	66.51
					Total :	66.51
129319	12/29/2021	11409 CLAYTON, SYLVIA	01012022-340		MEADOWBROOK HARDSHIP PROC	81.27
					Total :	81.27
129320	12/29/2021	10035 COMPETITIVE METALS INC	425931	53434	VEHICLE REPAIR PARTS	227.19
					Total :	227.19
129321	12/29/2021	10333 COX COMMUNICATIONS	038997401- DEC 21 063453006-JAN 22 066401501- DEC 21 094486701- DEC 21 3110 038997401- DEC		10601 N MAGNOLIA-SANTEE TV USAGE CHARGES FROM 12/17/202 10601 N MAGNOLIA AVE USAGE 12 CITY HALL GROUP BILL -DEC 1 - DI 10601 N MAGNOLIA-NOV 29 THRU1	159.75 93.12 8.54 3,158.82 106.81

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129321	12/29/2021	10333 10333 COX COMMUNICATIONS	(Continued)			Total : 3,527.04
129322	12/29/2021	12970 DUDEK	202109101	52074	WALKER PRESERVE RESTORATIO	2,946.25
						Total : 2,946.25
129323	12/29/2021	12760 FOCUS PSYCHOLOGICAL	SANTEE2021-11	53523	COUNSELING SERVICES	750.00
						Total : 750.00
129324	12/29/2021	10490 HARRIS & ASSOCIATES INC	50728	53305	SAFETY & ENV JUSTICE ELEMENT	13,741.25
						Total : 13,741.25
129325	12/29/2021	11391 HUMPHREY, BREANNE	12042021		ICSC CONFERENCE	221.48
						Total : 221.48
129326	12/29/2021	10997 LAKESIDE FIRE PREVENTION	210	53511	SOFTWARE SUBSCRIPTION	1,644.00
						Total : 1,644.00
129327	12/29/2021	10204 LIFE ASSIST INC	1157053	53477	EMS SUPPLIES	255.57
			1157113	53477	EMS SUPPLIES	169.51
			1157681	53477	EMS SUPPLIES	650.59
			1157761	53477	EMS SUPPLIES	91.05
						Total : 1,166.72
129328	12/29/2021	10982 MATSUSHITA, JUSTIN	12032021		TUITION REIMBURSEMENT	541.00
						Total : 541.00
129329	12/29/2021	10079 MEDICO HEALTHCARE LINEN	20516796	53546	MEDICAL LINEN SERVICE	20.62
			20516798	53546	MEDICAL LINEN SERVICE	13.01
						Total : 33.63
129330	12/29/2021	10507 MITEL LEASING	903439214		NOV 2021 MONTHLY RENTAL 12267	1,878.80
						Total : 1,878.80
129331	12/29/2021	11666 MONTGOMERY, TREVIN	Reimbursement		REIMBURSEMENT	3,128.46
						Total : 3,128.46
129332	12/29/2021	13369 NATIONWIDE MEDICAL	13807	53457	PHARMACEUTICALS	1,066.60

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129332	12/29/2021	13369 13369 NATIONWIDE MEDICAL	(Continued)			Total : 1,066.60
129333	12/29/2021	10640 NEOGOV	INV-21301	53707	NEGOV SUBSCRIPTION FEE FOR	3,071.00
						Total : 3,071.00
129334	12/29/2021	10218 OFFICE DEPOT	214231526001	53547	OFFICE SUPPLIES - DDS	54.34
						Total : 54.34
129335	12/29/2021	10218 OFFICE DEPOT	214267381001	53708	OFFICE SUPPLIES -FINANCE	22.47
			214269045001	53708	OFFICE SUPPLIES - FINANCE	16.24
			214269046001	53708	OFFICE SUPPLIES - FINANCE	16.52
						Total : 55.23
129336	12/29/2021	10344 PADRE DAM MUNICIPAL WATER DIST	29700016 DEC 21		CONSTRUCTION METER- DEC 21	251.50
						Total : 251.50
129337	12/29/2021	11442 PATTERSON, LUANNE	01012022-225		MEADOWBROOK HARDSHIP PROC	74.92
						Total : 74.92
129338	12/29/2021	10932 PERRY ELECTRIC	1319-RET		RETENTION RELEASE	10,102.00
						Total : 10,102.00
129339	12/29/2021	14394 RDM MANAGEMENTGROUP LLC	COS02	53669	DEI CONSULTANT	3,750.00
						Total : 3,750.00
129340	12/29/2021	12256 ROE, DARLENE	01012022-318		MEADOWBROOK HARDSHIP PROC	78.74
						Total : 78.74
129341	12/29/2021	10407 SAN DIEGO GAS & ELECTRIC	0422 970 321 8DEC21		STREET LIGHTS	40,073.61
			3422 380 562 8DEC21		ROW / MEDIANS USAGE 11/11-12/1	259.42
			7990 068 577 7DEC21		PARKS 11/11-12/10	18,279.78
						Total : 58,612.81
129342	12/29/2021	13171 SC COMMERCIAL, LLC	2015734-IN	53480	DELIVERED FUEL	601.22
			2018277-IN	53480	DELIVERED FUEL	589.93
						Total : 1,191.15
129343	12/29/2021	13554 SC FUELS	0480066-DEF	53488	DIESEL EXHAUST FLUID (DEF)	5.26

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129343	12/29/2021	13554 SC FUELS	(Continued) 0480066-F	53481	FLEET CARD FUELING	818.55
Total :						823.81
129344	12/29/2021	10314 SOUTH COAST EMERGENCY VEHICLE	506368	53501	VEHICLE REPAIR	1,990.84
Total :						1,990.84
129345	12/29/2021	11403 ST. JOHN, LYNNE	01012022-78		MEADOWBROOK HARDSHIP PROC	77.79
Total :						77.79
129346	12/29/2021	10217 STAPLES ADVANTAGE	3493380261 3493703171	53631 53548	AS NEEDED OFFICE SUPPLIES OFFICE SUPPLIES - DDS CREDIT	42.74 -12.92
Total :						29.82
129347	12/29/2021	10027 STATE OF CALIFORNIA	549551		FINGERPRINT COSTS	128.00
Total :						128.00
129348	12/29/2021	10316 TCB EMBROIDERY	17388	53695	PSD UNIFORM APPAREL	20.00
Total :						20.00
129349	12/29/2021	10250 THE EAST COUNTY	00095462 00095466 00112747 00112748 00113020 0095463	53538 53538 53574	RFP 20/21-20045 IRRIGATION SUPP RFP #20/21-20044 GENERATOR RE NOTICE OF PUBLIC HEARING - ELE NOTICE OF PUBLIC HEARING - UR CLERK OFFICE PUBLICATIONS RFP #20/21-20043 FOUNTAIN MAIN	224.00 465.50 231.00 413.00 451.50 458.50
Total :						2,243.50
129350	12/29/2021	10692 UNITED PARCEL SERVICE	00006150X491		SHIPPING CHARGES - SENT TO ST	26.92
Total :						26.92
129351	12/29/2021	10475 VERIZON WIRELESS	9894786334		WIFI SERVICE	1,394.98
Total :						1,394.98
129352	12/29/2021	10475 VERIZON WIRELESS	9894786333		CELL PHONE SERVICE 12/11-01/10	1,214.23
Total :						1,214.23
129353	12/29/2021	10331 HDS WHITE CAP CONST SUPPLY	10015345422	53590	TOOLS, MATERIALS & SUPPLIES	89.99

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129353	12/29/2021	10331	10331 HDS WHITE CAP CONST SUPPLY (Continued)			Total : 89.99
129354	12/29/2021	10232	XEROX CORPORATION	015010386	53541 XEROX FS #5 NOVEMBER 2021	308.85
						Total : 308.85
129355	12/29/2021	10318	ZOLL MEDICAL CORPORATION	3410072	53420 EMS SUPPLIES	258.60
				3411092	53420 EMS SUPPLIES	400.02
						Total : 658.62
45 Vouchers for bank code : ubgen						Bank total : 210,984.83
45 Vouchers in this report						Total vouchers : 210,984.83

Prepared by: Isabel Sanders
Date: 12/29/2021
Approved by: Heather Jennings
Date: 12/29/2021

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129356	12/30/2021	12724 AMERICAN FIDELITY ASSURANCE	D401666		VOLUNTARY INS-AM FIDELITY	4,963.80
					Total :	4,963.80
129357	12/30/2021	12903 AMERICAN FIDELITY ASSURANCE CO	6040709		FLEXIBLE SPENDING ACCOUNT	2,365.76
					Total :	2,365.76
129358	12/30/2021	10424 SANTEE FIREFIGHTERS	PPE 12/22/21		DUES/PEC/BENEVOLENT	3,002.50
					Total :	3,002.50
129359	12/30/2021	10776 STATE OF CALIFORNIA	PPE 12/22/21		WITHHOLDING ORDER	449.53
					Total :	449.53
129360	12/30/2021	10001 US BANK	PPE 12/22/21		PARS RETIREMENT	710.72
					Total :	710.72
5 Vouchers for bank code : ubgen						Bank total : 11,492.31
5 Vouchers in this report						Total vouchers : 11,492.31

Prepared by: Karel Lucell
Date: 12/30/21
Approved by: Heather Jennings
Date: 12/30/2021

MEETING DATE January 12, 2022

ITEM TITLE SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY OF SANTEE, CALIFORNIA AMENDING SECTION 13.10.045 OF THE SANTEE MUNICIPAL CODE REGARDING ACCESSORY DWELLING UNITS AND DETERMINING THE ORDINANCE TO BE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

DIRECTOR/DEPARTMENT Annette Ortiz, City Clerk 

SUMMARY

The Introduction and First Reading of the above-entitled Ordinance was approved at a Regular Council Meeting on Wednesday, December 8, 2021. The Ordinance is now presented for Second Reading by title only, and adoption.

Vote at First Reading: AYES: HALL, KOVAL, MCNELIS, MINTO, TROTTER
NOES: NONE
ABSENT: NONE

FINANCIAL STATEMENT

None.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION 

Adopt the Ordinance.

ATTACHMENT

Ordinance



ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SANTEE, CALIFORNIA, AMENDING SECTION 13.10.045 OF THE SANTEE MUNICIPAL CODE REGARDING ACCESSORY DWELLING UNITS AND DETERMINING THE ORDINANCE TO BE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, amendments to Title 13 of the Santee Municipal Code are proposed to amend provisions related to Accessory Dwelling Units; and

WHEREAS, the Planning and Zoning Law authorizes cities to act by ordinance to provide for the creation and regulation of accessory dwelling units (“ADUs”) and junior accessory dwelling units (“JADUs”); and

WHEREAS, in 2019, the California Legislature approved, and the Governor signed into law a number of bills (“2019 ADU Laws”) that, among other things, amended Government Code section 65852.2 and 65852.22 to impose new limits on local authority to regulate ADUs and JADUs; and

WHEREAS, on January 8, 2020, the City Council adopted Ordinance No. 572, which updated the City’s ADU and JADU regulations (set forth in Santee Municipal Code section 13.10.045) to comply with the 2019 ADU Laws; and

WHEREAS, in September of 2020, the California Legislature approved, and the Governor signed into law, Assembly Bill 3182 (“AB 3182”); and

WHEREAS, AB 3182, among other things, amended Government Code section 65852.2 to expand the scenarios under which the City must allow certain ADUs and JADUs with only a building permit; and

WHEREAS, in September 2021, the California Legislature approved, and the Governor signed into law, Assembly Bill 345 (“AB 345”); and

WHEREAS, AB 345 requires cities to allow the separate sale or conveyance of certain ADUs that satisfy the conditions set forth in Government Code section 65852.26. Such conditions include, among other things, that the ADU or the primary dwelling was constructed by a qualified nonprofit and the ADU is sold to a qualified low-income buyer; and

WHEREAS, failure to comply with the state’s ADU standards (as amended) renders the City’s ordinance regulating ADUs and JADUs null and void, thereby limiting the City to the application of the few default standards provided under state law; and

WHEREAS, to avoid such a scenario, this Ordinance amends the City’s local regulatory scheme for the construction of ADUs and JADUs to comply with AB 345 and 3182. In addition to the changes mandated by recent legislation, this Ordinance also contains additional staff-initiated revisions that are permitted under state law; and

WHEREAS, staff and the City Attorney prepared revisions to the existing ordinance, including the proposed language and terminology, and any additional

ORDINANCE NO. _____

information and documents deemed necessary for the City Council to take action; and

WHEREAS, on December 8, 2021, the City Council conducted a duly noticed public hearing concerning the Ordinance and received testimony from City staff and all interested parties regarding the proposed municipal code amendments; and

WHEREAS, all legal prerequisites to the adoption of the Ordinance have occurred.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

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

SECTION 2. CEQA. Under California Public Resources Code section 21080.17, the California Environmental Quality Act (“CEQA”) does not apply to the adoption of an ordinance by a city or county implementing the provisions of section 65852.2 of the Government Code, which is California’s ADU law. Therefore, this Ordinance is statutorily exempt from CEQA because this Ordinance implements the State’s ADU law.

SECTION 3. General Plan. This Ordinance is, as a matter of law, consistent with the City’s General Plan pursuant to Government Code Section 65852.2(a)(1)(C).

SECTION 4. Code Update. Section 13.10.045 of the Santee Municipal Code is hereby amended and restated in its entirety as set forth in Exhibit “A,” attached hereto and incorporated herein by reference.

SECTION 5. Severability. Should any provision of this Ordinance, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this Ordinance or the application of this Ordinance to any other person or circumstance, and, to that end, the provisions hereof are severable. The City Council declares that it would have adopted all the provisions of this Ordinance that remain valid if any provisions of this ordinance are declared invalid.

SECTION 6. Submission to HCD. The City Clerk shall submit a copy of this Ordinance to the Department of Housing and Community Development within 60 days after adoption.

SECTION 7. Publication. The City Clerk shall certify the passage and adoption of this Ordinance and shall cause the same, or a summary thereof, to be published and/or posted in the manner required by law.

SECTION 8. Effective Date. This Ordinance shall take effect 30 days after its adoption.

ORDINANCE NO. _____

INTRODUCED AND FIRST READ at a Regular Meeting of the City Council of the City of Santee, California, on the 8th day of December, 2021 and thereafter **ADOPTED** by the City Council of the City of Santee at a Regular Meeting thereof held on the 12th day of January, 2022 by the following vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

Exhibit A - Amended ADU Ordinance

EXHIBIT “A”

AMENDED ADU ORDINANCE

13.10.045 Accessory Dwelling Units

- A. Purpose. The purpose of this section is to allow and regulate accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) in compliance with California Government Code Sections 65852.2 and 65852.22.
- B. Effect of Conforming. An ADU or JADU that conforms to the standards in this section will not be:
1. Deemed to be inconsistent with the City’s general plan and zoning designation for the lot on which the ADU or JADU is located.
 2. Deemed to exceed the allowable density for the lot on which the ADU or JADU is located.
 3. Considered in the application of any local ordinance, policy, or program to limit residential growth.
 4. Required to correct a nonconforming zoning condition, as defined in subsection C.9 below. This does not prevent the City from enforcing compliance with applicable building standards in accordance with Health and Safety Code Section 17980.12.
- C. Definitions. As used in this section, terms are defined as follows:
1. “Accessory dwelling unit” or “ADU” means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. An accessory dwelling unit also includes the following:
 - a. An efficiency unit, as defined by Section 17958.1 of the California Health and Safety Code; and
 - b. A manufactured home, as defined by Section 18007 of the California Health and Safety Code.
 2. “Accessory structure” means a structure that is accessory and incidental to a dwelling located on the same lot.
 3. “Attached Accessory Dwelling Unit” means an attached ADU that shares at least one wall with the primary dwelling.

4. “Complete independent living facilities” means permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated.
5. “Detached Accessory Dwelling Unit” means a detached ADU that does not share any wall with the primary dwelling.
6. “Efficiency kitchen” means a kitchen that includes each of the following:
 - a. A cooking facility with appliances.
 - b. A food preparation counter or counters that total at least 15 square feet in area.
 - c. Food storage cabinets that total at least 30 square feet of shelf space.
7. “Junior accessory dwelling unit” or “JADU” means a residential unit that:
 - a. Is no more than 500 square feet in size,
 - b. Is contained entirely within an existing or proposed single-family residence,
 - c. Includes its own separate sanitation facilities or shares sanitation facilities with the existing or proposed single-family residence, and
 - d. Includes an efficiency kitchen, as defined in subsection C.6 above.
8. “Living area” means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.
9. “Nonconforming zoning condition” means a physical improvement on a property that does not conform with current zoning standards.
10. “Passageway” means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the ADU or JADU.
11. “Proposed dwelling” means a dwelling that is the subject of a permit application and that meets the requirements for permitting.
12. “Public transit” means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.
13. “Tandem parking” means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

- D. General Provisions. The following requirements apply to all ADUs and JADUs that are approved under subsections (F) and (G) below.
1. Zoning. An ADU or JADU may be created on a lot that is zoned to allow single-family dwelling residential use or multifamily dwelling residential use.
 2. Fire Sprinklers. Fire sprinklers are required in an ADU if sprinklers are required in the primary residence.
 3. Rental Term. No ADU or JADU may be rented for a term that is shorter than 30 days.
 4. No Separate Conveyance. An ADU or JADU may be rented, but, except as otherwise provided in Government Code Section 65852.26, no ADU or JADU may be sold or otherwise conveyed separately from the lot and the primary dwelling (in the case of a single-family lot) or from the lot and all of the dwellings (in the case of a multifamily lot).
 5. Building and Safety. All ADUs and JADUs must comply with all local building code requirements.
 6. Owner Occupancy.
 - a. An ADU that is created before January 1, 2025, is not subject to any owner-occupancy requirement.
 - b. All ADUs that are created on or after January 1, 2025 are subject to an owner-occupancy requirement. A natural person with legal or equitable title to the property must reside on the property as the person's legal domicile and permanent residence.
 - c. All JADUs are subject to an owner-occupancy requirement. A natural person with legal or equitable title to the property must reside on the property, in either the primary dwelling or JADU, as the person's legal domicile and permanent residence. However, the owner-occupancy requirement of this paragraph does not apply if the property is entirely owned by another governmental agency, land trust, or housing organization.
- E. Action on Building Permit Application.
1. Applications to create an ADU or JADU in accordance with this section will be considered and approved ministerially, without discretionary review or a hearing.
 2. The City must act on an application to create an ADU or JADU within 60 days from the date that the City receives a complete application, unless either:

- a. The applicant requests a delay, in which case the 60-day time period is tolled for the period of the requested delay, or
- b. When an application to create an ADU or JADU is submitted with a permit application to create a new single-family dwelling on the lot, the City may delay acting on the permit application for the ADU or JADU until the City acts on the permit application to create the new single-family dwelling, but the application to create the ADU or JADU will still be considered ministerially without discretionary review or a hearing.

