

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

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



CITY COUNCIL

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

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

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

This meeting will be conducted pursuant to the provisions of the Governor's Executive Order which suspends certain requirements of the Ralph M. Brown Act.

In an effort to protect public health and prevent the spread of COVID-19, the City Council meeting on Wednesday, June 24, 2020, will be conducted via webinar and telephonically.

To watch the meeting via webinar please click on this link:
<https://attendee.gotowebinar.com/register/3960918478952527883>

To listen to the City Council meeting telephonically please call:
(619) 678-0714

NOTE: A pin number will be required, please enter 690-558-400#.

Members of the public who wish to comment on matters on the City Council agenda or during non-agenda public comment may submit comments to the City Clerk at CITYCLERK@CITYOFSANTECA.GOV on or before 5:00 P.M. on Wednesday, June 24, 2020.

****Public Comment will be limited to 300 words and your comments will be entered into the official Council meeting record. In the event that there are technical difficulties, please refer to the City's COVID-19 webpage ([Http://Cityofsanteca.Gov/Our-City/Public-Notice](http://Cityofsanteca.Gov/Our-City/Public-Notice)) for updates both before and during the Council meeting.**

The City is currently reviewing opportunities for live public comment – if you submit an email for public comment and we are able to do live public comment, we will contact you once we have the system in place.

***Please note that while members of the public are generally permitted to speak for three minutes (300 words) during the public comment period, in accordance with City Council Policy 2019-1, the Mayor may reduce the usual three minute time limit (word limit) to provide for an orderly meeting when numerous comments are expected. (City Council Policy 2019-1, § 10.2; Gov. Code § 54954.3) Any reduction of speaker time will be announced before the public comment period begins.*

**Wednesday, June 24, 2020
6:30 PM**

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

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



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

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

LEGISLATIVE INVOCATION: Phil Herrington – Pathways Community Church

PLEDGE OF ALLEGIANCE

PROCLAMATION: Proclaiming July as Parks Make Life Better Month

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 Payment of Demands as Presented. (Finance – McDermott)
- (3) Approval of the Expenditure of \$36,179.05 for May 2020 Legal Services and Related Costs. (Finance – McDermott)
- (4) Approval of the Expenditure of \$128,815.80 for May 2020 Legal Services and Related Costs – HomeFed (Fanita Ranch). (Finance – McDermott)
- (5) Adoption of a Resolution Establishing the Appropriations Limit for Fiscal Year 2020-21. (Finance – McDermott)
- (6) Adoption of a Resolution Approving the 2020 Local Guidelines for Implementing the California Environmental Quality Act (CEQA). (Development Services – Kush)
- (7) Adoption of a Resolution Accepting the Mast Park Improvements (CIP 2008-53) as Complete and Appropriating Park In-Lieu Funds in the amount of \$20,285.00. (Development Services – Kush)
- (8) Adoption of Resolutions Calling for a November 3, 2020 General Municipal Election. (City Clerk – Ortiz)
- (9) Rejection of Bids for Irrigation Supplies (RFB #20/21-20045). (Community Services – Maertz)

- (10) **Claims Against the City by David Castro and Charles Cushman. (Human Resources – Hardy)**

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) **Public Hearing on a Resolution Approving the Staff Report and Authorizing a Special Assessment on Certain Parcels of Land that Received Administrative Citations for Municipal Code Violations and/or Administrative Fees for Which Costs Have Not Been Paid by the Owner(s) of Record of Said Parcels. (Development Services – Kush)**

Recommendation:

1. Conduct and close Public Hearing; and
2. Adopt Resolution authorizing special assessments.

- (12) **Public Hearing Establishing a Special Assessment on Certain Parcels of Land that Were Subject to Involuntary Weed Abatement and/or Administrative Fees by the City and for Which Costs Have Not Been Paid by the Owner(s) of Record of Said Parcels. (Development Services – Kush)**

Recommendation:

1. Conduct and close Public Hearing; and
2. Approve the cost report and account of unpaid weed abatement invoices (Exhibit A); and
3. Adopt Resolution confirming report, and ordering abatement costs to be a special assessment on the properties referenced in the report and as shown on the attached itemized list of properties.

CONTINUED BUSINESS:

- (13) **Continued Housing Element Update Workshop II – Overview of Inclusionary Housing Program as an Affordable Housing Strategy. (Development Services – Kush)**

Recommendation:

Provide direction to staff on a 10% or 15% inclusionary housing requirement and authorize a third-party inclusionary housing in-lieu fee study.

- (14) **City Council Consideration of an Urgency Ordinance Extending the Temporary Moratorium on Evictions Due to Nonpayment of Rent by Residential and Commercial Tenants Impacted by the NOVEL Coronavirus (COVID-19) and Setting Forth the Facts Constituting Such Urgency. (City Manager – Best)**

Recommendation:

Consider the Urgency Ordinance, take action on it or provide direction as appropriate.

- (15) **Resolution Approving and Adopting the Operating Budget for Fiscal Year 2020-21 and Taking Related Actions. (Finance – McDermott)**

Recommendation:

Adopt the Resolution.

- (16) **Approval of the Expenditure Plan for the Coronavirus Aid, Relief, and Economic Security (CARES) Act Coronavirus Relief Fund (CRF) and Subgrant from San Diego County. (City Manager – Best)**

Recommendation:

Approve staff recommendations regarding the use of federal CARES Act CRF funds allocated to the City of Santee by the County of San Diego and authorize the City Manager to execute the Subgrant agreement with the County.

NEW BUSINESS:

- (17) **Resolution Setting Priorities for Arguments for and Against Ballot Measures. (City Clerk – Ortiz)**

Recommendation:

Adopt Resolution authorizing Councilmembers to write arguments for or against each measure.

- (18) **Resolution Affirming the City’s Commitment to Equality, Promoting Tolerance and Denouncing Hate Speech and Racism. (City Manager – Best)**

Recommendation:

Adopt 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:

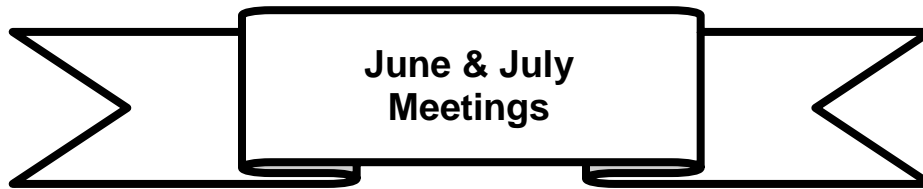
(19) CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Government Code section 54956.9(d)(1))

Name of case: Preserve Wild Santee, Climate Action Campaign, and Center for Biological Diversity v. City of Santee et al.

Case Number: 37-2020-00007331-CU-TT-CLT

ADJOURNMENT:



Jun 04	SPARC		Virtual/Telephonic
Jun 08	Community Oriented Policing Committee		Virtual/Telephonic
Jun 10	Council Meeting		Virtual/Telephonic
June 05	Emergency Council Meeting		Virtual/Telephonic
June 16	Special Council Meeting		Virtual/Telephonic
Jun 24	Council Meeting		Virtual/Telephonic
Jul 02	SPARC	Cancelled	Civic Center Building 8A
Jul 08	Council Meeting	Cancelled	Council Chamber
Jul 13	Community Oriented Policing Committee		TBD
Jul 22	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.

State of California } County of San Diego } ss. City of Santee }	<h3>AFFIDAVIT OF POSTING AGENDA</h3>
I, <u>Annette Ortiz, City Clerk</u> of the City of Santee, hereby declare, under penalty of perjury, that a copy of this Agenda was posted in accordance with the Brown Act and Santee Resolution 61-2003 on <u>June 19, 2020</u> , at <u>5:00 p.m.</u>	
_____ Signature	_____ Date 06/19/2020

City of Santee
COUNCIL AGENDA STATEMENT

Proclamation

MEETING DATE June 24, 2020

AGENDA ITEM NO.

ITEM TITLE PROCLAIMING JULY AS PARKS MAKE LIFE BETTER MONTH

DIRECTOR/DEPARTMENT John W. Minto, Mayor

SUMMARY

July is nationally recognized as Parks Make Life Better Month and is the time to celebrate the variety of opportunities offered by the Community Services Department that can be enjoyed by youth, adults, seniors, and families.

On July 1, 2020 the city of Santee is launching an Agents of Discovery campaign. This program, designed to encourage people to explore local parks while learning about our natural world, includes challenges and missions all on a convenient mobile app.

As we celebrate July as Parks Make Life Better Month, citizens of Santee are reminded that Parks and Recreation enriches the lives of residents and visitors, as well as adding value to the community's homes and neighborhoods.

Ken Fox, Chair of the Santee Park and Recreation Committee (SPARC), will accept the proclamation.

In FY 2019/20, SPARC's fundraising proceeds helped provide:

- \$10,000 in continued financial support for the Santee Teen Center operations
- \$5,000 towards Senior Recreation Programs and activities
- \$2,196 Youth and Senior Recreation financial assistance program
- \$3,200 Special Events and Park improvements

SPARC has been fundraising on behalf of the City's recreation programs since FY 1995/96. The Committee's total contribution is now \$514,151.