F. ADUs and JADUs Subject to Limited Requirements.

1. If an ADU or JADU complies with each of the general requirements in subsection D above, it is allowed with only a building permit in the following scenarios:
 - a. Converted on Single-family Lot. Only one ADU as described in this subsection F.1.a and one JADU on a lot with a proposed or existing single-family residence on it, where the ADU or JADU:
 - i. Is either: within the space of a proposed single-family residence; within the existing space of an existing single-family residence; or within the existing space of an accessory structure, plus up to 150 additional square feet if the expansion is limited to accommodating ingress and egress.
 - ii. Has exterior access that is independent of that for the single-family residence.
 - iii. Has side and rear setbacks sufficient for fire and safety, as dictated by applicable building and fire codes.
 - b. Limited Detached or Attached on Single-family Lot. One detached or attached, new-construction ADU on a lot with a proposed or existing single-family residence (in addition to any JADU that might otherwise be established on the lot under subsection F.1.a above), if the ADU satisfies the following limitations:
 - i. The side- and rear-yard setbacks are at least four feet.
 - ii. The total floor area is 800 square feet or smaller.
 - iii. For a detached ADU, the building height above grade is 16 feet or less. For an attached ADU, the building height above grade does not exceed the maximum height limit for the applicable zone as provided in the table below.

Residential District	HL	R-1	R-1A	R-2	R-7	R-14	R-22	R-30
Maximum Height	35 feet (two stories)	35 feet (two stories)	35 feet (two stories)	35 feet (two stories)	35 feet (three stories)	45 feet (four stories)	55 feet (five stories)	55 feet (five stories)

- c. Converted on Multifamily Lot. One or more ADUs within portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each converted ADU complies with state building standards for dwellings. Under this subsection F.1.c, at least one converted ADU is allowed within an existing multifamily dwelling, and up to 25 percent of the existing multifamily dwelling units may each have a converted ADU under this paragraph.
- d. Limited Detached on Multifamily Lot. No more than two detached ADUs on a lot that has an existing multifamily dwelling if each detached ADU satisfies the following limitations:
 - i. The side- and rear-yard setbacks are at least four feet.
 - ii. The peak height above grade is 16 feet.

G. ADUs Subject to Additional Objective Requirements. A proposed ADU that does not conform to the standards set forth in subsection F is allowed with only a building permit if it complies with all of the objective standards set forth below.

- 1. Maximum Size.
 - a. The maximum size of a detached or attached ADU subject to this subsection G is 1,200 square feet.
 - b. Application of other development standards in this subsection G, such as lot coverage or open space, might further limit the size of the ADU, but no application of lot coverage or open-space requirements may require the ADU to be less than 800 square feet.
- 2. Setbacks.
 - a. An ADU that is subject to this subsection G must conform to the applicable front yard setback as provided in the table below.

Residential District	HL	R-1	R-1A	R-2	R-7	R-14	R-22	R-30
Front Setbacks (in feet)	30	20	20	20	20	10	10	10

- b. An ADU that is subject to this subsection G must conform to 4-foot side- and rear-yard setbacks.
- c. No setback is required for an ADU that is subject to this subsection G if the ADU is constructed in the same location and to the same dimensions as an existing structure.

3. Height.

- a. A detached ADU subject to this subsection G may not exceed 16 feet in height above grade (measured to the peak of the structure) or one story.
- b. An attached ADU subject to this subsection G may not exceed the maximum height limit for the applicable zone as provided in the table below.

Residential District	HL	R-1	R-1A	R-2	R-7	R-14	R-22	R-30
Maximum Height	35 feet (two stories)	35 feet (two stories)	35 feet (two stories)	35 feet (two stories)	35 feet (three stories)	45 feet (four stories)	55 feet (five stories)	55 feet (five stories)

4. Lot Coverage. No ADU subject to this subsection G may cause the total lot coverage of the lot to exceed the maximum for the applicable zone, as shown in the table below, subject to subsection G.1.b above.

Residential District	HL	R-1	R-1A	R-2	R-7	R-14	R-22	R-30
Maximum Lot Coverage	25%	30%	35%	40%	55%	60%	70%	75%

5. Minimum Private Open Space. No ADU subject to this subsection G may cause the total percentage of open space of the lot to fall below the minimum for the applicable zone, as shown in the table below, subject to subsection G.1.b above.

	HL	R-1	R-1A	R-2	R-7	R-14	R-22	R-30
Private Open Space (in sq. feet per unit)	—	—	—	—	100	100	60	60

6. Passageway. No passageway, as defined by subsection C.10 above, is required for an ADU.
7. Parking.
 - a. Generally. One off-street parking space is required for each ADU. The parking space may be provided in setback areas or as tandem parking, as defined by subsection C.13 above.
 - b. Exceptions. No parking under subsection G.7.a is required in the following situations:
 - i. The ADU is located within one-half mile walking distance of public transit, as defined in subsection C.12 above.
 - ii. The ADU is located within an architecturally and historically significant historic district.
 - iii. The ADU is part of the proposed or existing primary residence or an accessory structure under subsection F.1.a above.
 - iv. When on-street parking permits are required but not offered to the occupant of the ADU.
 - v. When there is an established car share vehicle stop located within one block of the ADU.
 - c. No Replacement. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU or converted to an ADU, those off-street parking spaces are not required to be replaced.
 - d. Parking Space Size. Each unclosed parking space shall be at least nine feet wide and 19 feet long. Each parking space that is provided in an enclosed garage shall be at least 12 feet wide and 20 feet long and have at least seven and a half feet vertical clearance.
8. Historical Protections. The architectural treatment of an ADU to be constructed on or within 600 feet of a lot that has an identified historical resource listed on the federal, state, or local register of historic places must comply with all applicable ministerial requirements imposed by the Secretary of Interior.

H. Fees.

1. Impact Fees.

- a. No impact fee is required for an ADU that is less than 750 square feet in size. For purposes of this subsection (H), “impact fee” means a “fee” under the Mitigation Fee Act (Gov. Code § 66000(b)) and a fee under the Quimby Act (Gov. Code § 66477). “Impact fee” here does not include any connection fee or capacity charge for water or sewer service.
- b. Any impact fee that is required for an ADU that is 750 square feet or larger in size must be charged proportionately in relation to the square footage of the primary dwelling unit. (E.g., the floor area of the primary dwelling, divided by the floor area of the ADU, times the typical fee amount charged for a new dwelling.)
- c. All applicable development impact fees for an ADU shall be waived for a five-year trial period, commencing on September 27, 2019, and ending on September 27, 2024.

MEETING DATE

January 12, 2022

ITEM TITLE SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY OF SANTEE, CALIFORNIA AMENDING TITLE 12 (“SUBDIVISION OF LAND, DEVELOPMENT FEES, AND DEDICATIONS”) AND TITLE 13 (“ZONING”) OF THE CITY OF SANTEE MUNICIPAL CODE RELATING TO URBAN LOT SPLITS AND TWO-UNIT PROJECTS TO IMPLEMENT SENATE BILL 9 AND FINDING THE ORDINANCE TO BE EXEMPT FROM CEQA

DIRECTOR/DEPARTMENT Annette Ortiz, City Clerk 

SUMMARY

The Introduction and First Reading of the above-entitled Ordinance was approved at a Regular Council Meeting on Wednesday, December 8, 2021. Following the First Reading, it was discovered that one brief section describing the allowed uses for lots formed by a lot split was inadvertently excluded from the Ordinance. Each of the requirements listed in this section were specifically discussed during the December 8, 2021 meeting as being included in the Ordinance, and therefore staff has re-inserted them. The re-inserted language is indicated in the attached redline. The Ordinance is now presented for Second Reading by title only, and adoption.

Vote at First Reading: AYES: HALL, KOVAL, MCNELIS, MINTO, TROTTER
 NOES: NONE
 ABSENT: NONE

FINANCIAL STATEMENT 

None.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION 

Adopt the Ordinance.

ATTACHMENT

Ordinance
Redline of re-inserted language



ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE AMENDING TITLE 12 (“SUBDIVISION OF LAND, DEVELOPMENT FEES, AND DEDICATIONS”) AND TITLE 13 (“ZONING”) OF THE CITY OF SANTEE MUNICIPAL CODE RELATING TO URBAN LOT SPLITS AND TWO-UNIT PROJECTS TO IMPLEMENT SENATE BILL 9 AND FINDING THE ORDINANCE TO BE EXEMPT FROM CEQA

WHEREAS, the City of Santee, California (“City”) is a municipal corporation, duly organized under the constitution and laws of the State of California; and

WHEREAS, the California Legislature recently passed and Governor Newsom signed Senate Bill 9 (“SB 9”), and SB 9 will require the City to both: (1) allow any single-family lot to be split, roughly into halves, with resulting lots as small as 1,200 square feet and (2) allow up to two single-family dwellings to be developed on each single-family residential lot; and

WHEREAS, SB 9 requires the City to approve eligible lot splits and two-unit projects ministerially (i.e., without discretionary review or hearing); and

WHEREAS, SB 9 allows local agencies to adopt objective design, development, and subdivision standards for urban lot splits and two-unit projects; and

WHEREAS, SB 9 takes effect January 1, 2022, and preempts any conflicting City ordinance; and

WHEREAS, the City desires to amend its local regulatory scheme to comply with SB 9; and

WHEREAS, on December 8, 2021, the City held a duly noticed public hearing on the ordinance.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

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

Section 2. Under California Government Code sections 65852.21, subd. (j), and 66411.7, subd. (n), the adoption of an ordinance by a city or county implementing the provisions of Government Code sections 66411.7 and 65852.21 and regulating urban lot splits and two-unit projects is statutorily exempt from the requirements of the California Environmental Quality Act (“CEQA”). Therefore, the proposed ordinance is statutorily exempt from CEQA in that the proposed ordinance implements these new laws enacted by SB 9.

Section 3. Title 12 and Title 13 of the Santee Municipal Code are hereby amended and restated as provided in Exhibit “A”, attached hereto and incorporated herein by reference.

ORDINANCE NO. _____

Section 4. This Ordinance shall become effective thirty (30) days after its passage.

Section 5. The City Clerk is directed to publish notice of this Ordinance as required by law.

Section 6. If any provision of this ordinance or its application to any person or circumstance is held to be invalid, such invalidity has no effect on the other provisions or applications of the ordinance that can be given effect without the invalid provision or application, and to this extent, the provisions of this resolution are severable. The City Council declares that it would have adopted this resolution irrespective of the invalidity of any portion thereof.

Section 7. The City Council hereby directs staff to prepare, execute, and file with the San Diego County Clerk a notice of exemption within five working days of the adoption of this Ordinance.

Section 8. The Custodian of Records for this Ordinance is City Clerk and the records comprising the administrative record for this Ordinance are located at 10601 Magnolia Avenue, Santee, California 92071.

INTRODUCED AND FIRST READ at a Regular Meeting of the City Council of the City of Santee held on the 8th day of December 2021, and thereafter **ADOPTED** at a Regular Meeting of said City Council held on the 12th day of January 2022, by the following roll call vote:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

Exhibit A: Amendments to Municipal Code

AMENDMENTS TO MUNICIPAL CODE TITLES 12 AND 13

TITLE 12 – SUBDIVISION OF LAND, DEVELOPMENT FEES, AND DEDICATIONS

1. **Section 12.04.020 is amended to add the following definition:**

“Car-share location” means a permanent, marked location for care-share pickup or drop-off.

2. **New Section 12.21.010 is added to Title 12 to read as follows:**

Section 12.21.010 Urban Lot Splits

- A. **Purpose.** The purpose of this section is to allow and appropriately regulate urban lot splits in accordance with Government Code section 66411.7.
- B. **Definition.** An “urban lot split” means the subdivision of an existing, legally subdivided lot into two lots in accordance with the requirements of this section.
- C. **Application.**
1. Only individual property owners may apply for an urban lot split. “Individual property owner” means a natural person holding fee title individually or jointly in the person’s own name or a beneficiary of a trust that holds fee title. “Individual property owner” does not include any corporation or corporate person of any kind (partnership, LP, LLC, C corp, S corp, etc.) except for a community land trust (as defined by Rev. & Tax Code § 402.1(a)(11)(C)(ii)) or a qualified nonprofit corporation (as defined by Rev. & Tax Code § 214.15).
 2. An application for an urban lot split must be submitted on the City’s approved form. Only a complete application will be considered. The City will inform the applicant in writing of any incompleteness within 30 days after the application is submitted.
 3. The City may establish a fee to recover its costs for adopting, implementing, and enforcing this section of the code, in accordance with applicable law. The City Council may establish and change the fee by resolution. The fee must be paid with the application.
- D. **Approval.**
1. An application for a parcel map for an urban lot split is approved or denied ministerially, by the Director, without discretionary review.
 2. A tentative parcel map for an urban lot split is approved ministerially if it complies with all the requirements of this section. The tentative parcel map may not be recorded. A final parcel map is approved ministerially as well, but not until the owner demonstrates that the required documents have been recorded, such as the

deed restriction and easements. The tentative parcel map expires six months after approval.

3. The approval must require the owner and applicant to hold the City harmless from all claims and damages related to the approval and its subject matter.
4. The approval must require the owner and applicant to reimburse the City for all costs of enforcement, including attorneys' fees and costs associated with enforcing the requirements of this code.

E. **Requirements.** An urban lot split must satisfy each of the following requirements:

1. **Map Act Compliance.**

- a. The urban lot split must conform to all applicable objective requirements of the Subdivision Map Act (Gov. Code § 66410 et. seq., "SMA"), including implementing requirements in this code, except as otherwise expressly provided in this section.
- b. If an urban lot split violates any part of the SMA, the City's subdivision regulations, including this section, or any other legal requirement:
 - i. The buyer or grantee of a lot that is created by the urban lot split has all the remedies available under the SMA, including but not limited to an action for damages or to void the deed, sale, or contract.
 - ii. The City has all the remedies available to it under the SMA, including but not limited to the following:
 - (A) An action to enjoin any attempt to sell, lease, or finance the property.
 - (B) An action for other legal, equitable, or summary remedy, such as declaratory and injunctive relief.
 - (C) Criminal prosecution, punishable by imprisonment in county jail or state prison for up to one year, by a fine of up to \$10,000, or both; or a misdemeanor.
 - (D) Record a notice of violation.
 - (E) Withhold any or all future permits and approvals.
- c. Notwithstanding section 66411.1 of the SMA, no dedication of rights-of-way or construction of offsite improvements is required for an urban lot split.

2. **Zone.** The lot to be split is in a single-family residential zone.
3. **Lot Location.** The lot to be split is not located on a site that is described by any of subparagraphs Government Code section 65913.4(a)(6)(B)–(K).
4. **Not Historic.** The lot to be split must not be a historic property or within a historic district that is included on the State Historic Resources Inventory. Nor may the lot be or be within a site that is designated by ordinance as a City or County landmark or as a historic property or district.
5. **No Prior Urban Lot Split.**
 - a. The lot to be split was not established through a prior urban lot split.
 - b. The lot to be split is not adjacent to any lot that was established through a prior urban lot split by the owner of the lot to be split or by any person acting in concert with the owner.
6. **No Impact on Protected Housing.** The urban lot split must not require or include the demolition or alteration of any of the following types of housing:
 - a. Housing that is income-restricted for households of moderate, low, or very low income.
 - b. Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.
 - c. Housing, or a lot that used to have housing, that has been withdrawn from rental or lease under the Ellis Act (Gov. Code §§ 7060–7060.7) at any time in the 15 years prior to submission of the urban lot split application.
 - d. Housing that has been occupied by a tenant in the last three years. The applicant and the owner of a property for which an urban lot split is sought must provide a sworn statement as to this fact with the application for the tentative parcel map.
7. **Lot Size.**
 - a. The lot to be split must be at least 2,400 square feet.
 - b. The resulting lots must each be at least 1,200 square feet.
 - c. Each of the resulting lots must be between 40 percent and 60 percent of the original lot area.

8. **Easements.**

- a. The owner must enter into an easement agreement with each public-service provider to establish easements that are sufficient for the provision of public services and facilities to each of the resulting lots.
- b. Each easement must be shown on the tentative parcel map.
- c. Copies of the unrecorded easement agreements must be submitted with the application. The easement agreements must be recorded against the property before the final map may be approved, in accordance with subpart (c)(2) above.
- d. If an easement is recorded and the project is not completed, making the easement moot, the property owner may request, and the City will provide, a notice of termination of the easement, which the owner may record.

9. **Lot Access.**

- a. Each resulting lot must provide vehicular access to the public right of way.
- b. Each resulting lot must have frontage on the public right of way of at least 16 feet.

10. **Unit Standards.**

- a. Unit standards shown in the chart below. Required setback areas must:
 - i. be kept free from all structures greater than three feet high;
 - ii. be at least 50 percent landscaped with drought-tolerant plants, with vegetation and irrigation plans approved by a licensed landscape architect;
 - iii. allow for fire-safety access.

	HL	R-1	R-1A	R-2
1. Minimum Lot Size prior to split (in square feet)	2,400	2,400	2,400	2,400
Minimum Lot Size after split (in square feet)	1,200	1,200	1,200	1,200
2. Maximum Lot Coverage	25%	30%	35%	40%
3. Minimum Setbacks for Primary Frontage Lot (in feet)				
Front	30	20	20	20

Exterior	10	10	10	10
Interior side yard	4	4	4	4
Rear	4	4	4	4
4. Minimum Setbacks for Secondary Lot (in feet)				
Front	4	4	4	4
Exterior	10	10	10	10
Interior side yard	4	4	4	4
Rear	4	4	4	4
5. Height Restrictions	16 (one story)	16 feet (one story)	16 feet (one story)	16 feet (one story)

- b. **Quantity.** No more than two dwelling units of any kind may be built on a lot that results from an urban lot split. For purposes of this paragraph, “unit” means any dwelling unit, including, but not limited to, a primary dwelling unit, a unit created under section 13.10.043 of this code, an ADU, or a JADU.
- c. **Height Restrictions.**
- i. On a resulting lot, no new primary dwelling unit may exceed a single story or 16 feet in height, measured from grade to peak of the structure.
 - ii. No rooftop deck is permitted on any new or remodeled dwelling or structure on a lot resulting from an urban lot split.
- d. **Setbacks.**
- i. **Generally.** All setbacks must conform to those objective setbacks that are imposed through the underlying zone. Required setback areas must:
 - (A) be kept free from all structures greater than three feet high;
 - (B) be at least 50 percent landscaped with drought-tolerant plants, with vegetation and irrigation plans approved by a licensed landscape architect;
 - (C) allow for vehicular and fire-safety access to the front structure.

- ii. **Exceptions.** Notwithstanding subpart (e)(10)(C)(ii) above:
 - (A) **Existing Structures.** No setback is required for an existing legally established structure or for a new structure that is constructed in the same location and to the same dimensions as an existing legally established structure.
 - (B) **800 square feet; four-foot side and rear.** The setbacks imposed by the underlying zone must yield to the degree necessary to avoid physically precluding the construction of up to two units on the lot or either of the two units from being at least 800 square feet in floor area; but in no event may any structure be less than four feet from a side or rear property line.
- e. **Parking.** Each new primary dwelling unit that is built on a lot after an urban lot split must have at least one uncovered or covered off-street parking space per unit unless one of the following applies:
 - i. The lot is located within one-half mile walking distance of either
 - (A) a corridor with fixed route bus service with service intervals no longer than 15 minutes during peak commute hours or
 - (B) a site that contains
 - (1) an existing rail or bus rapid transit station,
 - (2) the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.
 - ii. The site is located within one block of a car-share vehicle location.
- f. **Nonconforming Conditions.** An urban lot split may be approved without requiring a legal nonconforming zoning condition to be corrected.
- g. **Utilities.** Each primary dwelling unit on the resulting lots must have its own direct utility connection to the utility service provider.
- h. **Building & Safety.** All structures built on the lot must comply with all current local building standards. An urban lot split is a change of use.

11. **Fire-Hazard Mitigation Measures.** A lot in a very high fire hazard severity zone and/or Wildland Urban Interface (WUI) areas must comply with each of the following fire-hazard mitigation measures and special fire protection requirements:

- a. It must have direct access to a public right of way with a paved street with a width of at least 26 feet. The public right of way must have at least two independent points of access for fire and life safety to access and for residents to evacuate.
- b. All dwellings on the site must comply with current fire code requirements for dwellings in a very high fire hazard severity zone.
- c. All enclosed structures on the site must have fire sprinklers.
- d. All sides of all dwellings on the site must be within a 150-foot hose-pull distance from either the public right of way or of an onsite fire hydrant or standpipe.
- e. If the lot does not have a swimming pool, the lot must have a water reservoir of at least 5,000 gallons per dwelling, with Fire Department approved hookups compatible with Fire Department standard pump and hose equipment.
- f. All other applicable objective standards found in Chapter 49 of the California Fire Code.

12. **Separate Conveyance.**

- a. Within a resulting lot.
 - i. Primary dwelling units on a lot that is created by an urban lot split may not be owned or conveyed separately from each other.
 - ii. Condominium airspace divisions and common interest developments are not permitted on a lot that is created by an urban lot split.
 - iii. All fee interest in a lot and all dwellings on the lot must be held equally and undivided by all individual property owners.
- b. Between resulting lots. Separate conveyance of the resulting lots is permitted. If dwellings or other structures (such as garages) on different lots are adjacent or attached to each other, the urban lot split boundary may separate them for conveyance purposes if the structures meet building code safety standards and are sufficient to allow separate conveyance. If any attached structures span or will span the new lot line, the owner must record appropriate CC&Rs, easements, or other documentation that is necessary to allocate rights and responsibility between the owners of the two lots.

13. **Regulation of Uses.**
- a. **Residential-only.** No non-residential use is permitted on any lot created by urban lot split.
 - b. **No Short-Term Rentals.** No dwelling unit on a lot that is created by an urban lot split may be rented for a period of less than 30 days.
 - c. **Owner Occupancy.** The applicant for an urban lot split must sign an affidavit stating that the applicant intends to occupy one of the dwelling units on one of the resulting lots as the applicant's principal residence for a minimum of three years after the urban lot split is approved.
14. **Deed Restriction.** The owner must record a deed restriction, acceptable to the City, that does each of the following:
- a. Expressly prohibits any rental of any dwelling on the property for a period of less than 30 days.
 - b. Expressly prohibits any non-residential use of the lots created by the urban lot split.
 - c. Expressly prohibits any separate conveyance of a primary dwelling on the property, any separate fee interest, and any common interest development within the lot.
 - d. States that the property is formed by an urban lot split and is therefore subject to the City's urban lot split regulations, including all applicable limits on dwelling size and development.
 - e. States that no further urban lot splits are allowed.

F. **Specific Adverse Impacts.**

- 1. Notwithstanding anything else in this section, the City may deny an application for an urban lot split if the building official makes a written finding, based on a preponderance of the evidence, that the project would have a "specific, adverse impact" on either public health and safety or on the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact.
- 2. "Specific adverse impact" has the same meaning as in Gov. Code § 65589.5(d)(2): "a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete" and does not include (1) inconsistency with the zoning ordinance or general plan land use designation or (2) the eligibility to claim a welfare exemption under Revenue and Taxation Code section 214(g).

3. The building official may consult with and be assisted by planning staff and others as necessary in making a finding of specific, adverse impact.

TITLE 13 – ZONING

1. **Section 13.04.140 is amended to add the following definition:**

“Car-share location” means a permanent, marked location for care-share pickup or drop-off.

2. **Subsection E of Section 13.10.020 is amended to read as follows:**

E. Medium Density Residential (R-7)—(Seven to 14 Dwelling Units/Gross Acre). This designation is intended for a wide range of multiple family residential development types including detached units in a Planned Residential Development at the lower end of the density range and attached units at the higher end of the density range. Areas developed under this designation should exhibit adequate access to streets of at least collector capacity and be conveniently serviced by neighborhood commercial and recreational facilities.

3. **Table 13.10.030A is amended to prohibit single-family dwellings in the R-7 zone.**

4. **New Section 13.10.043 is added to Title 13 to read as follows:**

Section 13.10.043 Two-unit Projects

- A. **Purpose.** The purpose of this section is to allow and appropriately regulate two-unit projects in accordance with Government Code section 65852.21.
- B. **Definition.** A “two-unit project” means the development of two primary dwelling units or, if there is already a primary dwelling unit on the lot, the development of a second primary dwelling unit on a legally subdivided lot in accordance with the requirements of this section.
- C. **Application.**
 1. Only individual property owners may apply for a two-unit project. “Individual property owner” means a natural person holding fee title individually or jointly in the person’s own name or a beneficiary of a trust that holds fee title. “Individual property owner” does not include any corporation or corporate person of any kind (partnership, LP, LLC, C corp, S corp, etc.) except for a community land trust (as defined by Rev. & Tax Code § 402.1(a)(11)(C)(ii)) or a qualified nonprofit corporation (as defined by § 214.15).
 2. An application for a two-unit project must be submitted on the City’s approved form.

3. The applicant must obtain a certificate of compliance with the Subdivision Map Act for the lot and provide the certificate with the application.
4. Only a complete application will be considered. The City will inform the applicant in writing of any incompleteness within 30 days after the application is submitted.
5. The City may establish a fee to recover its costs for adopting, implementing, and enforcing this section of the code, in accordance with applicable law. The City council may establish and change the fee by resolution. The fee must be paid with the application.

D. Approval.

1. An application for a two-unit project is approved or denied ministerially, by the Director, without discretionary review.
2. The ministerial approval of a two-unit project does not take effect until the City has confirmed that the required documents have been recorded, such as the deed restriction and easements.
3. The approval must require the owner and applicant to hold the City harmless from all claims and damages related to the approval and its subject matter.
4. The approval must require the owner and applicant to reimburse the City for all costs of enforcement, including attorneys' fees and costs associated with enforcing the requirements of this code.

E. Requirements. A two-unit project must satisfy each of the following requirements:

1. **Map Act Compliance.** The lot must have been legally subdivided.
2. **Zone.** The lot is in a single-family residential zone.
3. **Lot Location.** The lot is not located on a site that is described by any of subparagraphs Government Code section 65913.4(a)(6)(B)–(K).
4. **Not Historic.** The lot must not be a historic property or within a historic district that is included on the State Historic Resources Inventory. Nor may the lot be or be within a site that is designated by ordinance as a City or county landmark or as a historic property or district.
5. **No Impact on Protected Housing.** The two-unit project must not require or include the demolition or alteration of any of the following types of housing:
 - a. Housing that is income-restricted for households of moderate, low, or very low income.

- b. Housing that is subject to any form of rent or price control through a public entity’s valid exercise of its police power.
- c. Housing, or a lot that used to have housing, that has been withdrawn from rental or lease under the Ellis Act (Gov. Code §§ 7060–7060.7) at any time in the 15 years prior to submission of the urban lot split application.
- d. Housing that has been occupied by a tenant in the last three years. The applicant and the owner of a property for which a two-unit project is sought must provide a sworn statement as to this fact with the application for the parcel map.

6. Unit Standards.

- a. Unit standards shown in the chart below. Required setback areas must:
 - i. be kept free from all structures greater than three feet high;
 - ii. be at least 50 percent landscaped with drought-tolerant plants, with vegetation and irrigation plans approved by a licensed landscape architect;
 - iii. allow for fire-safety access

	HL	R-1	R-1A	R-2
1. Minimum Lot Size prior to split (in square feet)	2,400	2,400	2,400	2,400
Minimum Lot Size after split (in square feet)	1,200	1,200	1,200	1,200
2. Maximum Lot Coverage	25%	30%	35%	40%
3. Minimum Setbacks for Primary Frontage Lot (in feet)				
Front	30	20	20	20
Exterior	10	10	10	10
Interior side yard	4	4	4	4
Rear	4	4	4	4
4. Minimum Setbacks for Secondary Lot (in feet)				
Front	4	4	4	4
Exterior	10	10	10	10
Interior side yard	4	4	4	4

Rear	4	4	4	4
5. Height Restrictions	16 (one story)	16 feet (one story)	16 feet (one story)	16 feet (one story)

b. **Quantity.**

- i. No more than two dwelling units of any kind may be built on a lot that results from an urban lot split. For purposes of this paragraph, “unit” means any dwelling unit, including, but not limited to, a primary dwelling unit, a unit created under this section of this code, an ADU, or a JADU.
- ii. A lot that is not created by an urban lot split may have a two-unit project under this section, plus any ADU or JADU that must be allowed under state law and the City’s ADU ordinance (Section 13.10.045).

c. **Height Restrictions.**

- i. No new primary dwelling unit may exceed a single story or 16 feet in height, measured from grade to peak of the structure on a lot with a two-unit project.
- ii. No rooftop deck is permitted on any new or remodeled dwelling or structure on a lot with a two-unit project.

d. **Demolition Cap.** The two-unit project may involve the demolition of up to 50 percent of the existing exterior walls of an existing dwelling.

e. **Lot Coverage.** The applicable lot coverage is established by the corresponding single-family residential zone. However, this lot coverage standard is only enforced to the extent that it does not prevent two primary dwelling units on the lot at 800 square feet each.

f. **Setbacks.**

- i. **Generally.** All setbacks must conform to those objective setbacks that are imposed through the underlying zone.
- ii. **Exceptions.** Notwithstanding subpart (e)(6)(F)(i) above:
 - (A) **Existing Structures.** No setback is required for an existing legally established structure or for a new structure that is constructed in the same location and to the same dimensions as an existing legally established structure.

- (B) **800 square feet; four-foot side and rear.** The setbacks imposed by the underlying zone must yield to the degree necessary to avoid physically precluding the construction of up to two units on the lot or either of the two units from being at least 800 square feet in floor area; but in no event may any structure be less than four feet from a side or rear property line.
 - g. **Parking.** Each new primary dwelling unit must have at least one uncovered or covered off-street parking space per unit unless one of the following applies:
 - (A) The lot is located within one-half mile walking distance of either
 - (1) a corridor with fixed route bus service with service intervals no longer than 15 minutes during peak commute hours or
 - (2) a site that contains
 - (a) an existing rail or bus rapid transit station,
 - (b) the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.
 - (B) The site is located within one block of a car-share vehicle location.
 - h. **Nonconforming Conditions.** A two-unit project may only be approved if all nonconforming zoning conditions are corrected.
 - i. **Utilities.** Each primary dwelling unit on the lot must have its own direct utility connection to the utility service provider for water, sewer, and electricity.
 - j. **Building & Safety.** All structures built on the lot must comply with all current local building standards. A project under this section is a change of use and subjects the whole of the lot, and all structures, to the City's current code.
- 7. **Fire-Hazard Mitigation Measures.** A lot in a very high fire hazard severity zone and/or Wildland Urban Interface (WUI) areas must comply with each of the following fire-hazard mitigation measures and special fire protection requirements:

- a. It must have direct access to a public right of way with a paved street with a width of at least 26 feet. The public right of way must have at least two independent points of access for fire and life safety to access and for residents to evacuate.
 - b. All dwellings on the site must comply with current fire code requirements for dwellings in a very high fire hazard severity zone.
 - c. All enclosed structures on the site must have fire sprinklers.
 - d. All sides of all dwellings on the site must be within a 150-foot hose-pull distance from either the public right of way or of an onsite fire hydrant or standpipe.
 - e. If the lot does not have a swimming pool, the lot must have a water reservoir of at least 5,000 gallons per dwelling, with Fire Department approved hookups compatible with Fire Department standard pump and hose equipment.
 - f. All other applicable objective standards found in Chapter 49 of the California Fire Code.
8. **Separate Conveyance.**
- a. Primary dwelling units on the lot may not be owned or conveyed separately from each other.
 - b. Condominium airspace divisions and common interest developments are not permitted within the lot.
 - c. All fee interest in the lot and all the dwellings must be held equally and undivided by all individual property owners.
9. **Regulation of Uses.**
- a. **Residential-only.** No non-residential use is permitted on the lot.
 - b. **No Short-Term Rentals.** No dwelling unit on the lot may be rented for a period of less than 30 days.
 - c. **Owner Occupancy.** Unless the lot was formed by an urban lot split, the individual property owners of a lot with a two-unit project must occupy one of the dwellings on the lot as the owners' principal residence and legal domicile.
10. **Deed Restriction.** The owner must record a deed restriction, acceptable to the City, that does each of the following:

- a. Expressly prohibits any rental of any dwelling on the property for a period of less than 30 days.
- b. Expressly prohibits any non-residential use of the lot.
- c. Expressly prohibits any separate conveyance of a primary dwelling on the property, any separate fee interest, and any common interest development within the lot.
- d. If the lot is not created by an urban lot split: Expressly requires the individual property owners to live in one of the dwelling units on the lot as the owners' primary residence and legal domicile.
- e. States that the property is formed by an urban lot split and is therefore subject to the City's urban lot split regulations, including all applicable limits on dwelling size and development standards

F. Specific Adverse Impacts.

- 1. Notwithstanding anything else in this section, the City may deny an application for a two-unit project if the building official makes a written finding, based on a preponderance of the evidence, that the project would have a "specific, adverse impact" on either public health and safety or on the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact.
- 2. "Specific adverse impact" has the same meaning as in Gov. Code § 65589.5(d)(2): "a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete" and does not include (1) inconsistency with the zoning ordinance or general plan land use designation or (2) the eligibility to claim a welfare exemption under Revenue and Taxation Code section 214(g).
- 3. The building official may consult with and be assisted by planning staff and others as necessary in making a finding of specific, adverse impact.

G. Remedies.

If a two-unit project violates any part of this code or any other legal requirement:

- 1. The buyer, grantee, or lessee of any part of the property has an action for damages or to void the deed, sale, or contract.
- 2. The City may:
 - a. Bring an action to enjoin any attempt to sell, lease, or finance the property.

- b. Bring an action for other legal, equitable, or summary remedy, such as declaratory and injunctive relief.
- c. Pursue criminal prosecution, punishable by imprisonment in county jail or state prison for up to one year, by a fine of up to \$10,000, or both; or a misdemeanor.
- d. Record a notice of violation.
- e. Withhold any or all future permits and approvals.
- f. Pursue all other administrative, legal, or equitable remedies that are allowed by law or this code.

13. **Regulation of Uses.**
 - a. **Residential-only.** No non-residential use is permitted on any lot created by urban lot split.
 - b. **No Short-Term Rentals.** No dwelling unit on a lot that is created by an urban lot split may be rented for a period of less than 30 days.
 - c. **Owner Occupancy.** The applicant for an urban lot split must sign an affidavit stating that the applicant intends to occupy one of the dwelling units on one of the resulting lots as the applicant's principal residence for a minimum of three years after the urban lot split is approved.
14. **Deed Restriction.** The owner must record a deed restriction, acceptable to the City, that does each of the following:
 - a. Expressly prohibits any rental of any dwelling on the property for a period of less than 30 days.
 - b. Expressly prohibits any non-residential use of the lots created by the urban lot split.
 - c. Expressly prohibits any separate conveyance of a primary dwelling on the property, any separate fee interest, and any common interest development within the lot.
 - d. States that the property is formed by an urban lot split and is therefore subject to the City's urban lot split regulations, including all applicable limits on dwelling size and development.
 - e. States that no further urban lot splits are allowed.

F. Specific Adverse Impacts.

1. Notwithstanding anything else in this section, the City may deny an application for an urban lot split if the building official makes a written finding, based on a preponderance of the evidence, that the project would have a "specific, adverse impact" on either public health and safety or on the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact.
2. "Specific adverse impact" has the same meaning as in Gov. Code § 65589.5(d)(2): "a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete" and does not include (1) inconsistency with the zoning ordinance or general plan land use designation or (2) the eligibility to claim a welfare exemption under Revenue and Taxation Code section 214(g).

MEETING DATE January 12, 2022

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AUTHORIZING THE INSTALLATION OF A LOADING ZONE (WHITE ZONE) ON ALPHONSE STREET FOR MAIL DROP-OFF AND PICK-UP

DIRECTOR/DEPARTMENT Carl Schmitz, City Engineer 

SUMMARY

This item requests City Council authorize the installation of a white zone on Alphonse Street for mail drop-off and pick-up. Santee Municipal Code section 10.10.100 stipulates that the City Council designates loading zones (white zones) by resolution.

The City has received a citizen's request to install a white zone on Alphonse Street at the cluster mail box west of Kerrigan Street to facilitate mail drop-off and pick-up. Currently cars park at the mail box making it difficult for residents to drop off and/or pick up their mail. Staff recommends that a white zone be installed at the location depicted on the attached location map.

FINANCIAL STATEMENT 

The estimated cost of the installation of the loading zone is \$100 and will be funded by the Public Services Division adopted operating budget.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION 

Adopt the attached Resolution authorizing the installation of a white zone in front of the cluster mail box on Alphonse Street.

ATTACHMENT

Resolution
Location Map



RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
AUTHORIZING THE INSTALLATION OF A LOADING ZONE (WHITE ZONE) ON
ALPHONSE STREET**

WHEREAS, Santee Municipal Code section 10.10.100 stipulates that City Council designates loading zones (white zones) by resolution, and;

WHEREAS, there is a cluster mail box on Alphonse Street, and;

WHEREAS, staff has received reports that parked vehicles tend to block access to the mail box, and;

WHEREAS, staff determined that a white zone would facilitate mail drop-off and pick-up.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Santee, California that City staff is hereby authorized to install a 20-foot long white zone on Alphonse Street for mail drop-off and pick-up, as indicated on the map attached hereto as Exhibit "A" and incorporated by this reference.

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 12th day of January, 2022 by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

Exhibit "A" – Location Map

Exhibit "A"

Location Map: Alphonse Street Mail Drop-off/Pick-up Zone



MEETING DATE January 12, 2022

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA ACCEPTING THE CITYWIDE SLURRY SEAL AND ROADWAY MAINTENANCE PROGRAM 2021 PROJECT (CIP 2021-03) AS COMPLETE

DIRECTOR/DEPARTMENT Carl Schmitz, P.E., City Engineer 

SUMMARY

This item requests City Council accept the Citywide Slurry Seal and Roadway Maintenance Program 2021 Project (CIP 2021-03) as complete.

At its June 23, 2021 meeting, the City Council awarded the construction contract for the Citywide Slurry Seal and Roadway Maintenance Program 2021 Project (CIP 2021-03) for a total contract amount of \$737,508.88 to American Asphalt South, Inc. and authorized the Director of Development Services to approve contract change orders in a total amount not to exceed \$184,377.22 for unforeseen items and additional work.

A Notice to Proceed was issued on July 26, 2021 and the work was completed on December 20, 2021. Six change orders were authorized in the total amount of \$177,402.83 for additional work that included the resurfacing of two additional streets and the placement of crackfill on 14 additional streets in advance of final resurfacing work on these streets.