FINANCIAL STATEMENT *jm*

Fund raising proceeds are deposited into the Recreation Revolving Fund.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MAB*

Present the proclamation.

ATTACHMENTS (Listed Below)

Proclamation

City of Santee, California

Proclamation

WHEREAS, Parks and Recreation makes lives and communities better by offering places, spaces and programs that foster human development, the arts, and lifelong learning for toddlers to seniors and provides positive alternatives for youth during non-school hours that reduce crime; and

WHEREAS, Parks and Recreation strengthens community image and sense of place, increases cultural unity, facilitates social connections and community problem solving, strengthens safety and security, adds value to homes and neighborhoods and contributes to the economic prosperity of our city; and

WHEREAS, Parks and Recreation preserves and protects our natural resources, provides low cost, close-to-home access to outdoor spaces and programs to play and exercise, and makes it easy to stay active - reducing health care costs; and

WHEREAS, the City of Santee is partnering with Agents of Discovery to bring you a new way to discover our parks. Fulfill challenges, complete missions, and learn about our natural world. Have fun outdoors as you explore and learn!

NOW, THEREFORE, I, John W. Minto, Mayor of the City of Santee on behalf of the City Council, do hereby set aside July 2020 as

PARKS MAKE LIFE BETTER MONTH

in the City of Santee and urge residents to enjoy and recognize the many community benefits derived from the services, facilities, and programs provided by the Community Services Department that offers something of value to everyone.

IN WITNESS WHEREOF, I have hereunto set my hand this twenty-fourth day of June, two thousand twenty, and have caused the Official Seal of the City of Santee to be affixed.

Mayor John W. Minto

City of Santee
COUNCIL AGENDA STATEMENT

Item 1

MEETING DATE June 24, 2020

AGENDA ITEM NO.

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

DIRECTOR/DEPARTMENT Annette Ortiz, CMC, City Clerk

SUMMARY

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

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

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

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION

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

ATTACHMENTS

None

City of Santee
COUNCIL AGENDA STATEMENT

Item 2

MEETING DATE June 24, 2020

AGENDA ITEM NO.

ITEM TITLE PAYMENT OF DEMANDS

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

SUMMARY

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

FINANCIAL STATEMENT *tm*

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

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

Approve the payment of demands as presented.

ATTACHMENTS (Listed Below)

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

Payment of Demands
Summary of Payments Issued

<u>Date</u>	<u>Description</u>	<u>Amount</u>
05/27/2020	Accounts Payable	\$ 16,542.07
06/03/2020	Accounts Payable	1,568,731.74
06/04/2020	Payroll	342,046.35
06/04/2020	Accounts Payable	243,378.66
06/04/2020	Accounts Payable	10,005.78
06/08/2020	Accounts Payable	92,588.93
06/09/2020	Accounts Payable	115,185.13
06/10/2020	Accounts Payable	<u>219,052.33</u>
	TOTAL	<u>\$2,607,530.99</u>

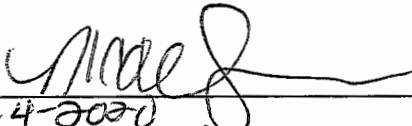
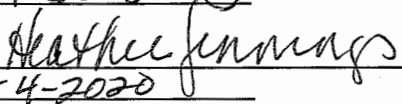
I hereby certify to the best of my knowledge and belief that the foregoing demands listing is correct, just, conforms to the approved budget, and funds are available to pay said demands.



Tim K. McDermott, Director of Finance

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
769	5/27/2020	10482 TRISTAR RISK MANAGEMENT	109963		WORKERS COMPENSATION	16,542.07	
						Total :	16,542.07
1 Vouchers for bank code : ubgen						Bank total :	16,542.07
1 Vouchers in this report						Total vouchers :	16,542.07

Prepared by: 
Date: 6-4-2020
Approved by: 
Date: 6-4-2020

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
124654	6/3/2020	10968 ABABA BOLT	1118815	52560	VEHICLE REPAIR SUPPLIES	59.17
					Total :	59.17
124655	6/3/2020	12701 AMERICAN RADIO INC	S109699	52915	EQUIPMENT INSTALLATION	3,092.44
					Total :	3,092.44
124656	6/3/2020	10412 AT&T	0000014789103 301053963		TELEPHONE MAST PARK	738.47 80.25
					Total :	818.72
124657	6/3/2020	13786 BENTON, JEANETTE	2004161.001		PARK SHELTER RESERVATION CAN	72.00
					Total :	72.00
124658	6/3/2020	10021 BOUND TREE MEDICAL LLC	83635676	52673	EMS SUPPLIES	207.80
					Total :	207.80
124659	6/3/2020	11190 CDCE INC	136952-A 136976	52929 52929	COMMUNICATION EQUIPMENT COMMUNICATION EQUIPMENT	3,306.71 1,092.59
					Total :	4,399.30
124660	6/3/2020	10032 CINTAS CORPORATION #694	4051010652	52944	STATION SUPPLIES	41.91
					Total :	41.91
124661	6/3/2020	11173 CITY TREASURER	05052020	52976	2020-25 REGIONAL ANALYSIS	4,416.35
					Total :	4,416.35
124662	6/3/2020	13678 CLARK, AMELIA	2004168.001		SENIOR ACTIVITY RESERVATION C	45.00
					Total :	45.00
124663	6/3/2020	13778 CLAYPOOL, ELIZABETH	2004152.001		PARK SHELTER RESERVATION CAN	57.00
					Total :	57.00
124664	6/3/2020	13679 CONANT, BRUCE	2004167.001		SENIOR ACTIVITY RESERVATION C	66.00
					Total :	66.00
124665	6/3/2020	13779 CONKLIN, HAZEL	2004158.001		PARK RESERVATION CANCELLATIC	60.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
124665	6/3/2020	13779 13779 CONKLIN, HAZEL	(Continued)			Total : 60.00
124666	6/3/2020	13780 COULTER, CASEY	2004159.001		PARK RESERVATION CANCELLATIC	94.00
					Total :	94.00
124667	6/3/2020	10486 COUNTY OF SAN DIEGO	CIP 2020-03		COUNTY RECORDER FEE	50.00
					Total :	50.00
124668	6/3/2020	10333 COX COMMUNICATIONS	112256001		9130 CARLTON OAKS DR	89.11
					Total :	89.11
124669	6/3/2020	10042 DALEY & HEFT LLP	53663		LEGAL SERVICES- CLAIMS	260.00
					Total :	260.00
124670	6/3/2020	13129 DAVID TURCH AND ASSOCIATES	05292020	52657	HIGHWAY 52 COALITION SUPPORT	5,000.00
					Total :	5,000.00
124671	6/3/2020	13781 DAVILA, LIZBETH	2004154.001		PARK RESERVATION CANCELLATIC	80.00
					Total :	80.00
124672	6/3/2020	10057 ESGIL CORPORATION	04/2020		SHARE OF FEES	157,845.52
					Total :	157,845.52
124673	6/3/2020	12271 FERNO WASHINGTON INC	865083	52590	EQUIPMENT REPAIR PARTS	507.09
					Total :	507.09
124674	6/3/2020	10009 FIRE ETC	141629	52591	FIREFIGHTING EQUIPMENT	321.70
					Total :	321.70
124675	6/3/2020	13782 GARIBAY, WENDY	2004155.001		PARK RESERVATION CANCELLATIC	114.00
					Total :	114.00
124676	6/3/2020	13769 GONZALES, THOMAS	2004160.001		PARK RESERVATION CANCELLATIC	114.00
					Total :	114.00
124677	6/3/2020	10490 HARRIS & ASSOCIATES INC	44801	51326	FANITA RANCH EIR	46,914.58
					Total :	46,914.58
124678	6/3/2020	13787 HARTY, SAMANTHA	2004162.001		PARK RESERVATION CANCELLATIC	80.00

Voucher List
CITY OF SANTEE

Bank code : ubgen


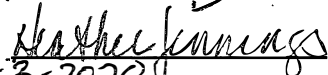
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
124678	6/3/2020	13787 13787 HARTY, SAMANTHA	(Continued)			Total : 80.00
124679	6/3/2020	11196 HD SUPPLY FACILITIES	9181233458 9181839452	52595 52596	SHOP SUPPLIES STATION SUPPLIES	70.78 332.49 Total : 403.27
124680	6/3/2020	13783 HUMES, MARCIE	2004153.001		PARK RESERVATION CANCELLATIC	64.00 Total : 64.00
124681	6/3/2020	13784 KERCHNER, TRACY	2004156.001		PARK RESERVATION CANCELLATIC	40.00 Total : 40.00
124682	6/3/2020	10174 LN CURTIS AND SONS	INV388269 INV388890	52605 52885	SAFETY APPAREL FIREFIGHTING EQUIPMENT	164.86 555.99 Total : 720.85
124683	6/3/2020	13788 LUTZ, MARJORIE	2004164.001		SENIOR ACTIVITY RESERVATION C	33.00 Total : 33.00
124684	6/3/2020	10079 MEDICO PROFESSIONAL	20218827 20218829 20221581 20221583	52763 52763 52763 52763	MEDICAL LINEN SERVICE MEDICAL LINEN SERVICE MEDICAL LINEN SERVICE MEDICAL LINEN SERVICE	20.02 8.16 20.02 8.16 Total : 56.36
124685	6/3/2020	10083 MUNICIPAL EMERGENCY SERVICES	IN1459626	52955	FIREFIGHTING SUPPLIES	1,235.35 Total : 1,235.35
124686	6/3/2020	13245 NEXTECH SYSTEMS, INC	INV143	52916	LED NO RIGHT TURN BLANKOUT S	2,930.78 Total : 2,930.78
124687	6/3/2020	13747 PENINSULA WOMENS SOCCER LEAGUE	2004106.001 2004107.001		FIELD RESERVATION CANCELLATI FIELD RESERVATION CANCELLATI	2,080.00 544.00 Total : 2,624.00
124688	6/3/2020	11888 PENSKE FORD	138489	52616	VEHICLE REPAIR	502.59 Total : 502.59