Staff requests City Council accept the project as complete and direct the City Clerk to file a Notice of Completion with the San Diego County Clerk.

FINANCIAL STATEMENT 

Funding for this project is provided by TransNet and State Road Maintenance and Rehabilitation Account funds available in the adopted Capital Improvement Program budget. Other funding includes reimbursements from Padre Dam Municipal Water District and Cox Communications totaling \$4,358.65.

Design & Bidding	\$ 30,799.73
Original Construction Contract	737,508.88
Construction Change Orders	177,402.83
Construction Engineering/Management	27,850.72
Estimated Project Closeout	500.00
Total Project Cost	<u>\$ 974,062.16</u>

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION 

Adopt the attached Resolution accepting Citywide Slurry Seal and Roadway Maintenance Program 2021 Project (CIP 2021-03) as complete.

ATTACHMENT

Resolution
Project Map
Street List



RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
ACCEPTING THE CITYWIDE SLURRY SEAL AND ROADWAY MAINTENANCE
PROGRAM 2021 PROJECT (CIP 2021-03) AS COMPLETE**

WHEREAS, the City Council awarded the construction contract for the Citywide Slurry Seal and Roadway Maintenance Program 2021 Project (CIP 2021-03) to American Asphalt South, Inc. on June 23, 2021 for \$737,508.88; and

WHEREAS, the City Council authorized staff to approve construction change orders in a total amount not to exceed \$184,377.22; and

WHEREAS, six change orders in the total amount of \$177,402.83 were approved for additional work and the resurfacing of two additional streets; and

WHEREAS, the construction contract was completed for a total contract amount of \$914,911.71; and

WHEREAS, American Asphalt South, Inc. has completed the project in accordance with the contract plans and specifications.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Santee, California, that the work for the construction of the Citywide Slurry Seal and Roadway Maintenance Program 2021 Project (CIP 2021-03) is accepted as complete on this date and the City Clerk is directed to record a Notice of Completion.

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 12th day of January, 2022, 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, CALIFORNIA
DEPARTMENT OF DEVELOPMENT SERVICES**

PROJECT STREETS [Red Box]
CRACKFILL STREETS [Cyan Box]

**FINAL PROJECT MAP
CITYWIDE SLURRY SEAL AND ROADWAY MAINTENANCE PROGRAM 2021, CIP 2021-03**

City of Santee Paving 2021
 Citywide Slurry Seal and Roadway Maintenance Program 2021
 CIP 2021-03

Street Name	Begin	End
Zone BD		
Avanti Ave	Len St	Cul de Sac
Healy St	Len St	End
Josie Jo Ln	El Nopal	Rappaport Pl
Julio Pl	Susie Pl	End
Len Wy	Len St	End
Rappaport Pl	Josie Jo Ln	End
Susie Pl	Casa Ct	Harbin Pl
Zone CB		
Arnaz Wy	W. Heaney Circle	Woodruff Wy
Calle del Lago	End	End
Camino del Lago	Fanita Parkway	Calle del Lago
Darcy Ct	Carlton Oaks Dr	End
Dunbarton Rd	Mast Blvd	E. Heaney Circle
E. Heaney Circle	Carlton Oaks Dr	W. Heaney Circle
Ellenbee Rd	W. Heaney Circle	E. Heaney Circle
Knowlton Ct	W. Heaney Circle	End
Maranda Dr	Mast Blvd	E. Heaney Circle
Maureen Ct	E. Heaney Circle	End
Ruffin Rd	W. Heaney Circle	End
Rupp Ct	Maranda Dr	End
Stoyer Dr	Carlton Hills Blvd	E. Heaney Circle
W. Heaney Circle	Carlton Oaks Dr	E. Heaney Circle
Woodruff Wy	Carlton Oaks Dr	Ellenbee Rd
Zone CD		
Abbeyfield Rd	Halberns Blvd	Cambury Dr
Abbeywood Rd	Halberns Blvd	Cambury Dr
Bingham Rd	Cambury Dr	Cuyamaca St
Cambury Dr	Mast Blvd	End
Hartland Circle	Mast Blvd	Mast Blvd
Hume Rd	Mast Blvd	Castaic Ct
Nyler Ct	Cambury Dr	End
Ramo Rd	Cambury Dr	Nicole Wy
Rawlins Wy	W. Hartland Circle	E. Hartland Circle
Ryder Rd	Ryder St	End
Zone EB		
Big Rock Rd	Mission Gorge Rd	Woodpecker Wy
Zone ED		
Atlas View Dr	Prospect Ave	North End
Ellsworth Circle	Prospect Ave	Prospect Ave
Via de Amor	End	End
Via de Cristina	End	End
Via de Juan	Via de Victoria	End
Via de Victoria	Prospect Ave	Via de Cristina
Via Zapador	Olive Ln	End
Zone EF		
Bandon Wy	Placid View Dr	Dobyns Dr
Carmir Dr	Placid View Dr	Dobyns Dr
Dobyns Dr	Carmir Dr	End
Farrington Dr	Fanita Dr	West End
Placid View Dr	Prospect Ave	Carmir Dr
Zone FC		
Chantilly Ct	Eddington Rd	End
Collinwood Dr	End	End
Crystal Springs Rd	Collinwood Dr	End
Eddington Rd	Collinwood Dr	Collinwood Dr

MEETING DATE January 12, 2022

ITEM TITLE AUTHORIZATION OF THE FIRST AMENDMENT TO THE CONTRACT WITH GLOBAL POWER GROUP, INC. FOR ELECTRICAL REPAIRS AND RELATED MAINTENANCE TO PROVIDE ELECTRICAL UPGRADES NECESSARY FOR THE CITY HALL EV CHARGING STATION (CIP 2021-32) PROJECT

DIRECTOR/DEPARTMENT Carl Schmitz, City Engineer 

SUMMARY

This item requests City Council authorize a First Amendment to the contract with Global Power Group, Inc. to complete electrical upgrades to Building 3 at City Hall which are necessary for the City Hall EV Charging Station (CIP 2021-32) project. This authorization is requested to install a separate 200 amp electrical panel, conduit and wire necessary to power the dual station EV charge station and in addition will provide spare circuits for future EV charge stations installations. The installation of the EV charging station will be completed under a separate contract by A.M. Ortega, Inc. that was approved by City Council at the August 11, 2021 meeting.

The contract with Global Power Group, Inc. was awarded by the City Council on September 11, 2019 in the annual amount of \$26,000.00 and the City Manager was authorized to approve change orders in a total amount not to exceed 10% of the then current contract amount. On July 1, 2021 the City exercised the second of three 12-month options to renew the contract which included a 1.7% consumer price index increase, bringing the FY 2021-22 contract amount to \$26,442.00. The requested contract amendment in the amount of \$13,054.64 is required to complete the necessary electrical upgrades to Building 3, and will bring the FY 2021-22 contract amount to \$39,496.64.

ENVIRONMENTAL REVIEW

The proposed additional improvements and removal/replacements result in no expansion of use. Pursuant to the California Environmental Quality Act (CEQA) guidelines, a Categorical Exemption is provided in Section 15301(a) Existing Facilities.

FINANCIAL STATEMENT 

Funding for this project will be provided by the General Fund and is included in the adopted FY 2021-22 Capital Improvement Program budget for the City Hall Improvements project.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION 

Authorize the City Manager to execute a First Amendment to the contract with Global Power Group, Inc. to increase the FY 2021-22 contract amount by \$13,054.64 for a revised amount of \$39,496.64 to provide for electrical upgrades to Building 3 at City Hall necessary for the City Hall EV Charging Station (CIP 2021-32) project.

ATTACHMENTS

None



MEETING DATE JANUARY 12, 2022

ITEM TITLE CONSIDERATION OF EXTENSION OF THE EXCLUSIVE NEGOTIATION AGREEMENT BETWEEN THE CITY OF SANTEE AND EXCEL ACQUISITIONS, LLC FOR DEVELOPMENT OF REAL PROPERTY KNOWN AS PARCEL 4 OF PARCEL MAP 18857 LOCATED IN TROLLEY SQUARE

DIRECTOR/DEPARTMENT Marlene D. Best, City Manager

SUMMARY

On August 14, 2019, the City Council determined that the vacant parcel of real property located in Trolley Square identified as Parcel 4 of Map 18857 ("Property") was not appropriate for a public library. On September 5, 2019, the City and Excel Acquisitions, LLC entered into an Exclusive Negotiation Agreement ("ENA") to negotiate the terms of a Disposition and Development Agreement ("DDA") for the possible future construction of a hotel on Parcel 4, subject to all applicable legal requirements, including, without limitation, the California Environmental Quality Act. On December 11, 2019, in accordance with Government Code section 37420 et seq., the City Council adopted a resolution finding that the public interest and convenience require the sale of the Property and declaring its intent to sell the Property. Since entering into the ENA, City staff and Excel have been negotiating the terms of a proposed DDA.

The City and Excel need additional time to negotiate the terms of the DDA. For this reason, it is recommended that the City Manager be authorized to execute a Sixth Amendment to the ENA to extend the end of the negotiation period to December 31, 2022.

CEQA COMPLIANCE

The Sixth Amendment to the ENA to allow for continued negotiations and discussions between the City and Excel regarding the DDA is not a project subject to CEQA review under State CEQA Guidelines section 15378. The proposed hotel project subject to the DDA was previously analyzed under CEQA in the Supplemental Environmental Checklist for the Arts and Entertainment Overlay District adopted by the City on December 11, 2019. No approval action has been taken for the proposed hotel project, however, as negotiations between the parties are still ongoing and the City has made no legal commitment to the hotel.

FINANCIAL STATEMENT *jm*

If the City approves the DDA, the City would gain the purchase price of \$1.4 million, minus sale costs.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *mdb*

Authorize the City Manager to execute a Sixth Amendment to extend the ENA to December 31, 2022.

ATTACHMENT None



MEETING DATE January 12, 2022

ITEM TITLE AWARD OF PROFESSIONAL SERVICES AGREEMENT WITH BOB MURRAY & ASSOCIATES TO PROVIDE RECRUITMENT SERVICES FOR THE HUMAN RESOURCES DIRECTOR

DIRECTOR/DEPARTMENT Marlene Best, City Manager

SUMMARY

The Human Resources Director position is vacant as of January 8, 2022. The professional recruitment firm of Bob Murray & Associates has worked with the City of Santee ("City") in the past and is currently recruiting for the position of Community Services Director. Bob Murray & Associates provides quality services in a timely fashion, and has extensive experience recruiting Human Resource Directors for local governments of similar size to the City. While the City is currently advertising the position on the City's website, the services of a professional recruiter is strongly recommended, given the importance of the Human Resources Director.

FINANCIAL STATEMENT *m*

The flat fee and reimbursable expenses for the recruitment is approximately \$25,000.00. An appropriation from the General Fund available reserve balance will be required to fund this contract.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *MSB*

Authorize the City Manager to execute an agreement with Bob Murray & Associates for recruitment services for the Human Resources Director position for an amount not to exceed \$25,000.00 and appropriate said amount from the available General Fund reserve balance.

ATTACHMENT

Proposal for services from Bob Murray & Associates.



A Proposal to Conduct an Executive Recruitment
for the Position of
HUMAN RESOURCES DIRECTOR
on behalf of the City of



1544 Eureka Road, Suite 280
Roseville, CA 95661
(916) 784-9080
(916) 784-1985 fax

January 5, 2021

MS. MARLENE BEST
CITY MANAGER
CITY OF SANTEE
10601 MAGNOLIA AVENUE
SANTEE, CA 92071

Dear Ms. Best:

Bob Murray & Associates is pleased to submit a proposal to conduct the Human Resources Director recruitment for the City of Santee. The following details our qualifications and describes our systematic—yet flexible—method of identifying, recruiting, and screening outstanding candidates on your behalf. It also includes a proposed budget, timeline, and guarantee.

At Bob Murray & Associates, we pride ourselves on providing quality service to local governments, non-profit agencies, and private firms. Our recruitment process helps you to determine the direction of the search and the types of candidates you seek while capitalizing on our decades of experience and vast network of contacts to reach those candidates. Our expertise ensures that the candidates we present to the City of Santee will match the criteria you have established, be a good fit for your organization, and be outstanding in their field.

With respect to the Human Resources Director recruitment and the City of Santee, Bob Murray & Associates has an unmatched record of success in recruiting local government professionals. With over 25 years of experience, we have conducted thousands of searches for municipal and special district executives, including those for professionals within the field of human resources. We are currently conducting the Director of Human Resources on behalf of the Cesar Chavez Foundation, CA. Our extensive database of over 40,000 contacts and knowledge of outstanding candidates nationwide will ensure you have a diverse and a quality group of finalists from which to select the City of Santee's next Human Resources Manager.

Recent Human Resources Director recruitments we have completed similar in size and scope to your upcoming search include the following:

2021

City of El Segundo, CA (Human Resources Director)
City of Healdsburg, CA (Administrative Services Director)
Las Virgenes Municipal Water District, CA (Human Resources Manager)
City of National City, CA (Administrative Services Director)
City of Orinda, CA (Administrative Services Director)
County of Orange, CA (Chief Human Resources Officer)

2020

City of San Ramon, CA (Administrative Services Director)
The State Bar of California (Director of Human Resources)

2019

City of Jurupa, CA (Administrative Services Director)
City of Milpitas, CA (Employee Relations Officer)
City of Palo Alto, CA (Assistant Administrative Services Director)

Santa Clara County Housing Authority, CA
(Assistant Human Resources Director)

2018

City of Cotati, CA (Director of Administrative
Services)

City of Redwood City, CA (Human Resources
Manager)

City of South San Francisco, CA

County of Orange, CA (Chief Human
Resources Officer)

County of Jackson, OR

We work as a team on every search at Bob Murray & Associates. Your Project Lead would be Valerie Gaeta Phillips or Adele Fresé, who would not only direct and supervise the project team from beginning to end but also serve as the Recruiter for the project as well.

To learn first-hand of the quality of our services and why the majority of our engagements come from repeat and referred clients, we invite you to contact the references listed on page 16 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 with any questions.

Sincerely,

Valerie Gaeta Phillips

Valerie Gaeta Phillips

President, Bob Murray & Associates

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THE RECRUITMENT PROCESS

Bob Murray & Associates' recruiters are specialists in finding the perfect fit, providing security and fairness to candidates and clients while ensuring the integrity of the search process. We understand that superlative recruiting for the Human Resources Director will lead to superlative results for the City of Santee. Outlined below are the steps in our proven recruitment process, refined through our 30+ years of experience in executive search.

STEP 1 DEVELOP THE CANDIDATE PROFILE

Our understanding of the City of Santee's needs will be key to a successful search. Valerie Gaeta Phillips or Adele Fresé will meet with the City Manager and key stakeholders to learn as much as possible about the ideal candidate for the Human Resources Director position. We want to become familiar with the values and culture of the organization, as well as to understand the current and future issues, challenges, and opportunities in the City of Santee.

Ms. Gaeta Phillips or Ms. Fresé will review and help define the City's wish-list regarding the ideal candidate's personality, management style, knowledge, skills, and abilities and will work with the City to identify expectations regarding education and experience. The City Manager and Ms. Gaeta Phillips or Ms. Fresé will discuss compensation, benefits, and other key information necessary to ensure that outstanding candidates are attracted to this opportunity. The profile we develop together at this stage will drive subsequent recruitment efforts.

Optional Service: Community and Staff Involvement

We find that many of our clients value a recruitment process that opens the opportunity for community members, business leaders, organization representatives, and employees to provide input regarding the ideal candidate. Our recruiters are skilled in designing and facilitating forums, town hall meetings, and online surveys that allow equitable involvement from a variety of constituencies and in consolidating feedback into a cohesive narrative of common themes.

If the City of Santee so desires, we will work with the City Manager to create a customized community and/or staff input process.

STEP 2 DESIGN/DISTRIBUTE BROCHURE AND ADVERTISEMENTS

Ms. Gaeta Phillips or Ms. Fresé and your dedicated Recruitment Coordinator will use the candidate profile developed with the City of Santee to create a professional recruitment brochure, with the assistance of our professional graphic designer. The four-page, full-color brochure will describe the community, organization, position, ideal candidate, and compensation and will include pictures provided by the City of Santee that you feel best represent your organization and your community.

Upon your approval, Ms. Gaeta Phillips or Ms. Fresé will send the brochure by postal mail and email to a targeted audience, personally inviting potential candidates to apply for the Human Resources Director position. We will also place the recruitment brochure on our website, which attracts over 11,000 unique hits weekly and is a trusted resource for candidates seeking executive

and professional positions. Two sample brochures are included in this proposal package for your reference.

Ms. Gaeta Phillips or Ms. Fresé will also design an effective advertising campaign appropriate for the Human Resources Director recruitment. Our broadest outreach comes through our active social media involvement on Facebook, LinkedIn, and Twitter, where upcoming and current positions are posted. Sources such as *Western City Magazine*, PublicCEO, and the Careers in Government website will be used to reach an extensive local government audience, while position-specific postings will be chosen to attract candidates who have built their careers in and are committed to the Human Resources Director field.

Suggested Human Resources Director-specific advertising sources for the City of Santee’s search include:

- International Public Management Association for Human Resources
- National Human Resources Association
- California Public Employers Labor Relations Association
- National Public Employers Labor Relations Association

Bob Murray & Associates does not typically place ads with job aggregators or general job posting sites such as CareerBuilder, Monster, or Indeed, as we have found that the broad reach of these sites does not necessarily lead to quality candidates for executive and professional positions.

Reaching Diverse Candidates

Bob Murray & Associates, a woman- and minority-owned business, is proud of its commitment to attracting and placing diverse candidates. Not only do we place advertisements with websites designed to attract minority and female candidates, but our President, Valerie Phillips, is a member herself of many diversity-focused organizations including the Local Government Hispanic Network, the League of Women in Government, the Professional Women’s Network, Mexican Professionals, and Women Leading Government. She networks frequently with fellow members to gain insight into which potential candidates are leaders in their field.

Ms. Gaeta Phillips or Ms. Fresé will seek to reach candidates in communities and organizations with demographic profiles and populations served like that of the City of Santee, to maximize the potential for individuals from a wide variety of backgrounds, cultures, physical abilities, life experiences, and gender to be considered for the Human Resources Director position.

STEP 3 RECRUIT CANDIDATES

The strongest candidates are often those who are successful and content in their current positions and need to be sold on a new opportunity. Our extensive network of contacts, developed through over 1,400 successful placements, is a primary source for identifying and obtaining referrals for these candidates. Our in-house database of 40,000 current and former executive and professional candidates is a valuable resource that can only be built over time—time that we have invested into perfecting our process for finding the right candidates for our clients. Our aggressive outreach efforts are focused on phone calls to personally invite potential applicants, answer questions, and

allay any reservations, and these efforts are essential to the success of the Human Resources Director recruitment.

STEP 4 SCREEN CANDIDATES

Following the closing date for the recruitment, Ms. Gaeta Phillips or Ms. Fresé will screen all resumes we have received, using the criteria established in the candidate profile as a basis upon which to narrow the field of candidates. Internal candidates receive sensitive consideration, and Ms. Gaeta Phillips or Ms. Fresé will discuss with the City Manager how the City of Santee wishes to proceed with these candidates.

STEP 5 CONDUCT PRELIMINARY INTERVIEWS

Ms. Gaeta Phillips or Ms. Fresé will personally interview the top 10 to 15 candidates from the resume screening, with the goal of determining which candidates have the greatest potential to succeed in your organization. To reduce travel-related expenses to our clients and increase efficiency in the search process, these interviews are typically conducted via Skype, FaceTime, or other convenient videoconferencing applications.

During these in-depth interviews, Ms. Gaeta Phillips or Ms. Fresé will explore each candidate's background and experience as it relates to the Human Resources Director position, such as significant accomplishments, size and scope of responsibility, and organizational culture. In addition, Ms. Gaeta Phillips or Ms. Fresé will discuss with the candidates their motivation for applying for the position and assess his/her knowledge, skills, and abilities. We will devote specific attention to establishing the likelihood of the candidate's acceptance of the position if an offer of employment is made.

STEP 6 SEARCH PUBLIC RECORDS

Under the direction of Ms. Gaeta Phillips or Ms. Fresé, your dedicated Recruitment Coordinator will conduct a review of published print and online articles for each recommended candidate. Sources include Lexis-Nexis™, Google, social media, and our contacts in the field. This will alert Ms. Gaeta Phillips or Ms. Fresé to any further detailed inquiries we may need to make before our recommendations are finalized.

STEP 7 MAKE RECOMMENDATIONS

Based on our findings during the preliminary interview process, Ms. Gaeta Phillips or Ms. Fresé will recommend a limited number of candidates for your further consideration. She will make specific recommendations and will help facilitate discussions regarding the candidate pool, but the final determination of those to be considered will be up to you.

We typically recommend 6-8 candidates that we feel will best match your expectations, and we prepare a detailed written report on each candidate. This bound report provided to each member of the decision-making body includes:

- ◆ Candidate list with Recommended Finalists identified in *Group 1* and *Group 2* (primary and secondary recommendations), as well as *Internal* candidates

- Summary of experience, education, and salary information for each Recommended Finalist candidate
- Complete cover letter and resume for each Recommended Finalist candidate
- List of *Other Applicants* (those who did not meet minimum qualifications or were otherwise unsuitable, based on our screening process)

Bob Murray & Associates maintains all search records for a period of seven (7) years following each recruitment, and we are happy to forward cover letters and resumes for each applicant by postal mail or email as soon as the recruitment closes to new applications.

STEP 8 FACILITATE FINAL INTERVIEWS

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will work with the City of Santee to craft and implement an interview approach that fits your needs. This may include individual and panel interviews by the City Manager and key stakeholders, community/employee interview panels, writing and presentation samples, meet-and-greets, or another specialized process element Ms. Gaeta Phillips or Ms. Fresé helps the City of Santee to design.

Ms. Gaeta Phillips or Ms. Fresé will be present on-site during the interviews to facilitate as necessary during the process and to guide discussion to consensus regarding final candidates. Bound interview books will be provided to each interview panel member containing:

- Recruitment brochure with candidate profile
- Interview schedule
- Suggested interview questions
- Experience summary, cover letter, resume, and rating form for each candidate
- Ranking forms for use during the panel interview process

We will work closely with your staff to coordinate and schedule interviews and candidate travel. Our goal is to ensure that each candidate has a very positive experience, as the way the entire process is conducted will influence the final candidates' perception of your organization.

STEP 9 CONDUCT BACKGROUND AND REFERENCE CHECKS

Ms. Gaeta Phillips or Ms. Fresé and your Recruitment Coordinator will conduct detailed reference checks for up to three (3) final candidates. To gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. In addition to gaining a 360-degree view of candidates from the perspective of their supervisors, subordinates and peers for the past several years, we will make a point of speaking confidentially to individuals who may have further insight into a candidate's abilities but who may not be on their preferred list of contacts.

Your Recruitment Coordinator will work with candidates and our professional backgrounding firm, HireRight, to conduct credit, civil litigation, and motor vehicle record checks and verify candidates' degrees.

STEP 10 ASSIST IN NEGOTIATIONS

We recognize the critical importance of successful negotiations and can serve as your representative during this process. Ms. Gaeta Phillips or Ms. Fresé knows what other organizations have done to put deals together with great candidates and what the current market is like for Human Resources Director positions in organizations like the City of Santee's. She will be available to advise you regarding current approaches to difficult issues, such as housing and relocation. We will represent your interests and advise the chosen candidate and you regarding salary, benefits, and employment agreements, with the goal of putting together a deal that results in the appointment of your chosen candidate. With our proven experience and vested interest in a positive outcome, we can turn a very difficult aspect of the recruitment into one that is straightforward and agreeable for all parties involved.

COMPLETE ADMINISTRATIVE ASSISTANCE

We receive many unsolicited testimonials each year from clients and candidates alike noting our prompt, considerate, accurate, and professional service during the search process. Throughout the recruitment, in time intervals that suit the City of Santee, we will provide you with updates on the status of the search and attend to all administrative details on your behalf.

Candidates receive immediate acknowledgement of their applications, as well as personal phone calls and/or emails (as appropriate) advising them of their status at each critical point in the recruitment. Candidates who receive preliminary or final interviews and are not chosen to move forward in the interview process will receive personal calls from Ms. Gaeta Phillips or Ms. Fresé on behalf of the City of Santee.

It is our internal company standard that all inquiries from clients and candidates receive a response within the same business day whenever possible, and certainly within 24 hours if the inquiry is received during the work week. Ms. Gaeta Phillips or Ms. Fresé will be available to the City of Santee by office phone, cell phone, and email at any time to ensure a smooth and stress-free recruitment process.

COSTS AND GUARANTEE

PROFESSIONAL FEE AND EXPENSES

The fixed, flat professional services fee for conducting the Human Resources Director recruitment on behalf of the City of Santee is \$19,000. Services provided for in this fee consist of all steps outlined in this proposal, including a meeting onsite. The professional fee does not limit the amount of time invested by Bob Murray & Associates in promoting a successful outcome for this project. In fact, our mission for this project is to ensure we assist in identifying the right candidate for the City of Santee. Therefore, Ms. Gaeta Phillips or Ms. Fresé will contact the City at the first anniversary of the placement to confirm an effective transition has occurred.

The City of Santee will also be responsible for reimbursing expenses Bob Murray & Associates incurs on your behalf. We estimate expenses for this project not to exceed \$5,500. Reimbursable expenses include (but are not limited to) such items as the cost of recruiter travel; clerical support; brochure development; placement of ads; credit and civil background checks; education verification; and public records searches. Postage, printing, photocopying, and telephone charges are allocated costs and included in the expense estimate. *In no instance will expenses exceed this estimate without prior approval from the City of Santee.*

Expense reimbursement for candidate travel related to on-site interviews will be the responsibility of the City of Santee.

Professional Fees and Reimbursable Expenses	
Professional Services (Fixed Flat Fee)	\$19,000
Reimbursable Expenses <i>Example costs and approximate amounts include:</i>	
Brochure Design and Printing (\$1,275)	
Advertising (\$3,000)	\$5,500
Background Checks – 3 candidates (\$550)	
Consultant Travel (\$100)	
Other expenses – supplies, shipping, clerical (\$575)	
Not-to-Exceed Total	\$24,500

Optional Services

- Community/Staff Input Forum: \$1,500/day, plus travel expenses
- Online survey with analysis of results: \$250
- Additional on-site meeting days: \$1,500/day, plus travel expenses
- Additional background checks: \$250/candidate
- Additional reference checks: \$500/candidate
- Other services: \$250/hour or \$1,500/day

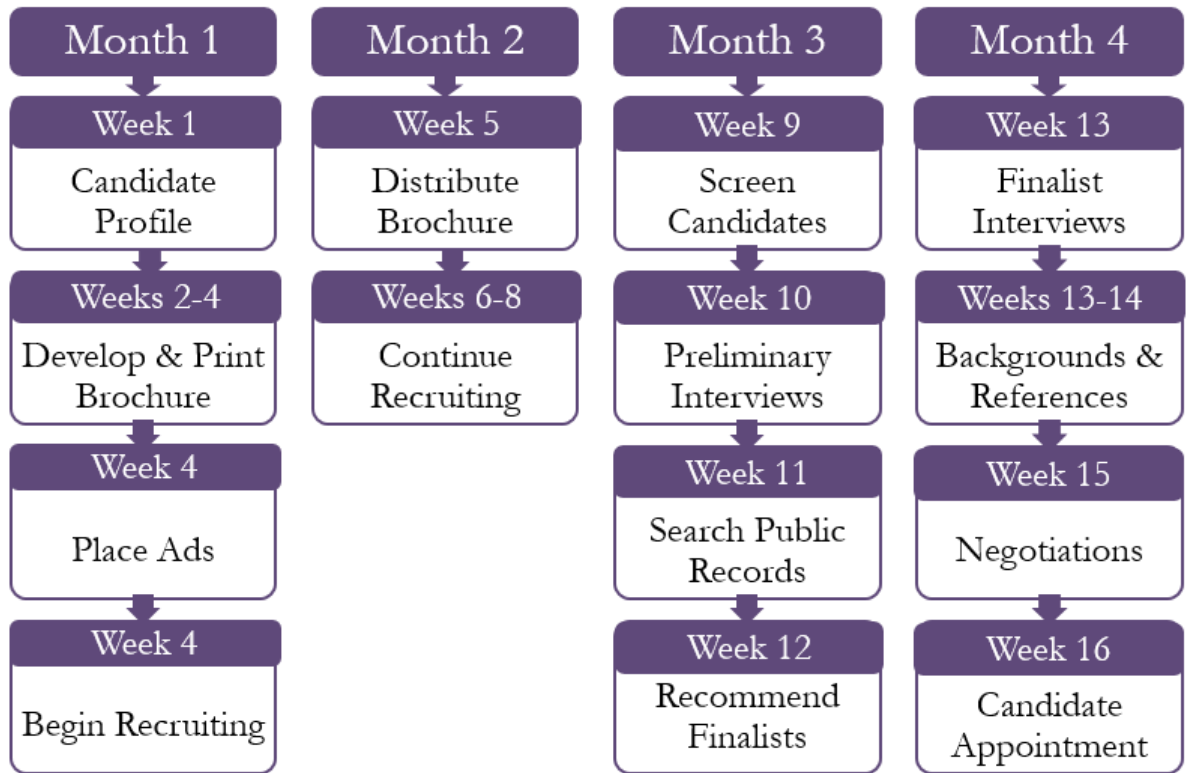
GUARANTEE

Should a candidate recommended by our firm position resign or be terminated within the first 12 months of employment, we will provide the City of Santee with professional services to secure a replacement. Services will be provided at no cost, aside from expenses incurred on the City of Santee's behalf during the new search. We are confident in our ability to recruit outstanding candidates and do not expect the City to find it necessary to exercise this provision of our proposal.

RECRUITMENT SCHEDULE

We are prepared to start work on this assignment upon receipt of a signed professional services agreement or other written, authorized notification. A full search can be completed in 13-16 weeks from the date of initial meetings with our client.

The final recruitment schedule will be determined in collaboration with City of Santee. A typical timeline of tasks and events is included here for reference.



FIRM PROFILE

OUR STAFF

Bob Murray & Associates is a small firm focusing exclusively on executive search services. We have a team of twelve (12):

- ◆ Bob Murray, *Founder*
- ◆ Valerie Gaeta Phillips, *President*
- ◆ Gary Phillips, *Executive Vice President*
- ◆ Regan Williams, *Vice President*
- ◆ Joel Bryden, *Vice President*
- ◆ Yasmin Beers, *Senior Executive Recruiter*
- ◆ Carmen Valdez, *Senior Executive Recruiter*
- ◆ Adele Fresé, *Senior Executive Recruiter*
- ◆ Sky Baclig, *Senior Recruitment Coordinator*
- ◆ Alexandria Kopack, *Senior Recruitment Coordinator*
- ◆ Christopher Harris, *Senior Recruitment Coordinator*
- ◆ Gini Herndon, *Contracts Administrator/Bookkeeper*

BOB MURRAY, FOUNDER

Mr. Murray—known simply as “Bob” to his clients and candidates throughout the western U.S.—brings over 40 years’ experience as a recruiter and is recognized as one of the top local government recruiters in the nation. He conducted hundreds of searches for cities, counties, and special districts and was called on to conduct searches for some of the largest, most complex organizations in the country—and some of the smallest. Bob conducted searches for chief executives, department heads, professional and technical positions, taking the lead on many of the firm’s most difficult assignments with great success. His clients retained him again and again, given the quality of his work and success in finding candidates for difficult to fill positions.

As our Founder, Bob currently takes on few searches personally but continues to be an active presence at Bob Murray & Associates, providing valued insight and experience to our team members regarding all aspects of the recruitment process.

Mr. Murray received his Bachelor of Science Degree in Criminology from the University of California at Berkeley with graduate studies in Public Administration at California State University at Hayward.

VALERIE GAETA PHILLIPS, PRESIDENT AND RECRUITER

Ms. Gaeta Phillips has over 18 years of recruiting experience, including more than a decade of recent experience in executive search for public, private, and startup companies nationwide. Since joining Bob Murray & Associates, Valerie has completed over 165 searches in a diverse range of fields, including city and general management, planning, finance, human resources,

transportation, communication and public relations, community and economic development, information technology, parks and recreation, and operations. She has recruited at all levels of municipal and non-profit organizations, from technicians and engineers to Executive Directors and Chief Executive Officers.

Valerie is valued for her passion for finding and retaining the most outstanding candidates for even the most difficult or untraditional assignments and for her commitment to her clients' success; she is also active in a variety of industry organizations and in diversity-focused associations. Valerie is called upon often to serve as an expert speaker on topics such as managing one's online reputation, diversity issues in municipal and non-profit leadership, and how to identify a good "fit" for organizational culture.

Ms. Gaeta Phillips, along with Executive Vice President Gary Phillips, has a passion for helping people, evidenced by fundraising, sponsorship, and involvement in raising awareness for organizations such as Autism Speaks, the UC Davis M.I.N.D. Institute, and the Northern California Special Olympics.

GARY PHILLIPS, EXECUTIVE VICE PRESIDENT AND RECRUITER

Since joining Bob Murray & Associates, Mr. Phillips has completed over 125 searches for executives and professionals in a wide variety of fields including animal services, city and general management, planning, legal counsel, cyber security, and human resources. Gary's clients have ranged from municipal government to non-profit and private sector organizations, and he has sourced outstanding candidates for positions from the level of division managers up to City Managers, Executive Directors, and General Managers.

Gary started his career with a New York-based Fortune 100 company and quickly became a Senior Manager, building and running a large customer service organization that eventually expanded to 13 countries in Europe. He proceeded to hold senior leadership positions in several Fortune 500 companies, with noted successes such as building an organization from two to 250 employees worldwide and growing a company from 800 to 1200 employees.

As part of an executive acquisition and recruiting team, Gary helped build a start-up enterprise software company in San Francisco, recruiting top-notch talent and building a world-class organization. He has maintained customer relationships in the public sector and the private sector, including medical and financial institutions. He prides himself on finding key talent and offering the best customer service to his clients.

Mr. Phillips, along with Ms. Gaeta-Phillips, is involved in his community as a soccer coach, as an organizer of fundraisers for Autism Speaks and the UC Davis M.I.N.D. Institute, and as a sponsor of the Northern California Special Olympics. Mr. Phillips received his Associate of Science degree and completed additional coursework at Rochester Institute of Technology, NY.

REGAN WILLIAMS, SENIOR VICE PRESIDENT AND RECRUITER

Mr. Williams brings 30 years of local government experience to Bob Murray & Associates and has over 17 years of experience in executive recruitments with our firm. In his time with Bob Murray & Associates, Regan has conducted over 275 executive searches ranging from managers and

department heads to City Managers, Executive Directors, and General Managers. If Regan were to have a recruiting specialty, it would be public safety positions: he has personally conducted over 60 Police Chief and 20 Fire Chief recruitments.

Prior to joining Bob Murray & Associates, Regan served as Director of Public Safety with the City of Sunnyvale, CA. He was involved in the development of some of Sunnyvale's most innovative public safety programs and has a national reputation for excellence in law enforcement, as well as in law enforcement executive recruiting. Regan's clients find his prompt and personal attention, insight, and expertise in recruitment and selection an asset. He is often called upon to recruit for difficult-to-fill law enforcement positions, such as the position of Police Chief or City Manager in challenging political environments.

Mr. Williams received his Bachelor of Science Degree in Administration of Justice from San Jose State University. He is also a graduate of the FBI National Academy.

JOEL BRYDEN, VICE PRESIDENT AND RECRUITER

Mr. Bryden has over 30 years of local government experience that he brings to the firm, having retired as Chief of Police in Walnut Creek, CA prior to joining Bob Murray & Associates in 2013. Throughout his career, Joel has been involved in public sector consulting, with vast experience in hiring and promotional processes, as well as interviewing candidates for advancement in all aspects of local government.

Joel has a solid reputation as a leader in the public sector and his ability to find and evaluate outstanding applicants for our clients is invaluable in the search process. Since joining Bob Murray & Associates, Joel has conducted over 100 recruitments in a broad range of sectors including police, fire, building, planning, city management, and general management. He is often called upon to recruit specialized or difficult-to-fill positions, such as Independent Police Auditor.

Mr. Bryden is a graduate of the FBI National Academy and obtained his Bachelor of Arts Degree in Communication from San Diego State University. He is currently based in Walnut Creek, CA.

YASMIN BEERS, SENIOR EXECUTIVE RECRUITER

Yasmin Beers brings over 33 years of municipal government experience to Bob Murray and Associates. Yasmin retired as the City Manager for Glendale with a population of over 200,000. She served as Chief Executive Officer overseeing close to 2,000 employees serving in Police, Fire, Public Works, Parks, Community Development, Library Arts & Culture, Innovation Performance & Audit, and Water & Power to name a few.

Yasmin's three decades of experience in public service brings extensive background in public sector finance, human resources management, contract negotiations, strategic planning & organizational leadership, policy development, emergency response & planning, team building and performance improvement. Throughout her career, Yasmin has had a great deal of experience in recruiting, selecting and hiring employees for executive and management level positions with a focus on the organizational needs and culture.

Yasmin currently serves on the Glendale Adventist Medical Center's Civic Advisory Board and the Advisory Board for Village Christian School. Yasmin is a past member of Soroptimist

International of Glendale where she served as President in 1999/2000. She is a past board member of Glendale Healthy Kids, Salvation Army and the American Red Cross. In 2011 the Glendale Chamber of Commerce recognized Yasmin as Woman of the Year; in 2013 she was the recipient of The Armenian American Woman of Excellence Award; in 2014 Yasmin was recognized by the Glendale Educational Foundation for her distinguished service and philanthropic efforts; in 2015, YWCA awarded Yasmin with the Heart & Excellence Award; in 2017, she was recognized by Business Life Magazine as a Women Achiever; and in 2018 the California State Senate recognized Yasmin as one of the Woman of the Year, each a tribute to her core values that represent her civic responsibilities, volunteerism and community service.

Yasmin has a Bachelor of Arts degree in Political Science from California State University, Northridge and a Master's degree in Organizational Leadership from Woodbury University.