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
124689	6/3/2020	13785 PEVEICH, MICHAEL	2004157.001		PARK RESERVATION CANCELLATIC	90.00
Total :						90.00
124690	6/3/2020	13592 QUADIENT LEASING USA, INC	N8296964A N8296964B	52963	QUADIENT MAILING SYSTEM QUADIENT MAILING SYSTEM	1,409.69 704.85
Total :						2,114.54
124691	6/3/2020	10095 RASA	5391 5392	52677 52677	MAP CHECK MAP CHECK	435.00 1,765.00
Total :						2,200.00
124692	6/3/2020	13706 SALINA, CAROL	2004166.001		SENIOR ACTIVITY RESERVATION C	33.00
Total :						33.00
124693	6/3/2020	10606 S.D. COUNTY SHERIFF'S DEPT.	SHERIFF MARCH 2020		LAW ENFORCEMENT MARCH 2020	1,268,110.10
Total :						1,268,110.10
124694	6/3/2020	10407 SAN DIEGO GAS & ELECTRIC	0422 970 321 8 2237 358 004 2 3422 380 562 8 4394 020 550 9 8509 742 169 4		STREET LIGHTS TRAFFIC SIGNALS ROW / MEDIANS LMD CITY HALL GROUP BILL	31,331.34 4,724.23 204.62 2,083.54 7,769.85
Total :						46,113.58
124695	6/3/2020	13171 SC COMMERCIAL, LLC	1634084-IN 1636068-IN 1637648-IN 636068C-CM 636068R-DM	52644 52644 52644 52644 52644	DELIVERED FUEL DELIVERED FUEL DELIVERED FUEL CREDIT - DELIVERED FUEL DELIVERED FUEL	248.06 553.44 163.54 -553.44 322.97
Total :						734.57
124696	6/3/2020	13554 SC FUELS	0246016	52889	FLEET CARD FUELING	1,130.28
Total :						1,130.28
124697	6/3/2020	13711 SMITH, CARL	2004165.001		SENIOR ACTIVITY CANCELLATION	66.00
Total :						66.00
124698	6/3/2020	13162 SOCAL PPE	2424	52668	TURNOUT MAINTENANCE	65.00


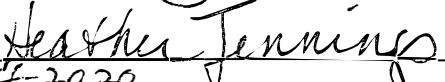
Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
124698	6/3/2020	13162 SOCAL PPE	(Continued) 2425	52668	TURNOUT MAINTENANCE	448.00	
						Total :	513.00
124699	6/3/2020	13451 TELEFLEX FUNDING LLC	9502528646 9502610554	52795 52795	EMS SUPPLIES EMS SUPPLIES	5,926.03 165.64	
						Total :	6,091.67
124700	6/3/2020	10250 THE EAST COUNTY	00095924		INVITATION TO SUBMIT PROPOSAL	126.00	
						Total :	126.00
124701	6/3/2020	10475 VERIZON WIRELESS	9854353734		WIFI SERVICE	760.20	
						Total :	760.20
124702	6/3/2020	10715 VERONICA TAM & ASSOCIATES INC	2648	52923	HOUSING ELEMENT	5,848.00	
						Total :	5,848.00
124703	6/3/2020	13789 WALLER, BREANNA	2004163.001		PARK RESERVATION CANCELLATIC	90.00	
						Total :	90.00
124704	6/3/2020	12017 WEST COAST LIGHTS & SIRENS INC	19956	52950	VEHICLE SUPPLIES	1,294.91	
						Total :	1,294.91
51 Vouchers for bank code : ubgen						Bank total :	1,568,731.74
51 Vouchers in this report						Total vouchers :	1,568,731.74

Prepared by: 
 Date: 6-3-2020
 Approved by: 
 Date: 6-3-2020

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
124706	6/4/2020	12903 AMERICAN FIDELITY ASSURANCE CO	2070163 2070670		FLEXIBLE SPENDING ACCOUNT FLEXIBLE SPENDING ACCOUNT	2,863.38 2,863.38 Total : 5,726.76
124707	6/4/2020	10334 CHLIC	2657534		HEALTH/DENTAL INSURANCE	201,873.75 Total : 201,873.75
124708	6/4/2020	10785 RELIANCE STANDARD LIFE	June 2020		VOLUNTARY LIFE INSURANCE	648.58 Total : 648.58
124709	6/4/2020	10424 SANTEE FIREFIGHTERS	PPE 05/27/20		DUES/PEC/BENEVOLENT/BC EXP	2,973.81 Total : 2,973.81
124710	6/4/2020	10776 STATE OF CALIFORNIA	PPE 05/27/20		WITHHOLDING ORDER	308.30 Total : 308.30
124711	6/4/2020	10001 US BANK	PPE 05/27/20		PARS RETIREMENT	102.74 Total : 102.74
124712	6/4/2020	10959 VANTAGE TRANSFER AGENT/457	PPE 05/27/20		ICMA - 457	27,646.10 Total : 27,646.10
124713	6/4/2020	10782 VANTAGEPOINT TRNSFR AGT/801801	PPE 05/27/20		RETIREMENT RHSA	4,098.62 Total : 4,098.62
8 Vouchers for bank code : ubgen						Bank total : 243,378.66
8 Vouchers in this report						Total vouchers : 243,378.66

Prepared by: 
 Date: 6-4-2020
 Approved by: 
 Date: 6-4-2020

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
777	6/4/2020	12774 LIABILITY CLAIMS ACCOUNT	05312020		LIABILITY CLAIMS	10,005.78
Total :						10,005.78
1 Vouchers for bank code : ubgen						Bank total : 10,005.78
1 Vouchers in this report						Total vouchers : 10,005.78

Prepared by: [Signature]
Date: 6-12-2020

Approved by: [Signature]
Date: 6-15-2020

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
41775	6/8/2020	10955 DEPARTMENT OF THE TREASURY	June 20 Retirees PPE 05/27/20		FEDERAL WITHHOLDING TAX FED WITHHOLD & MEDICARE	75.00 69,744.15
					Total :	69,819.15
41790	6/8/2020	10956 FRANCHISE TAX BOARD	PPE 05/27/20		CA STATE TAX WITHHELD	22,769.78
					Total :	22,769.78
2 Vouchers for bank code : ubgen					Bank total :	92,588.93
2 Vouchers in this report					Total vouchers :	92,588.93

Prepared by: Michael R

Date: 6-4-2020

Approved by: Heather Jennings

Date: 6-8-2020

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
5204	6/9/2020	10353 PERS	05 20 4		RETIREMENT PAYMENT	115,185.13

Total : 115,185.13

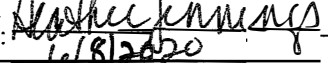
1 Vouchers for bank code : ubgen

Bank total : 115,185.13

1 Vouchers in this report

Total vouchers : 115,185.13

Prepared by: 
Date: 6-4-2020

Approved by: 
Date: 6/8/2020

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
124714	6/10/2020	13456 AGRICULTURAL PEST CONTROL	533153	52790	PEST CONTROL SERVICES	125.00
			533154	52790	PEST CONTROL SERVICES	125.00
			533211	52790	PEST CONTROL SERVICES	125.00
			537427	52790	PEST CONTROL SERVICES	195.00
			537460	52790	PEST CONTROL SERVICES	250.00
			537493	52790	PEST CONTROL SERVICES	125.00
					Total :	945.00
124715	6/10/2020	10208 ANTHEM EAP	78825		EMPLOYEE ASSISTANCE PROGRAM	288.60
					Total :	288.60
124716	6/10/2020	13492 ANTHOLOGY LIVE	1121	52953	SANTEE SUMMER CONCERTS	900.00
					Total :	900.00
124717	6/10/2020	10031 CDW GOVERNMENT LLC	XXH7225	52959	SOFTWARE RENEWAL	948.02
			XXK9229	52960	SURFACE PRO	1,066.60
					Total :	2,014.62
124718	6/10/2020	10032 CINTAS CORPORATION #694	4050885781	52944	UNIFORM/PARTS CLEANER RNTL	67.97
					Total :	67.97
124719	6/10/2020	11002 CONTEMPORARY CYBERNETICS GROUP	807661	52961	SAN DISKS UNIT MAINTENANCE	4,450.00
					Total :	4,450.00
124720	6/10/2020	12153 CORODATA RECORDS	RS45996674	52742	DOCUMENT RETRIEVAL & STORAGE	497.10
					Total :	497.10
124721	6/10/2020	10333 COX COMMUNICATIONS	038997401		10601 N MAGNOLIA AVE	104.50
			094486701		CITY HALL GROUP BILL	2,861.24
					Total :	2,965.74
124722	6/10/2020	13797 DEW, SUMMER	2004177.001		SUMMER CAMP CANCELLATION RE	164.60
					Total :	164.60
124723	6/10/2020	13798 DOUTY, STACEY	2004175.001		PARK RESERVATION CANCELLATIC	124.00
					Total :	124.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
124724	6/10/2020	13582 DOWNSTREAM SERVICES INC	103951	52917	MAST PARK STORMWATER INTERC	5,353.38
					Total :	5,353.38
124725	6/10/2020	12593 ELLISON WILSON ADVOCACY, LLC	2020-06-10	52650	LEGISLATIVE ADVOCACY SERVICE	1,500.00
					Total :	1,500.00
124726	6/10/2020	10251 FEDERAL EXPRESS	7-024-27047		SHIPPING CHARGES	34.34
					Total :	34.34
124727	6/10/2020	13790 GEDMAN, ANAIS	2004169.001		PARK RESERVATION CANCELLATIC	114.00
					Total :	114.00
124728	6/10/2020	10066 GLOBALSTAR USA LLC	000000001521015		SATELLITE PHONE SERVICE	89.79
					Total :	89.79
124729	6/10/2020	13606 IDIBRI CONSULTING, LP	448601	52941	CHAMBER TECH UPGRADE	3,000.00
					Total :	3,000.00
124730	6/10/2020	13791 JOSLYN, RAELINA	2004173.001		PARK RESERVATION CANCELLATIC	90.00
					Total :	90.00
124731	6/10/2020	13799 LAIRD, BRIAN	2004176.001		PARK RESERVATION CANCELLATIC	80.00
					Total :	80.00
124732	6/10/2020	13800 LUSHIA, ROBERT	2004174.001		PARK RESERVATION CANCELLATIC	134.00
					Total :	134.00
124733	6/10/2020	10720 MALL MEDIA INC	23865U		SPRING EGGSTRAVAGANZA	280.19
					Total :	280.19
124734	6/10/2020	10507 MITEL LEASING	902639154		MONTHLY RENTAL 122670	1,878.80
			902639191		MONTHLY RENTAL 124690	312.66
			902639271		MONTHLY RENTAL 130737	276.33
			902639286		MONTHLY RENTAL 131413	266.16
					Total :	2,733.95
124735	6/10/2020	10344 PADRE DAM MUNICIPAL WATER DIST	29700016		CONSTRUCTION METER	244.09

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
124735	6/10/2020	10344	10344 PADRE DAM MUNICIPAL WATER DIST (Continued)			Total : 244.09
124736	6/10/2020	10585	SHARP REES-STEALY MEDICAL	344789397	DMV EXAM	110.00
						Total : 110.00
124737	6/10/2020	12223	SITEONE LANDSCAPE SUPPLY LLC	100010652	IRRIGATION SUPPLIES	76.98
				52825	IRRIGATION SUPPLIES	6.16
				52825	IRRIGATION SUPPLIES	2,250.77
				52825	IRRIGATION SUPPLIES	313.11
				52825	IRRIGATION SUPPLIES	331.62
				52825	IRRIGATION SUPPLIES	15.00
				52825	IRRIGATION SUPPLIES	226.50
				52825	IRRIGATION SUPPLIES	824.06
				52825	IRRIGATION SUPPLIES	768.12
						Total : 4,812.32
124738	6/10/2020	10217	STAPLES ADVANTAGE	3446788042	OFFICE SUPPLIES	271.96
				52730	OFFICE SUPPLIES	6.41
				52926	OFFICE SUPPLIES	6.41
				52730	OFFICE SUPPLIES - CR	-271.96
						Total : 6.41
124739	6/10/2020	10119	STEVEN SMITH LANDSCAPE INC	43833	A1 LANDSCAPE SERVICES	650.00
				43881	A1 LANDSCAPE SERVICES	650.00
				43882	A1 LANDSCAPE SERVICES	650.00
				43974	A1 LANDSCAPE SERVICES	48,094.27
				43975	A2 LANDSCAPE SERVICES	18,341.00
				43976	A3 LANDSCAPE SERVICES	11,256.23
				43989	A1 LANDSCAPE SERVICES	768.00
				44003	A1 LANDSCAPE SERVICES	16,000.00
				44025	A1 LANDSCAPE SERVICES	4,900.00
				44026	A2 LANDSCAPE SERVICES	225.00
				44027	A3 LANDSCAPE SERVICES	135.00
				44118	A1 LANDSCAPE SERVICES	1,536.00
				44119	A1 LANDSCAPE SERVICES	1,580.00
				44120	A1 LANDSCAPE SERVICES	1,280.00
				44121	A2 LANDSCAPE SERVICES	585.00
				44218	A1 LANDSCAPE SERVICES	48,094.27

Voucher List
CITY OF SANTEE

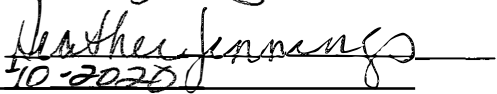
Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
124739	6/10/2020	10119 STEVEN SMITH LANDSCAPE INC	(Continued) 44219 44220	52788 52789	A2 LANDSCAPE SERVICES A3 LANDSCAPE SERVICES (PARTI/	18,341.00 11,256.23 Total : 184,342.00
124740	6/10/2020	10250 THE EAST COUNTY	00096177 00096451 00096458	52851	ORDINANCE PUBLICATION NOTICE OF PUBLIC HEARING NOTICE OF AVAILABILITY	171.50 252.00 840.00 Total : 1,263.50
124741	6/10/2020	13667 THOMAS EMS	34485		EMS SUPPLIES	28.75 Total : 28.75
124742	6/10/2020	13793 THOMPSON, DANIELLE	2004171.001		PARK RESERVATION CANCELLATIC	95.00 Total : 95.00
124743	6/10/2020	10692 UNITED PARCEL SERVICE	000006150X220		SHIPPING CHARGES	18.51 Total : 18.51
124744	6/10/2020	12480 UNITED SITE SERVICES	114-10034101 114-10229041	52648 52648	PORTABLE TOILETS PORTABLE TOILETS	191.80 1,860.00 Total : 2,051.80
124745	6/10/2020	13794 VAMOSIU, ADRIANA	2004170.001		PARK RESERVATION CANCELLATIC	45.00 Total : 45.00
124746	6/10/2020	10331 HDS WHITE CAP CONST SUPPLY	50013050023	52867	FACE MASKS	86.58 Total : 86.58
124747	6/10/2020	10232 XEROX CORPORATION	010342913	52640	COPIER LEASE & CHARGES CSD A	121.09 Total : 121.09
34 Vouchers for bank code : ubgen						Bank total : 219,052.33
34 Vouchers in this report						Total vouchers : 219,052.33

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>
----------------	-------------	---------------	----------------	-------------	----------------------------	---------------

Prepared by: 
Date: 06-10-2020

Approved by: 
Date: 06-10-2020

City of Santee
COUNCIL AGENDA STATEMENT

Item 3

MEETING DATE June 24, 2020

AGENDA ITEM NO.

ITEM TITLE **APPROVAL OF THE EXPENDITURE OF \$36,179.05 FOR MAY 2020
LEGAL SERVICES AND RELATED COSTS**

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

SUMMARY

Legal services invoices proposed for payment for the month of May 2020 total \$36,179.05 as follows. Please note that the HomeFed (Fanita Ranch) invoice is not included in this total and is being brought forward under a separate agenda item.

1) General Retainer Services	\$ 15,529.57
2) Labor & Employment	466.00
3) Litigation & Claims	6,467.20
4) Special Projects - General Fund	13,209.48
5) Third-Party Reimbursable Projects	<u>506.80</u>
Total	<u>\$ 36,179.05</u>

FINANCIAL STATEMENT *TM*

	<u>AMOUNT</u>	<u>BALANCE</u>
General Fund:		
Adopted Budget	\$ 572,120.00	
Revised Budget	\$ 743,120.00	
Prior Expenditures	(558,999.68)	
Current Request	(35,672.25)	\$ 148,448.07
Other Funds (excluding applicant initiated items):		
Adopted Budget	\$ 26,400.00	
Revised Budget	\$ 26,400.00	
Prior Expenditures	(3,355.20)	
Current Request	-	\$ 23,044.80

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

Approve the expenditure of \$36,179.05 for May 2020 legal services and related costs.