CARMEN VALDEZ, SENIOR EXECUTIVE RECRUITER

Carmen Valdez provides executive recruitment and human resource services to municipal government agencies and non-profits. She has more than 25 years' experience in executive search, general human resources, classification and compensation, testing, policy development, performance management, team building, organizational development, discipline, and other employee relations activities.

Carmen has most recently been consulting with Municipal Resource Group, prior to which she spent over 30 years with the City of Milpitas, a Silicon Valley city of 70,000 residents. In this capacity, she was responsible for collective bargaining, PEPRA and Affordable Care Act implementation, modernizing Human Resource services to improve efficiencies and reduce costs, revamping the Workers Compensation service delivery and completing a City-wide strategic plan. Carmen also spent almost 2 years as the Director of Recreation Services.

In addition to her significant experience in the public sector, Carmen earned a Bachelor of Arts degree in Business from University of Phoenix. She is also a member of Local Government Hispanic Network and League of Women in Government. She is an avid runner and enjoys giving back to her community.

ADELE FRESÉ, SENIOR EXECUTIVE RECRUITER

Adele Fresé brings 27 years of local government experience to Bob Murray & Associates, having retired as Chief of Police in Salinas, CA prior to joining the firm in 2021. Adele began her public service career in 1985 as an active-duty member of the United States Marine Corps before serving the City of Corpus Christi for 20 years.

Adele has extensive experience in hiring and promotional processes, as well as interviewing candidates for advancement in all aspects of local government.

During her 7 years as a Chief of Police, Adele exercised strong leadership and implemented monumental changes leading to the diversification of her agency's sworn staff. Adele's commitment to collaboration with the public and law enforcement agencies earned her the Partner of the Year Award from Homeland Security Investigations, and her Department the Community Policing Award from the Community Policing Institute of California.

Adele received her Bachelor of Science degree in Criminal Justice Administration from California State University at Hayward, and a minor degree in Sociology. She earned a Master of Science in Public Safety, completed the Senior Executives in State and Local Government program at the Harvard Kennedy School, and PERF's Senior Management Institute for Police. She is a Texas Certified Public Manager.

SKY BACLIG, SENIOR RECRUITMENT COORDINATOR

A Ms. Baclig is a Senior Recruitment Coordinator with Bob Murray & Associates and is an essential part of our hiring experience. She partners closely with the executive recruiters to support hiring initiatives and is responsible for facilitating the movement of candidates through the recruitment process.

Her responsibilities entail everything from creating marketing materials, posting available positions to job boards, candidate research, interview scheduling, conducting background checks, and ensuring the overall hiring process runs smoothly.

Sky graduated from California State University Sacramento with her bachelor's degree in Liberal Studies. She has over a decade of client service experience and 5 years in Human Resources. She possesses thorough knowledge of Human Resources best practices and relies on her service-oriented attitude to support management/clients and team.

She has a passion for helping people and connecting both personally and professionally. Outside of the workplace, Sky likes to spend time with her family, her dog, Oliver, and travel the world.

ALEXANDRIA KOPACK, SENIOR RECRUITMENT COORDINATOR

Alex is a Recruitment Coordinator with Bob Murray & Associates, and partners closely with each executive recruiter to support both the client and candidates through the entire recruitment process. Alex's responsibilities include posting available positions to job boards, interview scheduling, conducting background checks on candidates, and creating marketing materials for each search.

Alex graduated with a bachelor's degree in Business Administration from Boise State University. She has several years of experience in many different office settings and is eager to assist in the hiring process.

In her spare time, Alex enjoys spending time with her husband, family, and poodle (Theo), as well as playing tennis whenever weather allows.

CHRISTOPHER HARRIS, SENIOR RECRUITMENT COORDINATOR

Mr. Harris is a Recruitment Coordinator with Bob Murray & Associates and is an essential part of our hiring experience. He partners closely with the executive recruiters to support hiring initiatives and is responsible for facilitating the movement of candidates through the recruitment process.

His responsibilities entail everything from creating marketing materials, posting available positions to job boards, candidate research, interview scheduling, conducting background checks, and ensuring the overall hiring process runs smoothly.

Chris recently graduated as the Valedictorian of his class from Saint Mary's College of California with a bachelor's degree in Politics. He has worked at Bob Murray & Associates seasonally throughout college, and he brings knowledge from a variety of jobs and internships to his role as a Recruitment Coordinator.

Outside of the workplace, Chris enjoys spending time with his family, working out, and reading about foreign policy and national security.

GINI HERNDON, CONTRACTS ADMINISTRATOR/BOOKKEEPER

Ms. Gini Herndon is the Contracts Administrator/Bookkeeper at Bob Murray & Associates. Ms. Herndon is the first point of contact at Bob Murray & Associates and has an extensive administrative background in business law.

Ms. Herndon is known for her collaborative approach as she works closely with our internal team and clients to ensure a successful search. As a first point of contact, Ms. Herndon is highly professional and maintains a high level of confidentiality and sensitivity.

CORPORATION

Bob Murray & Associates was founded in May 2000 and operated under the corporation name MBN Services, Inc. until June 2014; our new corporation name is GVP Ventures, Inc., incorporated in California in 2014. Contact information for the corporation and the firm is as follows:

GVP Ventures, Inc. OR Bob Murray & Associates
1544 Eureka Road, Ste. 280
Roseville, CA 95661
(916) 784-9080
apply@bobmurrayassoc.com

Our corporation and firm are financially sound (and have been so since 2000), with documentation from our accountant available to your organization prior to final execution of a professional service agreement. We have never been involved in any litigation, aside from our personnel serving as expert witnesses when called to do so.

PROFESSIONAL ASSOCIATIONS

Our firm, represented by either our President or our Executive Vice President, are involved in the following organizations to remain engaged with current and future issues relevant to the work we conduct on behalf of clients like City of Santee:

- California Special Districts Association – *Member*
- California City Management Foundation (CCMF) – *Member*
- International City/County Management Association (ICMA) – *Member*
- League of California Cities – *League Partner*
- League of Women in Government – *Sponsor/Member*
- Municipal Management Association of Northern California (MMANC) – *Sponsor/Member*
- Municipal Management Association of Southern California (MMASC) – *Sponsor/Member*
- National Forum for Black Public Administrators (NFBPA) – *Committee member for Marketing and Branding*

Members of our leadership team not only attend events sponsored by these associations but are also frequently called upon to serve as panel members and to provide specialized lectures regarding industry-specific issues.

Recent and upcoming speaking engagements and trainings provided by our staff include:

- “Role of the Chief” class, presented by Joel Bryden on behalf of the California Police Chiefs Association
- Organization of Latino Affairs invited speaker, Valerie Phillips for Hispanic Heritage Month; and
- “The Next Step on Your Career Ladder: A Rung Up or a Missed Step? What City Managers are Seeking to Create a Dream Team,” Bob Murray & Associates is a leading participant on the MMANC 2019 Conference Panel

REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted similar searches are listed below:

CLIENT: City of El Segundo, CA
POSITION: Human Resources Director
REFERENCE: Mr. Scott Mitnick, City Manager
(805) 402-9374

CLIENT: City of Jurupa Valley, CA
POSITION: Director of Administrative Services
REFERENCE: Mr. Rod Butler, City Manager or
Ms. Pat Grob, Sr. Human Resources Analyst
(915) 332-6464

CLIENT: City of National City, CA
POSITION: Director of Administrative Services
REFERENCE: Mr. Tony Winney, Assistant City Manager
(619) 336-4241

*We appreciate the City of Santee's consideration of our proposal
and look forward to working with you.*



MEETING DATE January 12, 2022

ITEM TITLE **REDRAWING OF CITY COUNCIL MEMBER DISTRICT**
BOUNDARIES

DIRECTOR/DEPARTMENT Shawn Hagerty, City Attorney

SUMMARY

Pursuant to Election Code section 21601, cities with by-district election systems are required to redraw their district boundary maps to ensure compliance with the California and federal Voting Rights Acts. The process to complete the redistricting requires a minimum of four public hearings and dedicated public outreach to ensure minority populations and communities of interest are aware of the redistricting effort and are provided with options to participate. The first public hearing was held on October 13, 2021 and the second public hearing was held on November 10, 2021.

Staff had previously noticed the third public hearing for tonight's meeting, however, additional time is needed to complete the preparation of draft maps, and staff recommends that the public hearing be continued to the January 26, 2022 Council meeting at 7:00 p.m.

FINANCIAL STATEMENT *ms*

There is no fiscal impact associated with the recommended action.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *MSB*

Open and continue the public hearing to January 26, 2022, at a time-certain of 7:00 p.m.

ATTACHMENT

None.

MEETING DATE January 12, 2022

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AWARDING THE CONSTRUCTION CONTRACT FOR THE MAGNOLIA AVENUE TRAFFIC SIGNAL UPGRADES PROJECT (CIP 2019-03), DETERMINING A CATEGORICAL EXEMPTION PURSUANT TO SECTION 15301(c) OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, AND APPROPRIATING REGIONAL TRANSPORTATION CONGESTION IMPROVEMENT PROGRAM FUNDS

DIRECTOR/DEPARTMENT Carl Schmitz, City Engineer 

SUMMARY

This item requests City Council award the construction contract for the Magnolia Avenue Traffic Signal Upgrades Project (CIP 2019-03) to CTE, Inc. in the amount of \$767,930.00. This project will install fiberoptic interconnect between the traffic signals on Magnolia Avenue from Mast Boulevard to City Hall and replace obsolete traffic signal cabinets and controllers at four intersections.

On November 16, 2021, six bids were received and opened, with a low bid of \$767,930.00 submitted by CTE, Inc. Upon review by staff, the bid submitted by CTE, Inc, in the amount of \$767,930.00 has been deemed a responsive and responsible bid. The bid is 9.4% less than the Engineer's Estimate of \$848,000.00. Staff also requests authorization for the City Manager, Director of Development Services or City Engineer to approve change orders in a total amount not to exceed \$76,793.00 (10%) for unforeseen items and additional work.

ENVIRONMENTAL REVIEW

The project is Categorically Exempt from environmental review per Section 15301(c) of the Guidelines to the California Environmental Quality Act (CEQA).

FINANCIAL STATEMENT 

The project is included in the adopted Capital Improvement Program budget as part of the Transportation Improvement Master Plan Implementation Project and is currently funded by Traffic Signal Fee funds in the amount of \$918,000.00 and County Transportation Infrastructure Fees in the amount of \$23,100.00. Staff requests an additional appropriation of available Regional Transportation Congestion Improvement Program (RTCIP) funds in the amount of \$160,000.00 to fund portions of this project that are RTCIP fund eligible. This appropriation will fully fund the project and free up \$114,916.00 of Traffic Signal Fees for future non-RTCIP fund eligible traffic signal projects.

Design and Bidding	\$ 31,665.00
Construction Contract	767,930.00
Construction Change Orders	76,793.00
Construction Engineering/Management	60,000.00
Material Purchases	49,796.00
<hr/>	
Total Revised Project Cost	<u>\$ 986,184.00</u>



CITY ATTORNEY REVIEW

N/A Completed

RECOMMENDATION

MSB

Adopt the Resolution:

1. Awarding the construction contract for the Magnolia Ave Traffic Signal Upgrades Project (CIP 2019-03) to CTE, Inc. for a total amount of \$767,930.00; and
2. Authorizing the City Manager, Director of Development Services or City Engineer to approve change orders in a total amount not to exceed \$76,793.00; and
3. Appropriating \$160,000.00 in Regional Transportation Congestion Improvement Program (RTCIP) funds; and
4. Approving a Categorical Exemption pursuant to Section 15301(c) of the California Environmental Quality Act.

ATTACHMENT

Resolution
Bid Summary Chart

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AWARDING THE CONSTRUCTION CONTRACT FOR THE MAGNOLIA AVENUE TRAFFIC SIGNAL UPGRADES PROJECT (CIP 2019-03), DETERMINING A CATEGORICAL EXEMPTION PURSUANT TO SECTION 15301(c) OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, AND APPROPRIATING REGIONAL TRANSPORTATION CONGESTION IMPROVEMENT PROGRAM FUNDS

WHEREAS, the City Clerk, on the 16th day of November 2021, publicly opened and examined sealed bids for the Magnolia Avenue Traffic Signal Upgrades Project, CIP 2019-03 ("Project"); and

WHEREAS, the lowest received bid was submitted by CTE, Inc. in the amount of \$767,930.00; and

WHEREAS, in accordance with Santee Municipal Code section 3.24.100 (E), CTE, Inc. was found to be the lowest responsive and responsible bidder with their total bid amount of \$767,930.00; and

WHEREAS, staff recommends awarding the construction contract to CTE, Inc. in the amount of \$767,930.00; and

WHEREAS, staff requests authorization for the City Manager, Director of Development Services or City Engineer to approve change orders in a total amount not to exceed \$76,930.00 for unforeseen change orders and additional work; and

WHEREAS, \$941,100.00 is budgeted in the adopted Capital Improvement Program for the Transportation Improvement Master Plan Implementation Project in FY 21/22 and previous years; and

WHEREAS, an appropriation of \$160,000 in Regional Transportation Congestion Improvement Program funds is requested to cover the additional cost of the project and to free up Traffic Signal Fees for future traffic signal upgrade projects; and

WHEREAS, the Project is categorically exempt from environmental review per Section 15301 (c) of the Guidelines to the California Environmental Quality Act (CEQA).

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

SECTION 1: The construction contract for the Magnolia Avenue Traffic Signal Upgrades Project CIP 2019-03 is awarded to CTE, Inc. as the lowest responsive and responsible bidder in the amount of \$767,930.00 and the City Manager is authorized to execute the contract on behalf of the City.

SECTION 2: The City Manager, Director of Development Services or City Engineer is authorized to approve changes orders in a total amount not to exceed \$76,793.00 for unforeseen change orders and additional work.

RESOLUTION NO.

SECTION 3: \$160,000.00 in Regional Transportation Congestion Improvement Program funds is appropriated for the project.

SECTION 4: A categorical Exemption is approved pursuant to Section 15301(c) of the California Environmental Quality Act.

SECTION 5: The City Clerk is directed to certify the adoption of this Resolution.

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 12th day of January, 2022 by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

Mayor
John W. Minto

November 16, 2021

City Council
Ronn Hall
Laura Koval
Rob McNelis
Dustin Trotter

BID RESULTS

Project: Magnolia Avenue Traffic Signal Upgrade Project, CIP 2019-03
Bid Opening Date: November 16, 2021 at 10:00 AM

BIDS RECEIVED:

- | | |
|--|-----------------|
| 1. CTE, Inc.
License No. 786098 | \$ 767,930.00 |
| 2. T&M Electric, Inc. DBA Perry Electric
License No. 747931 | \$ 807,462.50 |
| 3. Blue Pacific Engineering & Construction
License No. 824455 | \$ 821,646.50* |
| 4. Lekos Electric, Inc.
License No. 588410 | \$ 835,075.00* |
| 5. DBX, Inc.
License No. 240547 | \$ 962,096.00 |
| 6. HMS Construction, Inc.
License No. 765590 | \$ 1,100,000.00 |

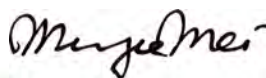
* Total bid amount listed above differs from contractor submitted total based on review of unit bid prices.

Subcontractors listed for the apparent low bidder CTE, Inc.

<u>COMPANY</u>	<u>LICENSE NO.</u>	<u>TRADE</u>
1. Mira Mar General Engineering	1009541	Concrete/Surface work
2. Payco Specialties, Inc.	298637	Striping

To review submitted bid documents, please contact the Office of the City Clerk at (619) 258-4100 ext. 114.

Sincerely,



Minjie Mei, PE
Principal Traffic Engineer

MEETING DATE January 12, 2022

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH HARRIS AND ASSOCIATES FOR ENVIRONMENTAL SERVICES RELATED TO THE PREPARATION OF A CANNABIS ORDINANCE AND APPROPRIATING FUNDS

DIRECTOR/DEPARTMENT Chris Jacobs, Principal Planner *CJ*

SUMMARY

Last year, the City Council held three public workshops on the topic of cannabis. In May, the Council considered information regarding the industry, actions of neighboring jurisdictions related to cannabis, and previous actions by the state to allow both medicinal and adult recreational use of cannabis. In August, the City Council gave direction by majority vote to continue to pursue information regarding retail (dispensary) uses, testing labs and microbusinesses that contain at least three elements of the cannabis industry under one company (e.g., retail, distribution, cultivation and/or manufacturing). In October, the Council reviewed information further outlining existing state regulations and requirements as well as policy questions generally related to location, license and revenue options for the industry to be used to assist in drafting the appropriate ordinance.

Staff recommends entering into a Professional Services Agreement with Harris & Associates in the amount of \$154,720 to prepare an Initial Study / Mitigated Negative Declaration for the draft ordinance. Harris & Associates has expertise in addressing cannabis land uses in other jurisdictions, and has a working knowledge of the City's land use plans. The proposal to prepare the environmental documentation for the ordinance, including various technical studies, is attached with a timeline commencing in January and finishing in mid-July. The tasks and schedule shown in the Harris and Associates Project Proposal align with the schedule required to prepare a cannabis-related ordinance for Council consideration later this year.

ENVIRONMENTAL REVIEW

Per California Environmental Quality Act (CEQA) Guidelines Section 15378, the subject professional services agreement is not a project under CEQA and therefore is not subject to CEQA review.

FINANCIAL STATEMENT *m*

An appropriation from the available General Fund reserve balance will be required to fund the cost of the proposed agreement.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MAB*

Adopt Resolution authorizing the City Manager to execute a professional services agreement with Harris & Associates to provide environmental services for a proposed cannabis ordinance in the amount of \$154,720 and appropriating said amount from the available General Fund reserve balance.

ATTACHMENTS

Resolution
Project Proposal



**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL
SERVICES AGREEMENT WITH HARRIS AND ASSOCIATES FOR
ENVIRONMENTAL SERVICES RELATED TO THE PREPARATION OF A
CANNABIS ORDINANCE AND APPROPRIATING FUNDS**

WHEREAS, the General Plan of the City of Santee (“City”) specifies the location of various land uses and districts within the City; and

WHEREAS, the City Council has held three workshops on the topic of cannabis, and has directed staff to pursue the possibility of drafting an ordinance to regulate commercial cannabis uses in the City; and

WHEREAS, the City, now seeks a consultant to provide professional services to prepare an Initial Study / Mitigated Negative Declaration relating to the preparation of a proposed cannabis ordinance to regulate cannabis land uses in the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Santee that the City Council authorizes the City Manager to execute a professional services agreement with Harris and Associates in the amount of \$154,720 and appropriates said amount from the available General Fund reserve balance.

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 12th day of January, 2022 by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK



January 5, 2022

Chris Jacobs
Principal Planner
City of Santee
10601 N. Magnolia Avenue
Santee, CA 92071

PROPOSAL TO PREPARE INITIAL STUDY/MND FOR THE PROPOSED CITY OF SANTEE CANNABIS ORDINANCE

Dear Mr. Jacobs:

Harris & Associates (Harris) appreciates the opportunity to support the City of Santee (City) in preparing the Initial Study/Mitigated Negative Declaration (IS/MND) for the proposed Cannabis Ordinance (Ordinance or project). This proposal includes our understanding of the project, scope of work, and cost estimate.