ATTACHMENTS (Listed Below)

1. Legal Services Billing Summary May 2020
2. Legal Services Billing Recap FY 2019-20

**LEGAL SERVICES BILLING SUMMARY
MAY 2020**

Attachment 1

DESCRIPTION	CURRENT AMOUNT	INVOICE NUMBER	NOTES
Retainer 1001.00.1201.51020	\$ 15,529.57 <u>15,529.57</u>	878439	
Labor & Employment: Labor & Employment 1001.00.1201.51020	 466.00 <u>466.00</u>	 878451	
Litigation & Claims: General Litigation & Claims Affordable Housing Coalition of San Diego County Climate Action Plan (CAP) Litigation Parcel 4 Litigation 1001.00.1201.51020	 116.50 319.40 3,262.80 2,768.50 <u>6,467.20</u>	 878452 878455 878445 878446	
Special Projects (General Fund): Community Oriented Policing CEQA Special Advice Water Quality General Elections Community Choice Aggregation Parcel 4 Hotel Housing Element 1001.00.1201.51020	 2,247.50 186.40 163.10 2,982.40 2,073.70 1,095.10 466.00 <u>9,214.20</u>	 878453 878449 878440 878441 878442 878443 878444	
Special Projects - COVID-19 (General Fund) COVID-19 Emergency Response 1001.99.9001.51020	 <u>3,995.28</u>	 878447	
Third-Party Reimbursable: Graves Commercial Center	 506.80 <u>506.80</u>	 878450	 cup1701a.10.05
Total	 <u><u>\$ 36,179.05</u></u>		

**LEGAL SERVICES BILLING RECAP
FY 2019-20**

Attachment 2

<u>Category</u>	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Previously Spent Year to Date</u>	<u>Available Balance</u>	<u>Current Request Mo/Yr</u>	<u>Amount</u>
General Fund:						
General / Retainer	\$ 186,120.00	\$ 192,120.00	\$ 140,777.74	\$ 51,342.26	Apr-20	\$ 15,557.90
Labor & Employment	60,000.00	60,000.00	32,365.56	27,634.44	Apr-20	1,700.90
Litigation & Claims	70,000.00	170,000.00	64,500.63	105,499.37	Apr-20	10,836.80
Special Projects	256,000.00	321,000.00	274,527.46	46,472.54	Apr-20	18,732.69
Total	\$ 572,120.00	\$ 743,120.00	\$ 512,171.39	\$ 230,948.61		\$ 46,828.29
Other City Funds:						
Highway 52 Coalition	\$ 21,400.00	\$ 21,400.00	\$ 2,073.70	\$ 19,326.30		\$ -
MHFP Commission	5,000.00	5,000.00	1,281.50	3,718.50		-
Total	\$ 26,400.00	\$ 26,400.00	\$ 3,355.20	\$ 23,044.80		\$ -
Third-Party Reimbursable:						
Total			\$ 281,839.15		Apr-20	\$ 60,195.60

Total Previously Spent to Date FY 2019-20	
General Fund	\$ 512,171.39
Other City Funds	3,355.20
Applicant Deposits	281,839.15
Total	\$ 797,365.74

Total Proposed for Payment	
General Fund	\$ 46,828.29
Other City Funds	-
Applicant Deposits	60,195.60
Total	\$ 107,023.89

City of Santee
COUNCIL AGENDA STATEMENT

Item 4

MEETING DATE June 24, 2020

AGENDA ITEM NO.

ITEM TITLE APPROVAL OF THE EXPENDITURE OF \$128,815.80 FOR MAY 2020 LEGAL SERVICES AND RELATED COSTS – HOMEFED (FANITA RANCH)

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

SUMMARY

The legal services invoice proposed for payment for the month of May 2020 for the HomeFed Fanita Ranch project totals \$128,815.80. This invoice includes substantial work by the City Attorney's Office on the Draft Revised Environmental Impact Report which was released for public comment on May 29, 2020. In addition, substantial work was performed in regards to the project administrative record and other project-related matters.

TM

FINANCIAL STATEMENT

This invoice will be paid from funds deposited with the City by HomeFed Corporation.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

Approve the expenditure of \$128,815.80 for May 2020 legal services and related costs for the HomeFed Fanita Ranch project.

ATTACHMENTS (Listed Below)

1. Legal Services Billing Summary May 2020 - HomeFed
2. Legal Services Billing Recap FY 2019-20

LEGAL SERVICES BILLING SUMMARY
May 2020 - HomeFed

Attachment 1

<u>DESCRIPTION</u>	<u>CURRENT AMOUNT</u>	<u>INVOICE NUMBER</u>	<u>NOTES</u>
Third-Party Reimbursable: HomeFed Project	<u>\$ 128,815.80</u> <u>128,815.80</u>		spp1704a.10.05
Total	<u><u>\$ 128,815.80</u></u>		

**LEGAL SERVICES BILLING RECAP
FY 2019-20**

Attachment 2

<u>Category</u>	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Previously Spent Year to Date</u>	<u>Available Balance</u>	<u>Current Request Mo/Yr</u>	<u>Amount</u>
General Fund:						
General / Retainer	\$ 186,120.00	\$ 192,120.00	\$ 156,335.64	\$ 35,784.36	May-20	\$ 15,529.57
Labor & Employment	60,000.00	60,000.00	34,066.46	25,933.54	May-20	466.00
Litigation & Claims	70,000.00	170,000.00	75,337.43	94,662.57	May-20	6,467.20
Special Projects	<u>256,000.00</u>	<u>321,000.00</u>	<u>293,260.15</u>	<u>27,739.85</u>	May-20	<u>13,209.48</u>
Total	<u>\$ 572,120.00</u>	<u>\$ 743,120.00</u>	<u>\$ 558,999.68</u>	<u>\$ 184,120.32</u>		<u>\$ 35,672.25</u>
Other City Funds:						
Highway 52 Coalition	\$ 21,400.00	\$ 21,400.00	\$ 2,073.70	\$ 19,326.30		\$ -
MHFP Commission	<u>5,000.00</u>	<u>5,000.00</u>	<u>1,281.50</u>	<u>3,718.50</u>		<u>-</u>
Total	<u>\$ 26,400.00</u>	<u>\$ 26,400.00</u>	<u>\$ 3,355.20</u>	<u>\$ 23,044.80</u>		<u>\$ -</u>
Third-Party Reimbursable:						
Total			<u>\$ 342,034.75</u>		May-20	<u>\$ 129,322.60</u>

<u>Total Previously Spent to Date FY 2019-20</u>		<u>Total Proposed for Payment</u>	
General Fund	\$ 558,999.68	General Fund	\$ 35,672.25
Other City Funds	3,355.20	Other City Funds	-
Applicant Deposits	<u>342,034.75</u>	Applicant Deposits	<u>129,322.60</u>
Total	<u>\$ 904,389.63</u>	Total	<u>\$ 164,994.85</u>

City of Santee
COUNCIL AGENDA STATEMENT

Item 5

MEETING DATE June 24, 2020

AGENDA ITEM NO.

ITEM TITLE **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE
ESTABLISHING THE APPROPRIATIONS LIMIT FOR FY 2020-21**

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

SUMMARY

In accordance with Article XIII-B of the California Constitution, as amended, the City Council is required to adopt by resolution an appropriations limit prior to the beginning of each fiscal year. The appropriations limit creates a restriction on the amount of revenue that may be appropriated in any fiscal year. Not all revenues are restricted by the limit, only those which are considered proceeds of taxes.

The appropriations limit is adjusted each year based on a combination of population and inflation or assessed valuation factors. Population and inflation data is provided by the State Department of Finance, and the change in assessed valuation due to non-residential new construction data is provided by the City's property tax consultant HDL Coren & Cone. The appropriations limit for FY 2020-21 is calculated to be \$358,676,536 which is an increase of \$14,206,542 from the FY 2019-20 calculation based on the growth of the City of Santee population and the change in California per capita income. Appropriations of tax revenues subject to the limit total \$35,103,319 which is \$323,573,217 less than the calculated limit. Additional appropriations in FY 2020-21 funded by non-tax sources such as service charges, restricted revenues from other agencies, or grants would be unaffected by the appropriations limit. However, any supplemental appropriations funded through increased tax sources could not exceed the \$323,573,217 variance. Based on the amount of the variance, the City's appropriation limit will not be exceeded in the foreseeable future.

FINANCIAL STATEMENT *TM*

The appropriations limit for FY 2020-21 is \$358,676,536.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MDB*

Adopt the attached resolution establishing the appropriations limit for FY 2020-21.

ATTACHMENTS (Listed Below)

Resolution
Appropriation Limit Calculation, Exhibit A

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
ESTABLISHING THE APPROPRIATIONS LIMIT FOR FY 2020-21**

WHEREAS, Article XIII-B of the California State Constitution, as amended, requires local jurisdictions to annually adjust their appropriations limit for inflation and population changes; and

WHEREAS, the City has received population and per capita personal income data from the State Department of Finance, used to calculate the FY 2020-21 appropriations limit; and

WHEREAS, the required calculations to determine the appropriations limit for FY 2020-21 have been performed by the Finance Department and are on file with the office of the City Clerk and are available for public review; and

WHEREAS, these calculations are provided on Exhibit "A", which is herein incorporated by reference and attached hereto.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Santee, California that the appropriations limit for FY 2020-21 shall be \$358,676,536 based upon the calculations provided on Exhibit "A".

ADOPTED by the City Council of the City of Santee, California, at a regular meeting thereof held this 24th day of June, 2020, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

Attachment: Exhibit A

Exhibit "A"

Appropriations Limit Calculation
FY 2020-21

FY 2019-20 Limit (per Resolution No. 051-2019)		\$ 344,469,994
Inflation Index Options:		
California per capita personal income (CCPI) change	3.73 %	
Change in assessed valuation due to non-residential new construction	0.42 %	
Inflation Factor to Use		1.0373
Population Index Options:		
City Population Growth	0.38 %	
County Population Growth	0.27 %	
Population Factor to Use		1.0038
Cumulative Factor (Inflation Factor x Population Factor)		<u>1.041242</u>
FY 2020-21 Limit		<u><u>\$ 358,676,536</u></u>

City of Santee
COUNCIL AGENDA STATEMENT

Item 6

MEETING DATE June 24, 2020

AGENDA ITEM NO.

ITEM TITLE A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE ADOPTING THE 2020 LOCAL GUIDELINES FOR IMPLEMENTING THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

DIRECTOR/DEPARTMENT Melanie Kush, Development Services



SUMMARY The City of Santee utilizes current California Environmental Quality Act (CEQA) Local Guidelines outlining “objectives, criteria and procedures” to implement the requirements of CEQA and the State CEQA Guidelines. The City Attorney prepares updated Local Guidelines for the City on an annual basis, to incorporate any changes to State Law. The attached Memorandum addresses changes to CEQA as a result of relevant court decisions in 2019. These court decisions have been noteworthy for CEQA interpretation, but have not required substantive changes to the Local Guidelines or interpretation of the law. Minor revisions have been incorporated in the Local Guidelines, attached to the Resolution.

Section 5.09 of the proposed Local CEQA Guidelines for 2020 acknowledges and addresses Title 14 of the California Code of Regulations section 15064.3, which provides that vehicle miles traveled (“VMT”) is the most appropriate measure for transportation impacts under CEQA. VMT refers to the amount and distance of automobile travel attributable to a project. Under section 15064.3, VMT shall replace a proposed project’s effect on automobile delay (generally measured by Level of Service) as the appropriate measure for transportation impacts. Section 15064.3 provides that its provisions will not go into effect until July 1, 2020 unless an agency elects to be governed by its provisions earlier. The City may choose to formally adopt a specific threshold of significance to address VMT. Any specific threshold would be presented for consideration by City Council at a later date.

ENVIRONMENTAL REVIEW The adoption of the amended Local Guidelines is exempt from the provisions of the California Environmental Quality Act per Section 15061(b)(3) as it could not possibly have a significant impact on the environment.

FINANCIAL STATEMENT  N/A

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATIONS 

1. Find that the adoption of the Local Guidelines is exempt from the provisions of the California Environmental Quality Act per Section 15061(b)(3) as the adoption of the amended Guidelines could not possibly have a significant impact on the environment.
2. Adopt the attached Resolution Approving the 2020 Local Guidelines for Implementation of the California Environmental Quality Act for the City of Santee.

ATTACHMENTS

Resolution

2020 Local Guidelines for Implementation of the California Environmental Quality Act

BB&K Memorandum

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE AMENDING AND ADOPTING LOCAL GUIDELINES FOR IMPLEMENTING THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (PUBLIC RESOURCES CODE §§ 21000 ET SEQ.)

WHEREAS, the California Legislature has amended the California Environmental Quality Act (“CEQA”) (Pub. Resources Code §§ 21000 et seq.), the Natural Resources Agency has amended the State CEQA Guidelines (Cal. Code Regs, tit. 14, §§ 15000 et seq.), and the California courts have interpreted specific provisions of CEQA; and

WHEREAS, Public Resources Code section 21082 requires all public agencies to adopt objectives, criteria and procedures for (1) the evaluation of public and private projects undertaken or approved by such public agencies, and (2) the preparation, if required, of environmental impact reports and negative declarations in connection with that evaluation; and

WHEREAS, the City of Santee must revise its local guidelines for implementing CEQA to make them consistent with the current provisions and interpretations of CEQA and the State CEQA Guidelines.

NOW, THEREFORE, the City Council of the City of Santee (“City”) hereby resolves as follows:

1. The City adopts the “Local Guidelines for Implementing the California Environmental Quality Act for City of Santee,” a copy of which is on file at the offices of the City and is available for inspection by the public.
2. All prior actions of the City enacting earlier guidelines are hereby repealed.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 24th day of June, 2020, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

Memorandum

To: Project 5 Clients
FROM: Best Best & Krieger LLP
DATE: February 18, 2020
RE: Summary of the CEQA Process and Draft Agenda and Staff Report Language

2020 LOCAL GUIDELINES FOR IMPLEMENTING CEQA

This memorandum contains a brief description of how to adopt your agency's 2020 Local Guidelines for Implementing the California Environmental Quality Act ("2020 Update"). If you have any questions regarding the adoption of the 2020 Update, please contact your BB&K attorney.

I. ADOPTING THE 2020 UPDATE

The California Environmental Quality Act ("CEQA") generally requires public agencies to evaluate the environmental effects of their actions before they are taken. CEQA also aims to prevent significant adverse environmental effects of public agency actions by requiring public agencies to avoid or reduce, when feasible, the significant environmental impacts of their decisions. To this end, CEQA requires all public agencies to adopt Local CEQA Guidelines that identify specific objectives, criteria, and procedures for evaluating public and private projects that are undertaken or approved by public agencies.

The 2020 Update meets CEQA's requirements and provides step-by-step procedures for evaluating projects prior to approval. The 2020 Update also provides instructions and forms for preparing environmental documents required under CEQA.

The 2020 Update reflects recent changes in the law that occurred during 2019 from both case law and legislation. A memorandum explaining the changes in more detail is available on your BB&K CEQA Portal.

Except in certain limited circumstances, such as when the public agency is adopting new thresholds of significance¹, adoption of Local CEQA Guidelines does not require a public hearing. However, BB&K recommends that the 2020 Update be adopted at a noticed public meeting before April 30, 2020.

Sample language for the agenda and staff report is included below. A draft Resolution

¹ If you plan to adopt your Local CEQA Guidelines simultaneously with your VMT thresholds, please contact your BB&K attorney to discuss the public hearing requirements for this process.

CONFIDENTIAL
ATTORNEY/CLIENT PRIVILEGE

adopting the 2020 Update is also available on your BB&K CEQA Portal. The draft Resolution is a sample and may be tailored in order to comply with your applicable Resolution format conventions.

The Brown Act requires that agendas for regular and special meetings be posted on the public agency's website, if the agency has one. Thus, please consult with appropriate staff to ensure that all agendas are now posted on your agency's website, if one is available. There are numerous other requirements concerning public meetings and we would encourage you to consult with your attorney to ensure that all applicable requirements are satisfied.

After the adoption of the 2020 Update, the Local CEQA Guidelines are considered public documents, and the Guidelines and Forms should be placed at the city, county, or public agency's office with other documents that are available for public viewing.

A. SAMPLE AGENDA LANGUAGE

Title: 2020 Local Guidelines for Implementing the California Environmental Quality Act

Description: The State CEQA Guidelines require local agencies to adopt "objectives, criteria and procedures" to implement the requirements of CEQA and the State CEQA Guidelines. (State CEQA Guidelines [14 Cal. Code Regs.] section 15022). The 2020 Local Guidelines for Implementing the California Environmental Quality Act for [your Agency's name here] reflect recent changes to the State CEQA Guidelines and relevant court opinions.

Recommended Action: Adopt Resolution No. _____ approving the 2020 Local Guidelines for Implementing the California Environmental Quality Act for [your Agency's name here].

B. SAMPLE STAFF REPORT LANGUAGE

Background: The California Environmental Quality Act ("CEQA"), codified at Public Resources Code section 21000 et seq., is California's most comprehensive environmental law. It generally requires public agencies to evaluate the environmental effects of their actions before they are taken. CEQA also aims to prevent significant environmental effects from occurring as a result of agency actions by requiring agencies to avoid or reduce, when feasible, the significant environmental impacts of their decisions.

To this end, CEQA requires public agencies to adopt specific objectives, criteria and procedures for evaluating public and private projects that are undertaken or approved by such agencies.

Discussion: The [Your Agency's Name Here] has prepared a proposed updated set of Local CEQA Guidelines for 2020 in compliance with CEQA's requirements. These Guidelines reflect recent changes in the State CEQA Guidelines and relevant court opinions. These Local CEQA Guidelines also provide instructions and forms for preparing all environmental documents required under CEQA.

Fiscal Impact: No fiscal impact is anticipated from amending the Local CEQA

**CONFIDENTIAL
ATTORNEY/CLIENT PRIVILEGE**

Guidelines.