PROJECT UNDERSTANDING

The following understanding of the project and requested services is based on discussions with City staff and the City Attorney's office. Harris staff has a range of experience with cannabis ordinance research, development and implementation based on our work in Humboldt, Monterey and San Diego counties.

A draft Ordinance is currently being prepared and should be finalized by February 2022. The Ordinance is anticipated to regulate cannabis activities (retail, cultivation, manufacturing, distribution, and testing) throughout the city. The Ordinance is not anticipated to fully cover all discretionary actions, and will still require the application, consideration, and issuance of subsequent discretionary permits (Conditional Use Permits, etc.) for each proposal. The Ordinance will also determine appropriate zoning designations for cannabis activities, setbacks/buffers from sensitive receptors (schools, churches, residential areas, etc.), and could limit the amount of facilities within each City Council district. The City will need to approve the Ordinance by August 2022 to submit it to the Register of Voters to be included on the November 2022 ballot.

The IS/MND will focus on potential environmental impacts resulting from the establishment of cannabis activities (retail, cultivation, manufacturing, distribution, and testing) allowed by the Ordinance. Harris will provide recommendations to the City regarding ordinance language and land use/citing distance guidance to avoid unmitigable significant impacts, if possible. We anticipate ordinance development to be an iterative process, and have included two sets of revisions to the technical studies and Draft IS/MND to accommodate this effort. Should significant unmitigable impacts be identified that cannot be avoided, an Environmental Impact Report may be required, which would impact the project schedule and budget (not included in this proposal).

SCOPE OF WORK

Harris will prepare an IS/MND to address potential cannabis related activities, based on our current project understanding, described generally above and more specifically in the forthcoming draft Ordinance (once prepared and provided to Harris). It is also assumed that City staff will produce a map showing locations within the City where cannabis activities could occur.

Task 1. Project Initiation, Meetings and Management

This task includes a kick-off meeting with City staff to review the project and confirm the scope. It also includes attendance at up to four meetings with City staff and ongoing team, budget and schedule management.

Task 2. Preparation of Technical Reports

This task assumes preparation of reports/analysis for air quality, greenhouse gas emissions (GHG), energy, noise and traffic. Site surveys and database/records searches will also be conducted for biological and cultural resources. Harris will prepare a draft report and two sets of revisions based on City comments and Ordinance modifications. Depending on the ordinance language, and limitations on land uses, some of these technical studies may not be required or may require a less robust analysis.

Air Quality. The analysis will include a summary of applicable local and federal thresholds, including San Diego Air Pollution Control District (SDAPCD) regulations and thresholds and the Clean Air Act. Project emissions of criteria air pollutant emissions will be estimated using the current CalEEMod model, based on information (assumptions) provided by the City. Modeling will focus on the potential for cannabis activities to generate higher criteria pollutant emissions than existing allowable uses, based primarily on data from the project traffic analysis. Worst-case maximum daily emissions would be compared to the thresholds outlined by the SDAPCD for air quality impact analyses to determine project significance. The modeling results will be included as an appendix to the IS/MND. In addition, the IS will evaluate project consistency with long-range planning, impacts to sensitive receptors, and potential to generate objectionable odors. Potential impacts to sensitive receptors will be addressed qualitatively based on information from the project traffic analysis, the criteria pollutant emissions analysis described above, and the California Air Resources Board *Air Quality and Land Use Handbook*. It is assumed the Ordinance will include setbacks/buffers from sensitive receptors. Based on Harris experience with implementation of cannabis ordinances in other jurisdictions, odor is a potential concern for cannabis activities. Harris will review available documents from other jurisdictions related to odor concerns and abatement. If necessary, potential ordinance language modifications or mitigation measures will be recommended, such as setback distances for sensitive receptors or odor control plans.

Biological Resources. A Harris biologist will conduct a one-day site survey of any undeveloped parcels that could support cannabis activities under the Ordinance and identify potential impacts to biological resources and mitigation, if needed. Mapping will be conducted of any mapped resources. This information will be included directly in the IS/MND; no report will be prepared.

Cultural + Tribal Cultural Resources. A Harris archaeologist will conduct a one-day site survey of any undeveloped parcels that could support cannabis activities under the Ordinance and identify potential impacts to cultural resources and mitigation, if needed. A records search from the South Coast Information Center and Native American Heritage Commission will be requested for the project area. DPR site forms will be filled out for any resources identified. This information will be included directly in the IS/MND; no report will be prepared. It is assumed the City will handle the AB52 noticing and consultation requirements with the Tribes. If requested by the City, Harris will have a Native American monitor accompany the site visit.

Greenhouse Gas Emissions. The analysis will estimate GHG emissions for the project using the CalEEMod model and assumptions consistent with the air quality analysis. Significance will be based on consistency with the City's Sustainable Santee Action Plan (Plan). The analysis will focus on whether cannabis activities are adequately covered by the land use development assumptions of the Plan and whether emissions would be effectively reduced by the existing Plan consistency checklist. The analysis will primarily be based on data from the project traffic analysis and estimated energy demand information. Harris will review available information from jurisdictions with existing cannabis ordinances to determine whether potential cannabis activities would generate significantly more energy, water, wastewater, or solid waste disposal demand compared to existing allowable uses. If necessary, potential ordinance language modifications or mitigation measures will be recommended, such as additional sustainability requirements.

Energy. The energy analysis will be based on the results of the above GHG analysis related to potential GHG emissions from energy use. The project would have the potential to result in a significant energy impact if cannabis activities would result in significantly more energy than accounted for in the City's CAP and not covered by State energy efficiency regulations. If necessary, potential ordinance language modifications or mitigation measures will recommended, such as energy efficiency requirements.

Noise. The analysis will evaluate the potential for cannabis activities to generate noise that has the potential to exceed noise levels limits outlined in the City's Noise Ordinance (Municipal Code Chapter 5.04) or noise compatibility recommendations in the City's General Plan. The analysis will compare potential noise sources from the proposed project to those typical of existing allowable land uses, such as HVAC systems and parking lots. The analysis will focus on potential noise sources unique to cannabis activities based on review of available information on operation of similar facilities in other jurisdictions. Harris will calculate existing and future traffic noise levels associated with project operation using standard noise modeling equations adapted from the FHWA noise prediction model for up to 6 street segments. The analysis will be based on data from the project traffic analysis and focus on segments where Ordinance implementation would increase traffic, specifically truck traffic, compared to existing allowable land uses. Proximity to sensitive receptors will also be considered in segment selection. The analysis will be based on operational traffic data provided by the traffic consultant including existing vehicle volumes in the study area, project vehicle trips by type (truck vs. personal vehicle), and distribution of project trips between daytime and nighttime hours. If necessary, potential ordinance language modifications or mitigation measures will be recommended, such as limitations on hours of operation.

Traffic. Harris will subcontract with Linscott, Law & Greenspan, Engineers (LLG) to prepare the traffic analysis. LLG will confirm the project description, work schedule and assumptions to be utilized in the traffic study and will attend a kickoff meeting with the client and the City. LLG will review sample traffic studies prepared for other agencies' cannabis ordinances. LLG will obtain and document the existing conditions near the potential sites including roadway geometrics and traffic volumes, Pedestrian and bicycle existing conditions will also be documented. Existing Level of Service (LOS) will be documented using historical traffic studies. LLG will review options and determine the proper thresholds of significance with a focus on Vehicle Miles Traveled (VMT).

LLG will calculate the trip generation associated with cannabis activities allowed by the ordinance, which may include the following: outdoor cultivation; mixed light cultivation; indoor cultivation; nursery; manufacturing; distribution; retail and testing. The trips will be estimated on a daily and peak hour basis. The VMT associated with each activity will be estimated on a daily basis using average trip lengths. The significance of the VMT impacts will be determined and mitigation will be recommended as needed.

In addition to a VMT analysis, LLG will conduct a LOS analysis for General Plan consistency/conditions of approval purposes. Street segment analysis will be conducted but not intersection analysis. The Existing, Existing + Project, and Buildout and Buildout + Project scenarios will be analyzed and up to 25 street segments will be analyzed. A transportation report will be prepared. LLG will make two sets of revisions to the report based on City comments. LLG staff will also participate in up to five conference calls/meetings regarding the traffic analysis.

In support of the noise analysis, LLG will forecast traffic volumes, existing and project, on up to six street segments. The percentage of truck traffic will be estimated and provided to the noise consultant. In addition, the distribution of existing and project trips between daytime and nighttime hours will be calculated.

LLG Assumptions: The scope of work / budget does not include preparing traffic models. No traffic counts or public hearings are budgeted.

Deliverable: Draft, Revised Draft and Final Technical Report(s) in Word and PDF

Task 3. Draft Initial Study/MND Preparation

Harris will prepare a draft Project Description (based on the Draft Ordinance and kick-off meeting) for review and approval by the City before preparing the IS analyses.

The IS/MND will evaluate the following 20 environmental topics in accordance with State CEQA Guidelines, Appendix G, and relevant regulations. We will use Harris' IS/MND template unless otherwise specified by the City. Our initial thoughts around the analysis of environmental topics is provided below. This is subject to change pending receipt of the draft Ordinance language.

- **Aesthetics** – Cannabis activities are assumed to be consistent with applicable design guidelines, land use and zoning requirements and are not anticipated to have an impact.
- **Agriculture and Forestry Resources** – Cannabis activities are not anticipated to have an impact.
- **Air Quality** – See scope above.

- **Biological Resources** – See scope above.
- **Cultural Resources** – See scope above.
- **Energy** – See scope above.
- **Geology and Soils** – Cannabis activities are assumed to be compliant with CBC requirements and are not anticipated to have an impact.
- **Greenhouse Gas Emissions** – See scope above.
- **Hazards and Hazardous Materials** – The analysis will evaluate the potential for cannabis activities, primarily cultivation, manufacture, or distribution, to use and generate operational hazards or use/disposal of hazardous materials. If necessary, mitigation measures will be identified, such as quantities allowed onsite and storage limitations of materials.
- **Hydrology and Water Quality** – Cannabis activities are assumed to be compliant with all state, federal and local water quality requirements and are not anticipated to have an impact.
- **Land Use and Planning** – The analysis will evaluate the locations within the City where cannabis activities could operate, and their consistency with applicable planning goals and policies. Impacts will be identified and mitigation recommended, if necessary.
- **Mineral Resources** – Cannabis activities are not anticipated to have an impact.
- **Noise** – See scope above.
- **Population and Housing** – Cannabis activities are not anticipated to have an impact.
- **Public Services** – The analysis will evaluate the potential for cannabis activities to generate additional need for police or fire services, above the acceptable service level thresholds within the areas where cannabis activities could operate. If necessary, mitigation measures will be identified, such as a fair share payment of impact fees for additional service needs.
- **Recreation** – Cannabis activities are not anticipated to have an impact.
- **Transportation** – See scope above.
- **Tribal Cultural Resources** – See cultural resources discussion above. Harris will provide AB 52 assistance for tribal consultation.
- **Utilities and Service Systems** – The analysis will review available information on water demand of similar cannabis facilities in other jurisdictions. It is assumed that the City will coordinate with Padre Dam Municipal Water District to determine if the water demand for cannabis activities can be accommodated by existing sources and if sewer discharges from cannabis facilities meet water quality standards. City Engineering will also be consulted to determine if existing water and sewer pipelines are sized to accommodate the flows from cannabis activities.
- **Wildfire** – The analysis will evaluate if cannabis activities in the locations allowed within the City would have the potential to exacerbate fire risk. Impacts will be identified and mitigation recommended, if necessary.

This scope includes preparation of two IS/MND drafts for City review and comment in electronic format. Due to the iterative nature of the project, it is assumed that changes will be made to the draft Ordinance after the first draft IS/MND is submitted, and substantial changes to the analysis may be required. Once revisions are incorporated from the second draft IS/MND, we will prepare the IS/MND for public review.

Once the public IS/MND is complete, we will prepare the Notice of Intent (NOI) to adopt an MND and Notice of Completion (NOC) to be filed electronically with the State Clearinghouse. It is assumed that the City will handle filing the NOI with the County Clerk and the NOC and Draft IS/MND with the State Clearinghouse. This scope assumes that the City will be responsible for additional distribution of the NOI and noticing requirements (e.g., newspaper) in accordance with CEQA requirements.

Deliverables: Electronic copy of the first, second and public review Draft IS/MND; NOI; NOC

Task 4. Responses, Final IS/MND and MMRP

Following the 30-day IS/MND public review period, we will review and respond to comments received on the IS/MND, to be included as a chapter in the Final IS/MND. The number of comments received is difficult to predict, but based on the subject, we have allocated 80 hours of professional staff time to responding to comments. If comments identify errors or other necessary changes to the IS, we will prepare a revised IS, along with the final MND. This scope assumes that any revisions to the IS will be minor and not require additional analysis.

Additionally, we will prepare the Mitigation Monitoring and Reporting Program (MMRP) in tabular format, and seek City input to determine appropriate monitoring/reporting responsibilities, and the draft Notice of Determination (NOD). It is assumed that the City will file the NOD with the County Clerk within five working days of project approval and pay the required filing fees.

Deliverables: Response to Comments Memorandum; Revised IS and Final MND; MMRP; NOD

Task 5. Public Meetings

Harris staff will attend two public hearings to answer questions about the IS/MND.

COST

The total cost for the above-described scope of work is \$154,720, which will be billed on a time-and-materials basis. A cost breakdown by major task is provided below. Staff rates are in accordance with Harris' standard billing rate sheet (attached). A 10% mark-up has been added to sub consultants and reimbursable expenses.

Task	Budget
Project Initiation, Meetings and Management	
Kick off Meeting	\$950
Project Meetings (4)	\$1,900
Management/Coordination	\$8,240
Technical Studies	
Air Quality	\$10,730
Greenhouse Gas Emissions Memo	\$8,010
Energy	\$2,780
Noise	\$12,330
Transportation (LLG)	\$35,690
Biology and Cultural Surveys, Mapping and Records Search	\$10,960
Draft IS/MND	
First Draft IS/MND	\$16,720
Second Draft IS/MND	\$11,290
Public Review Draft IS/MND and Notices	\$7,870
Final IS/MND	
Responses to Comments	\$16,040
Final IS/MND	\$5,460
MMRP	\$1,030
Public Meetings	
Hearings (2)	\$4,720
Total Cost	\$154,720

SCHEDULE

The following schedule assumes a notice to proceed on or before January 13, 2022. All dates will be adjusted accordingly if the notice to proceed is delayed. The schedule also assumes receipt of the traffic study and all necessary project information by the specified date. All days in parentheses are working days except where noted. Holidays are assumed to be non-working days.

Task/Milestone (working days)	Completion Date
Notice to Proceed (1 day)	Thu 1/13/2022
Project Kick-Off (4 days)	Wed 1/19/2022
Receive Ordinance Language (10 days)	Wed 2/2/2022
Prepare Technical Studies (20 days)	Wed 3/2/2022
Prepare 1st Admin Draft IS/MND (15 days)	Wed 3/23/2022
City Review 1st Admin Draft IS/MND (10 days)	Wed 4/6/2022
Prepare 2nd Admin Draft IS/MND (10 days)	Wed 4/20/2022
City Review 2nd Admin Draft IS/MND (10 days)	Wed 5/4/2022
Prepare Public Review Draft IS/MND (5 days)	Wed 5/11/2022
Public Review Period (30 calendar days)	Fri 5/13 – Mon 6/13/2022
Prepare Draft MMRP (during public review)	Wed 6/8/2022
Prepare Draft RTC Memo and Final IS/MND (10 days)	Mon 6/27/2022
City Review Draft RTC Memo, Draft MMRP, and Final IS/MND (10 days)	Tues 7/12/2022
Prepare Final RTC Memo, Final IS/MND, and Final MMRP (5 days)	Tues 7/19/2022

We look forward to working with the City on this project. Please do not hesitate to contact me with questions.

Sincerely,
Harris & Associates, Inc.

Diane Sandman, AICP
 Vice President, Environmental + Planning Consulting
 (619) 318-0808 ■ Diane.Sandman@WeAreHarris.com

Att: Rate Sheet



Harris & Associates

RANGE OF HOURLY RATES

Effective January – December 2022

ENVIRONMENTAL PLANNING + COMPLIANCE

	<u>HOURLY RATE</u>
Project Directors	\$220-300
Project Managers	\$160-220
Project Analysts	\$75-160
Technical Support	\$90-180
Administrative Support	\$60-120

Notes:

Rates are subject to adjustment due to promotions during the effective period of this schedule. A new rate schedule will become effective January 1st of every year.

All subconsultant charges and direct costs are subject to a 10% markup.

When applicable, MILEAGE charges will be at the current IRS rate, and REPRODUCTION costs will be as follows: Black & White printing will be \$0.08/page (8.5x11) and \$0.16/page (11x17). Color printing will be \$0.16/page (8.5x11) and \$0.32/page (11x17).

MEETING DATE January 12, 2022

ITEM TITLE RESOLUTION APPOINTING JESSIE BISHOP AS DIRECTOR OF HUMAN RESOURCES ON AN INTERIM BASIS AND APPROVING EMPLOYMENT AGREEMENT

DIRECTOR/DEPARTMENT Marlene Best, City Manager

SUMMARY

On January 8, 2022, the Director of Human Resources position became vacant. This position performs services which are critical to the continued operations of the City, including critical hiring and related issues in the workplace. The City needs to select an Interim Director of Human Resources pending the recruitment, selection and employment of a permanent Director.

The City has identified a candidate to consider for appointment to Director of Human Resources on an interim basis. Jessie Bishop retired as the Director of Human Resources after 3 years of service with the City of Santee, and with significant public agency human resources experience. She has been retired for more than six months (180 days) from the City. Ms. Bishop has the specialized skill and background to serve in this position.

Government Code section 21221(h) allows the City to hire a retiree to fill a vacant position on an interim basis during the active recruitment for a permanent appointment. This Section requires that the appointment be made by the City Council to a position requiring specialized skills, be a one-time appointment, and that the employee does not exceed 960 hours worked in a fiscal year. Section 7522.56 imposes similar restrictions, consistent with Section 21221(h).

The attached Resolution will appoint Jessie Bishop as the Interim Director of Human Resources effective January 13, 2022, in compliance with Section 21221(h) and approves the corresponding Employment Agreement.

FINANCIAL STATEMENT *m*

Under the Employment Agreement, Bishop would be paid at a rate of \$87.60 per hour. This amount is dictated by Section 21221(h), as the rate must be within the range of the publicly approved rate of pay for the vacant position. No other benefits are permitted to be provided.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *MSB*

Adopt a Resolution appointing Jessie Bishop as Director of Human Resources on an Interim Basis and approving Employment Agreement

ATTACHMENTS

- 1. Resolution
- 2. Employment Agreement



RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE APPOINTING
JESSIE BISHOP AS DIRECTOR OF HUMAN RESOURCES ON AN INTERIM BASIS
AND APPROVING EMPLOYMENT AGREEMENT**

WHEREAS, Government Code sections 7522.56 and 21221(h) permit the City Council to appoint a California Public Employees' Retirement System ("CalPERS") retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours in a fiscal year; and

WHEREAS, the position of Director of Human Resources became vacant on January 8, 2022; and

WHEREAS, to ensure the efficient and uninterrupted continued operation of the Human Resources Department of the City, the City Council desires to appoint Jessie Bishop to the vacant position of Director of Human Resources on an interim basis, effective January 13, 2022; and

WHEREAS, Jessie Bishop has over 30 years of experience including three years specifically in the City of Santee, serving in public agency Human Resources operations and management; and

WHEREAS, an appointment under Government Code Section 21221(h) requires an active, publicly posted recruitment for a permanent replacement; and

WHEREAS, the current status of this recruitment is open, and the vacancy has been publicly posted and applications are being accepted; and

WHEREAS, this Section 21221(h) appointment shall only be made once and therefore will end on the date immediately preceding the date on which the permanent replacement for the vacant position of Director of Human Resources for the City of Santee commences his or her employment or, if earlier, the date that this appointment is terminated by the City of Santee or Jessie Bishop; and

WHEREAS, it is understood by Jessie Bishop and the City that the combined total hours to be served by Jessie Bishop in any fiscal year for all CalPERS employers combined shall not exceed the 960 hour limitation set forth in California Government Code section 21221(h) and section 7522.56(d); and

WHEREAS, the City Council has reviewed a proposed employment agreement by and between Jessie Bishop and the City of Santee and is attached hereto; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum

nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is \$15,184.78 and the hourly equivalent is \$87.60; the minimum base salary for this position is \$11,247.97 and the hourly equivalent is \$64.89; and

WHEREAS, the hourly rate paid to Jessie Bishop will be \$87.60; and

WHEREAS, Jessie Bishop has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

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

SECTION 1. As required by Government Code sections 7522.56 and 21221(h), the City Council makes the following findings:

(A) All facts set forth in the Recitals to this Resolution are true and correct and incorporated herein by reference.

(B) Jessie Bishop has the specialized skills needed to perform the work required of the Interim Director of Human Resources until a permanent Director of Human Resources is appointed and thereafter begins his or her service.

(C) It is in the best interests of the City of Santee to enter into an employment agreement with and to appoint Jessie Bishop as Director of Human Resources for the City of Santee on an interim basis, effective January 13, 2022, pursuant to the authority provided under Government Code sections 21221(h) and 7522.56.

SECTION 2. Jessie Bishop is hereby appointed as Director of Human Resources of the City of Santee on an interim basis, effective January 13, 2022, until the date immediately preceding the date on which the permanent replacement for the vacant position of Director of Human Resources commences his or her employment, unless earlier terminated, in accordance with Government Code sections 21221(h) and 7522.56 and with the provisions of the employment agreement, attached hereto as Exhibit A.

SECTION 3. The employment agreement with Jessie Bishop, is hereby approved by the City Council of the City of Santee, effective January 13, 2022, and the City Manager is authorized to execute the agreement.

PASSED, APPROVED AND ADOPTED this 12th day of January, 2022.

AYES:

NOES:

ABSENT:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

Mayor
John W. Minto

City Council
Ronn Hall
Laura Koval
Rob McNelis
Dustin Trotter

LIMITED TERM APPOINTMENT AGREEMENT DURING A VACANCY CALPERS RETIREE

Jessie Bishop
[REDACTED]

Dear Jessie:

If accepted by you and approved by the City Council, this agreement represents the terms of your appointment as Interim Director of Human Resources with the City of Santee ("City"). In light of your status as a CalPERS retiree, this is a limited-term appointment subject to the requirements set forth in this letter.

This agreement is made because the City has determined that your specialized skills in the areas of management of the Department of Human Resources are necessary to perform the duties of Director of Human Resources, on an interim basis. We have also determined that your employment will ensure the efficient continued operation of the City's Human Resources Department during the recruitment for a permanent Director of Human Resources.

The terms of this agreement include:

- The term of your appointment will be from January 13, 2022, until the day immediately preceding the date on which the permanent replacement for the vacant position of Director of Human Resources for the City of Santee commences his or her employment or, the date that this appointment is terminated by the City of Santee or Jessie Bishop, if earlier. You are an at-will employee and can be terminated at any time, with or without notice or cause.
- Your rate of pay in the position will be an hourly rate of \$87.60.
- You will not receive any further payments or benefits other than the hourly rate unless required by state or federal law.
- Your hours **cannot exceed 960 hours** in a fiscal year (inclusive of all hours worked for any CalPERS employer).

The City and you make this agreement with the mutual understanding that the appointment complies with the requirements applicable to the employment of CalPERS

retirees, as codified in Government Code sections 7522.56 and 21221(h). Specifically, an appointment under Sections 7522.56 and 21221(h) is permissible if all of the following requirements are met:

- (1) The appointment is made by the City Council;
- (2) The appointment is to a vacant position during recruitment for a permanent appointment;
- (3) The appointment is either during an emergency to prevent stoppage of public business or because the retiree has specialized skills needed in performing the work;
- (4) The retiree is appointed to the vacant position no more than once;
- (5) The compensation received by the retiree is not more than the maximum nor less than the minimum monthly base salary paid to other employees performing comparable duties as listed on the City's publicly available pay schedule, reflected as an hourly rate by dividing the monthly base pay by 173.333;
- (6) The compensation paid to the retiree is limited to the hourly rate and no other benefits may be provided;
- (7) The total hours worked by the retiree in a fiscal year, for all CalPERS employers, cannot exceed 960 hours;
- (8) The retiree cannot have received unemployment insurance payments in the prior 12-month period arising from work performed as a retiree for any public employer; and
- (9) For any retirees with a retirement effective date on or after January 1, 2013, the appointment must occur at least 180 days following the date of retirement unless the employer certifies that the appointment is necessary to fill a critically needed position before 180 days have expired and the governing body approves the appointment in a public meeting.

With respect to the requirement at (1), your appointment to the position of Interim Director of Human Resources will not be effective unless and until it is approved by resolution of the City Council.

In addition, the City, in good faith, has determined that your appointment meets (2) – (7) of the foregoing requirements as follows:

- (2) If approved, your appointment will be to the vacant Director of Human Resources position during the City's recruitment for a permanent appointment;
- (3) This appointment is made because you possess the specialized skills, as identified in the first paragraph of this agreement, necessary for the purpose of the appointment and your employment will ensure the efficient continued operation of the City's Human Resources Department during the

- recruitment which is a critical role for the City to continue to provide public services.
- (4) If approved, the appointment will be a one-time appointment and will not be renewed.
 - (5) The compensation you will receive is no more than the maximum nor less than the minimum monthly base salary paid to other employees performing comparable duties as listed on the City's publicly available pay schedule divided by 173.333 to determine an hourly rate.
 - (6) Your compensation consists of the hourly rate only; no further benefits will be provided.
 - (7) Your hours will not exceed 960 hours in a fiscal year.

By executing this agreement, you are also, in good faith, determining that your appointment meets each of the foregoing requirements, including the unemployment insurance requirement noted at (8) above. That is, while the City is not in a position to do so, by signing the acknowledgment at the conclusion of this agreement you are certifying that you have not received unemployment insurance payments within the past 12 months arising from work performed as a retiree for any public employer. Further, by signing this agreement, you are confirming that the 180 day waiting period described in (9) above has been met.

Notwithstanding (7) above, the City has no way of monitoring the hours that you work for another CalPERS employer. As such, it is your responsibility to ensure that the total hours worked for the City and any other CalPERS employer do not exceed 960 hours during the fiscal year. The City's understanding is that you have worked for another CalPERS employer this fiscal year, but that the hours worked have been limited and you understand that you cannot work more than 960 for all CalPERS employers this fiscal year. You agree to notify the City if you come within 40 hours of the cap.

There is no right to continued public employment expressed by this agreement. All limited-term appointments are subject to the business necessity of the City and are at-will; therefore, the appointment may end with or without cause or advance notice.

This agreement is not effective until approved by the City Council and your appointment made by the Council, after consideration at its Council meeting on January 12.

If you have additional questions or comments feel free to contact me directly.

Sincerely,

Marlene Best
City Manager

Acknowledgment:

I, Jessie Bishop, agree to this Temporary Limited-Term Employment Agreement During a Vacancy (CalPERS Retiree), and hereby warrant that I understand and agree with all of the terms and conditions of employment as set forth in this Agreement. Further, I hereby certify to the City of Santee that I have not received unemployment insurance payments within the past 12 months arising from work performed as a retiree for any public employer.

BY EMPLOYEE:

Jessie Bishop

Date

BY CITY:

Marlene D. Best, City Manager

Date

APPROVED AS TO FORM:

Shawn Hagerty, City Attorney

Date

MEETING DATE January 12, 2021

ITEM TITLE RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION SUCCESSOR AGENCY APPROVING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE FOR THE PERIOD FROM JULY 1, 2022 TO JUNE 30, 2023 (“ROPS 22-23”)

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

SUMMARY

On December 29, 2011, the California Supreme Court issued its decision in the case of *California Redevelopment Association v. Matosantos*, which addressed the constitutionality of Assembly Bills 1x26 and 1x27 (“AB 26” and “AB 27”). In accordance with this decision, all redevelopment agencies in the state of California were dissolved effective February 1, 2012. On January 11, 2012 the City Council elected to become the Successor Agency to the Santee Community Development Commission (“CDC”). As the Successor Agency, the City has certain administrative and other responsibilities for the winding down of redevelopment activities.

One such requirement is the preparation of Recognized Obligation Payment Schedules (“ROPS”). The ROPS lists all of the “enforceable obligations” of the CDC Successor Agency, the amounts and due dates of payments required for each enforceable obligation and the source of funding for each required payment. The attached resolution adopts the ROPS covering the period from July 1, 2022 through June 30, 2023 (“ROPS 22-23”). The primary enforceable obligation reflected on ROPS 22-23 is debt service on the CDC Successor Agency Tax Allocation Refunding Bonds 2016 Series A.

The Countywide Redevelopment Successor Agency Oversight Board will meet on January 20, 2022 to review and approve the ROPS and administrative expense budget in order to meet the February 1, 2022 filing deadline with the County Auditor-Controller, State Controller’s Office and the State Department of Finance.

FINANCIAL STATEMENT *tm*

Adoption of the attached resolution along with the January 20, 2022 approval by the Countywide Redevelopment Successor Agency Oversight Board will provide for the receipt and expenditure of \$3,342,375 in redevelopment property tax trust fund (“RPTTF”) revenue in order to satisfy the enforceable obligations listed on the ROPS 22-23 for fiscal year 2022-23.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *MSB*

Adopt the attached resolution.

ATTACHMENT

Resolution (with Exhibit “A” ROPS 22-23)



A RESOLUTION OF THE CDC SUCCESSOR AGENCY OF THE CITY OF SANTEE, CALIFORNIA APPROVING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE FOR THE PERIOD FROM JULY 1, 2022 TO JUNE 30, 2023 (“ROPS 22-23”)

WHEREAS, pursuant to the Community Redevelopment Law (Health and Safety Code Sections 33000 et seq.), the City Council of the City of Santee (“City”) created the Community Development Commission of the City of Santee (“CDC”); and

WHEREAS, the CDC was responsible for implementing the Amended and Restated Redevelopment Plan for the Santee Community Redevelopment Project covering certain properties within the City (“Project Areas”); and

WHEREAS, as part of the 2011-12 State budget bill, the California State Legislature enacted, and the Governor signed, companion bills AB 1X26 and AB 1X27; and

WHEREAS, on December 29, 2011, the California Supreme Court upheld, in large part, AB 1x26 and overturned AB 1x27, which dissolved all redevelopment agencies as of February 1, 2012; and

WHEREAS, on January 11, 2012 the City Council elected to become the successor agency to the CDC (“CDC Successor Agency”); and

WHEREAS, in accordance with Health and Safety Code section 34177 (o) (1) the ROPS for the period from July 1, 2022 through June 30, 2023 (“ROPS 22-23”) must be approved by the Successor Agency and Countywide Redevelopment Successor Agency Oversight Board and submitted to the State Department of Finance, State Controller and County Auditor-Controller for review by February 1, 2022; and

WHEREAS, on January 20, 2022 the Countywide Redevelopment Successor Agency Oversight Board is scheduled to meet and approve ROPS 22-23.

NOW THEREFORE BE IT RESOLVED, by the CDC Successor Agency of the City of Santee, California as follows:

Section 1. Recitals. The Recitals set forth above are true and correct and incorporated herein by reference.

Section 2. Approval of ROPS. The Recognized Obligation Payment Schedule for the period from July 1, 2022 to June 30, 2023 (“ROPS 22-23”) is hereby approved, in substantially the form attached hereto as Exhibit “A”.

Section 3. Posting; Transmittal to Appropriate Agencies. The Director of Finance or his designee is hereby authorized and directed to provide the Recognized Obligation Payment Schedule to the Countywide Redevelopment Successor Agency Oversight Board for review and certification, to the State Department of Finance, the State Controller’s Office and the County Auditor-Controller, and post it on the City’s web site.

Section 4. Effective Date. This Resolution shall become effective upon its adoption.

ADOPTED by the CDC Successor Agency of the City of Santee, California at a Regular Meeting thereof held this 12th day of January 2022 by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED

JOHN W. MINTO, CHAIR

ATTEST

ANNETTE ORTIZ, CMC, SECRETARY

Attachments: Exhibit "A": Recognized Obligation Payment Schedule for the Period from July 1, 2022 to June 30, 2023 ("ROPS 22-23")

Recognized Obligation Payment Schedule (ROPS 22-23) - Summary
Filed for the July 1, 2022 through June 30, 2023 Period

Successor Agency: Santee

County: San Diego

Current Period Requested Funding for Enforceable Obligations (ROPS Detail)	22-23A Total (July - December)	22-23B Total (January - June)	ROPS 22-23 Total
A Enforceable Obligations Funded as Follows (B+C+D)	\$ 3,922	\$ -	\$ 3,922
B Bond Proceeds	-	-	-
C Reserve Balance	-	-	-
D Other Funds	3,922	-	3,922
E Redevelopment Property Tax Trust Fund (RPTTF) (F+G)	\$ 1,670,739	\$ 1,671,636	\$ 3,342,375
F RPTTF	1,657,069	1,657,966	3,315,035
G Administrative RPTTF	13,670	13,670	27,340
H Current Period Enforceable Obligations (A+E)	\$ 1,674,661	\$ 1,671,636	\$ 3,346,297

Certification of Oversight Board Chairman:

Pursuant to Section 34177 (o) of the Health and Safety code, I hereby certify that the above is a true and accurate Recognized Obligation Payment Schedule for the above named successor agency.

Name Title

/s/ _____
Signature Date

Santee
Recognized Obligation Payment Schedule (ROPS 22-23) - ROPS Detail
July 1, 2022 through June 30, 2023

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	
Item #	Project Name	Obligation Type	Agreement Execution Date	Agreement Termination Date	Payee	Description	Project Area	Total Outstanding Obligation	Retired	ROPS 22-23 Total	ROPS 22-23A (Jul - Dec)					22-23A Total	ROPS 22-23B (Jan - Jun)					22-23B Total	
											Fund Sources						Fund Sources						
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		
								\$49,071,756		\$3,346,297	\$-	\$-	\$3,922	\$1,657,069	\$13,670	\$1,674,661	\$-	\$-	\$-	\$1,657,966	\$13,670	\$1,671,636	
4	Bond trustee fees	Fees	01/25/2005	08/01/2041	U.S. Bank	Bond trustee fees	Santee	26,600	N	\$1,400	-	-	-	1,400	-	\$1,400	-	-	-	-	-	-	\$-
5	Arbitrage rebate analysis	Fees	05/11/2005	08/01/2041	BLX Group Inc.	Arbitrage rebate calculations	Santee	23,300	N	\$-	-	-	-	-	-	\$-	-	-	-	-	-	-	\$-
6	Continuing disclosure reporting	Fees	01/18/2012	08/01/2041	KNN Public Finance	Continuing disclosure reporting	Santee	14,250	N	\$750	-	-	-	-	-	\$-	-	-	-	750	-	\$750	
10	Successor agency administration	Admin Costs	07/01/2022	06/30/2023	City of Santee	Administrative cost reimbursement	Santee	27,340	N	\$27,340	-	-	-	-	13,670	\$13,670	-	-	-	-	13,670	\$13,670	
18	Tax Allocation Refunding Bonds 2016 Series A	Refunding Bonds Issued After 6/27/12	11/08/2016	08/01/2041	U.S. Bank (trustee)	Provides for the current refunding of all outstanding Tax Allocation Bonds 2005 Series A and for the advance refunding of all outstanding Tax Allocation Bonds 2011 Series A	Santee	48,980,266	N	\$3,316,807	-	-	3,922	1,655,669	-	\$1,659,591	-	-	-	1,657,216	-	\$1,657,216	

Santee
Recognized Obligation Payment Schedule (ROPS 22-23) - Report of Cash Balances
July 1, 2019 through June 30, 2020
(Report Amounts in Whole Dollars)

Pursuant to Health and Safety Code section 34177 (l), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation.							
A	B	C	D	E	F	G	H
	ROPS 19-20 Cash Balances (07/01/19 - 06/30/20)	Fund Sources					Comments
		Bond Proceeds		Reserve Balance	Other Funds	RPTTF	
		Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS RPTTF and Reserve Balances retained for future period(s)	Rent, grants, interest, etc.	Non-Admin and Admin	
1	Beginning Available Cash Balance (Actual 07/01/19) RPTTF amount should exclude "A" period distribution amount.		773,542	149,946	15,667	-	
2	Revenue/Income (Actual 06/30/20) RPTTF amount should tie to the ROPS 19-20 total distribution from the County Auditor-Controller		591		3,922	3,210,585	
3	Expenditures for ROPS 19-20 Enforceable Obligations (Actual 06/30/20)		(11,034)	142,849	4,411	3,208,258	Column D: \$1,465 in expenditures for ROPS 19-20 EOs, \$1 rounding adjustment and a \$12,500 increase in the required advance principal payment to the bond trustee from the prior year
4	Retention of Available Cash Balance (Actual 06/30/20) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)		785,167	7,097	11,256	-	Column D: funds required to be held by bond trustee for the 8/1/20 debt service payment. Column E: \$5,496 ROPS 17-18 PPA expended in ROPS 20-21; \$1,601 ROPS 18-19 PPA expended in ROPS 21-22. Column F: \$5,512 expended in ROPS 20-21; \$5,744 expended in ROPS 21-22.

Pursuant to Health and Safety Code section 34177 (l), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation.

A	B	C	D	E	F	G	H
	ROPS 19-20 Cash Balances (07/01/19 - 06/30/20)	Fund Sources					Comments
		Bond Proceeds		Reserve Balance	Other Funds	RPTTF	
		Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS RPTTF and Reserve Balances retained for future period(s)	Rent, grants, interest, etc.	Non-Admin and Admin	
5	ROPS 19-20 RPTTF Prior Period Adjustment RPTTF amount should tie to the Agency's ROPS 19-20 PPA form submitted to the CAC		No entry required			2,327	
6	Ending Actual Available Cash Balance (06/30/20) C to F = (1 + 2 - 3 - 4), G = (1 + 2 - 3 - 4 - 5)	\$-	\$-	\$-	\$3,922	\$-	Column F: To be applied in ROPS 22-23.