Environmental Impact: No environmental impact is anticipated from amending the Local CEQA Guidelines. The [Your Agency's Name Here] adoption of the attached Resolution is not a project under State CEQA Guidelines section 15378(b)(5) because it involves an administrative activity involving process only and would not result in any environmental impacts.

Recommendation: Adopt Resolution No. _____ regarding the adoption of the 2020 Local Guidelines for Implementing the California Environmental Quality Act for [your Agency's name here].

II. ENVIRONMENTAL DOCUMENT FILING PROCEDURES

I. SUMMARY OF CHANGES FOR ENVIRONMENTAL FILING BY COUNTY

Each county in California is authorized to establish its own procedures for filing and posting environmental documents such as Notices of Determination and Notices of Exemption. A summary of some of the more significant changes made by individual counties in 2020 will be provided in a separate memorandum. Please note, however, that counties may change their policies periodically during the year so it is important to review the county's filing procedures.

Applicable to All Counties

All counties require a "wet" signature for environmental documents such as Notices of Exemption and Notices of Determination. Fax filings are thus not accepted by any county.

Department of Fish and Wildlife (DFW) Fees

The fees have increased effective January 1, 2020.

For a Negative Declaration or a Mitigated Negative Declaration, the new filing fee is \$2,406.75.

For an Environmental Impact Report, the new filing fee is \$3,343.25.

For an environmental document pursuant to a Certified Regulatory Program, the filing fee is \$1,136.50.

III. CONCLUSION

Each county's filing process is subject to change without notice. Before submitting an environmental document, we advise that you contact the county for which you are filing to verify their filing procedures and the applicable county administrative filing fee (which is separate from the DFW Fees).

As always, CEQA remains complicated and challenging to apply. If you have any questions about your Local CEQA Guidelines, or about the environmental review of any of your agency's projects, please contact your BB&K attorney for assistance.

CONFIDENTIAL
ATTORNEY/CLIENT PRIVILEGE

If you have any problems accessing your CEQA Guidelines Client Portal or if you have forgotten your access information, please contact the BB&K Local CEQA Guidelines Coordinator, Tammy Ingram at: tammy.ingram@bbklaw.com or (951) 826-8343.



CEQA Guidelines

2020

Prepared For:

City of Santee

**Local Guidelines for Implementing the California
Environmental Quality Act**

© 2020 Best Best & Krieger LLP

www.BBKlaw.com

2020

**LOCAL GUIDELINES
FOR IMPLEMENTING THE
CALIFORNIA ENVIRONMENTAL QUALITY ACT**

FOR

CITY OF SANTEE

TABLE OF CONTENTS

	Page
1. GENERAL PROVISIONS, PURPOSE AND POLICY.....	1-1
1.01 General Provisions.....	1-1
1.02 Purpose.....	1-1
1.03 Applicability.....	1-1
1.04 Reducing Delay and Paperwork.....	1-2
1.05 Compliance With State Law.....	1-2
1.06 Terminology.....	1-3
1.07 Partial Invalidity.....	1-3
1.08 Electronic Delivery of Comments and Notices.....	1-3
1.09 The City May Charge Reasonable Fees For Reproducing Environmental Documents.....	1-3
1.10 Time of Preparation.....	1-4
1.11 State Agency Furloughs.....	1-5
2. LEAD AND RESPONSIBLE AGENCIES.....	2-1
2.01 Lead Agency Principle.....	2-1
2.02 Selection of Lead Agency.....	2-1
2.03 Duties of a Lead Agency.....	2-1
2.04 Projects Relating to Development of Hazardous Waste and Other Sites.....	2-3
2.05 Responsible Agency Principle.....	2-3
2.06 Duties of a Responsible Agency.....	2-4
2.07 Response to Notice of Preparation by Responsible Agencies.....	2-4
2.08 Use of Final EIR or Negative Declaration by Responsible Agencies.....	2-4
2.09 Shift in Lead Agency Responsibilities.....	2-5
3. ACTIVITIES EXEMPT FROM CEQA.....	3-1
3.01 Actions Subject to CEQA.....	3-1
3.02 Ministerial Actions.....	3-1
3.03 Exemptions in General.....	3-2
3.04 Preliminary Exemption Assessment.....	3-2
3.05 Notice of Exemption.....	3-2
3.06 Disapproved Projects.....	3-3
3.07 Projects with No Possibility of Significant Effect.....	3-3

TABLE OF CONTENTS

(continued)

	Page
3.08 Emergency Projects	3-3
3.09 Feasibility and Planning Studies.....	3-4
3.10 Rates, Tolls, Fares and Charges.....	3-4
3.11 Pipelines within a Public Right-of-Way and Less Than One Mile in Length	3-5
3.12 Pipelines of Less Than Eight Miles in Length.....	3-5
3.13 Certain Residential Housing Projects	3-7
3.14 Minor Alterations to Fluoridate Water Utilities.....	3-14
3.15 Ballot Measures	3-14
3.16 Transit Priority Project.....	3-15
3.17 Certain Infill Projects.....	3-15
3.18 Exemption for Infill Projects In Transit Priority Areas	3-18
3.19 Exemption for Residential Projects Undertaken Pursuant to a Specific Plan... 3-18	
3.20 Transfer of Land for the Preservation of Natural Conditions	3-18
3.21 Other Specific Exemptions	3-19
3.22 Categorical Exemptions	3-19
4. TIME LIMITATIONS	4-1
4.01 Review of Private Project Applications.....	4-1
4.02 Determination of Type of Environmental Document	4-1
4.03 Completion and Adoption of Negative Declaration	4-1
4.04 Completion and Certification of Final EIR.....	4-1
4.05 Projects Subject to the Permit Streamlining Act.....	4-2
4.06 Projects, Other Than Those Subject to the Permit Streamlining Act, with Short Time Periods for Approval.....	4-2
4.07 Waiver or Suspension of Time Periods	4-3
5. INITIAL STUDY.....	5-1
5.01 Preparation of Initial Study.....	5-1
5.02 Informal Consultation with Other Agencies	5-1
5.03 Consultation with Private Project Applicant.....	5-2
5.04 Projects Subject to NEPA	5-2
5.05 An Initial Study.....	5-3

TABLE OF CONTENTS

(continued)

	Page
5.06	Contents of Initial Study 5-4
5.07	Use of a Checklist Initial Study 5-4
5.08	Evaluating Significant Environmental Effects..... 5-5
5.09	Determining the Significance of Transportation Impacts 5-6
5.10	Mandatory Findings of Significant Effect 5-7
5.11	Mandatory Preparation of an EIR for Waste-Burning Projects 5-9
5.12	Development Pursuant To An Existing Community Plan And EIR..... 5-10
5.13	Land Use Policies 5-10
5.14	Evaluating Impacts on Historical Resources 5-10
5.15	Evaluating Impacts on Archaeological Sites 5-11
5.16	Consultation with Water Agencies Regarding Large Development Projects... 5-12
5.17	Subdivisions with More Than 500 Dwelling Units 5-14
5.18	Impacts to Oak Woodlands..... 5-15
5.19	Climate Change And Greenhouse Gas Emissions 5-15
5.20	Energy Conservation..... 5-19
5.21	Environmental Impact Assessment..... 5-20
5.22	Final Determination 5-20
6.	NEGATIVE DECLARATION 6-1
6.01	Decision to Prepare a Negative Declaration 6-1
6.02	Decision to Prepare a Mitigated Negative Declaration..... 6-1
6.03	Contracting for Preparation of Negative Declaration or Mitigated Negative Declaration..... 6-1
6.04	Notice of Intent to Adopt a Negative Declaration or Mitigated Negative Declaration..... 6-1
6.05	Projects Affecting Military Services; Department of Defense Notification..... 6-3
6.06	Special Findings Required for Facilities That May Emit Hazardous Air Emissions Near Schools..... 6-4
6.07	Consultation with California Native American Tribes 6-5
6.08	Identification of Tribal Cultural Resources and Processing of Information after Consultation with the California Native American Tribe 6-6
6.09	Significant Adverse Impacts to Tribal Cultural Resources..... 6-7

TABLE OF CONTENTS

(continued)

	Page
6.10 Posting and Publication of Negative Declaration or Mitigated Negative Declaration.....	6-8
6.11 Submission of Negative Declaration or Mitigated Negative Declaration to State Clearinghouse	6-9
6.12 Special Notice Requirements for Waste- and Fuel-Burning Projects.....	6-11
6.13 Consultation with Water Agencies Regarding Large Development Projects ...	6-12
6.14 Content of Negative Declaration or Mitigated Negative Declaration	6-12
6.15 Types of Mitigation.....	6-12
6.16 Adoption of Negative Declaration or Mitigated Negative Declaration	6-13
6.17 Mitigation Reporting or Monitoring Program for Mitigated Negative Declaration.....	6-13
6.18 Approval or Disapproval of Project.....	6-14
6.19 Recirculation of a Negative Declaration or Mitigated Negative Declaration...	6-14
6.20 Notice of Determination on a Project for Which a Proposed Negative or Mitigated Negative Declaration Has Been Approved	6-15
6.21 Addendum to Negative Declaration or Mitigated Negative Declaration.....	6-17
6.22 Subsequent Negative Declaration or Mitigated Negative Declaration	6-17
6.23 Private Project Costs	6-18
6.24 Filing Fees for Projects That Affect Wildlife Resources.....	6-18
7. ENVIRONMENTAL IMPACT REPORT	7-1
7.01 Decision to Prepare an EIR.....	7-1
7.02 Contracting for Preparation of EIRs	7-1
7.03 Notice of Preparation of Draft EIR.....	7-1
7.04 Special Notice Requirements for Affected Military Agencies	7-3
7.05 Environmental Leadership Development Project	7-3
7.06 Preparation of Draft EIR.....	7-4
7.07 Consultation with California Native American Tribes	7-4
7.08 Identification of Tribal Cultural Resources and Processing of Information after Consultation with the California Native American Tribe	7-5
7.09 Significant Adverse Impacts to Tribal Cultural Resources.....	7-7
7.10 Consultation with Other Agencies and Persons.....	7-8
7.11 Early Consultation on Projects Involving Permit Issuance.....	7-10

TABLE OF CONTENTS

(continued)

	Page
7.12 Consultation with Water Agencies Regarding Large Development Projects...	7-10
7.13 Airport Land Use Plan	7-10
7.14 General Aspects of an EIR.....	7-10
7.15 Use of Registered Consultants in Preparing EIRs	7-11
7.16 Incorporation by Reference.....	7-11
7.17 Standards for Adequacy of an EIR	7-11
7.18 Form and Content of EIR.....	7-12
7.19 Consideration and Discussion of Significant Environmental Impacts	7-14
7.20 Environmental Setting	7-15
7.21 Analysis of Cumulative Impacts.....	7-15
7.22 Analysis of Mitigation Measures	7-17
7.23 Analysis of Alternatives in an EIR	7-19
7.24 Analysis of Future Expansion.....	7-21
7.25 Notice of Completion of Draft EIR; Notice of Availability of Draft EIR	7-22
7.26 Submission of Draft EIR to State Clearinghouse	7-24
7.27 Special Notice Requirements for Waste- And Fuel-Burning Projects.....	7-26
7.28 Time For Review of Draft EIR; Failure to Comment.....	7-26
7.29 Public Hearing on Draft EIR.....	7-27
7.30 Response to Comments on Draft EIR.....	7-27
7.31 Preparation and Contents of Final EIR	7-28
7.32 Recirculation When New Information Is Added to EIR.....	7-28
7.33 Certification of Final EIR	7-30
7.34 Consideration of EIR Before Approval or Disapproval of Project.....	7-30
7.35 Findings.....	7-30
7.36 Special Findings Required for Facilities That May Emit Hazardous Air Emissions Near Schools.....	7-31
7.37 Statement of Overriding Considerations.....	7-32
7.38 Mitigation Monitoring or Reporting Program for EIR	7-33
7.39 Notice of Determination	7-35
7.40 Disposition of a Final EIR	7-36
7.41 Private Project Costs	7-36

TABLE OF CONTENTS

(continued)

	Page
7.42 Filing Fees for Projects That Affect Wildlife Resources.....	7-36
8. TYPES OF EIRS.....	8-1
8.01 EIRs Generally.....	8-1
8.02 Tiering.....	8-1
8.03 Project EIR.....	8-2
8.04 Subsequent EIR.....	8-3
8.05 Supplemental EIR.....	8-4
8.06 Addendum to an EIR.....	8-4
8.07 Staged EIR.....	8-4
8.08 Program EIR.....	8-5
8.09 Use of a Program EIR with Subsequent EIRs and Negative Declarations.....	8-6
8.10 Use of an EIR from an Earlier Project.....	8-6
8.11 Master EIR.....	8-6
8.12 Focused EIR.....	8-8
8.13 Special Requirements for Redevelopment Projects.....	8-9
9. AFFORDABLE HOUSING.....	9-1
9.01 Streamlined, ministerial approval process for affordable housing projects.....	9-1
9.02 Housing Sustainability Districts.....	9-14
9.03 Interim Motel Housing Projects.....	9-14
9.04 Supportive Housing And “No Place Like Home” Projects.....	9-15
9.05 Shelter Crisis and Emergency Housing.....	9-15
10. CEQA LITIGATION.....	10-1
10.01 Timelines.....	10-1
10.02 Mediation and Settlement.....	10-1
10.03 Administrative Record.....	10-1
11. DEFINITIONS.....	11-1
11.01 “Agricultural Employee”.....	11-1
11.02 “Applicant”.....	11-1
11.03 “Approval”.....	11-1
11.04 “Baseline”.....	11-2
11.05 “California Native American Tribe”.....	11-2

TABLE OF CONTENTS

(continued)

	Page
11.06 “Categorical Exemption”	11-2
11.07 “Census-Defined Place”	11-2
11.08 “CEQA”	11-2
11.09 “City”	11-2
11.10 “Clerk”	11-2
11.11 “Community-Level Environmental Review”	11-2
11.12 “Consultation”	11-3
11.13 “Cumulative Impacts”	11-3
11.14 “Cumulatively Considerable”	11-3
11.15 “Decision-Making Body”	11-3
11.16 “Developed Open Space”	11-3
11.17 “Development Project”	11-3
11.18 “Discretionary Project”	11-4
11.19 “EIR”	11-4
11.20 “Emergency”	11-4
11.21 “Endangered, Rare or Threatened Species”	11-4
11.22 “Environment”	11-4
11.23 “Feasible”	11-5
11.24 “Final EIR”	11-5
11.25 “Greenhouse Gases”	11-5
11.26 “Guidelines” or “Local Guidelines”	11-5
11.27 “Highway”	11-5
11.28 “Historical Resources”	11-5
11.29 “Infill Site”	11-6
11.30 “Initial Study”	11-6
11.31 “Jurisdiction by Law”	11-7
11.32 “Land Disposal Facility”	11-7
11.33 “Large Treatment Facility”	11-7
11.34 “Lead Agency”	11-7
11.35 “Low- and Moderate-Income Households”	11-7
11.36 “Low-Income Households”	11-7

TABLE OF CONTENTS

(continued)

	Page
11.37 “Low-Level Flight Path”	11-7
11.38 “Lower Income Households”	11-8
11.39 “Major Transit Stop”	11-8
11.40 “Metropolitan Planning Organization” or “MPO”	11-8
11.41 “Military Impact Zone”	11-8
11.42 “Military Service”	11-8
11.43 “Ministerial”	11-8
11.44 “Mitigated Negative Declaration” or “MND”	11-9
11.45 “Mitigation”	11-9
11.46 “Negative Declaration” or “ND”	11-9
11.47 “Notice of Completion”	11-9
11.48 “Notice of Determination”	11-9
11.49 “Notice of Exemption”	11-9
11.50 “Notice of Preparation”	11-9
11.51 “Oak”	11-10
11.52 “Oak Woodlands”	11-10
11.53 “Offsite Facility”	11-10
11.54 “Person”	11-10
11.55 “Pipeline”	11-10
11.56 “Private Project”	11-10
11.57 “Project”	11-10
11.58 “Project-Specific Effects”	11-11
11.59 “Public Water System”	11-11
11.60 “Qualified Urban Use”	11-11
11.61 “Residential”	11-11
11.62 “Responsible Agency”	11-11
11.63 “Riparian areas”	11-11
11.64 “Roadway”	11-12
11.65 “Significant Effect”	11-12
11.66 “Significant Value as a Wildlife Habitat”	11-12
11.67 “Special Use Airspace”	11-12

TABLE OF CONTENTS
(continued)

	Page
11.68 “Staff”	11-12
11.69 “Standard”	11-12
11.70 “State CEQA Guidelines”	11-13
11.71 “Substantial Evidence”	11-13
11.72 “Sustainable Communities Strategy”	11-13
11.73 “Tiering”	11-13
11.74 “Transit Priority Area”	11-14
11.75 “Transit Priority Project”	11-14
11.76 “Transportation Facilities”	11-14
11.77 “Tribal Cultural Resources”	11-14
11.78 “Trustee Agency”	11-15
11.79 “Urban Growth Boundary”	11-15
11.80 “Urbanized Area”	11-15
11.81 “Water Acquisition Plans”	11-16
11.82 “Water Assessment” or “Water Supply Assessment”	11-16
11.83 “Water Demand Project”	11-16
11.84 “Waterway”	11-17
11.85 “Wetlands”	11-17
11.86 “Wildlife Habitat”	11-17
11.87 “Zoning Approval”	11-18
12. FORMS	12-1
13. COMMON ACRONYMS	13-1

LOCAL GUIDELINES FOR IMPLEMENTING THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

(2020)

1. GENERAL PROVISIONS, PURPOSE AND POLICY.

1.01 GENERAL PROVISIONS.

These Local Guidelines (“Local Guidelines”) are to assist the City of Santee (“City”) in implementing the provisions of the California Environmental Quality Act (“CEQA”). These Local Guidelines are consistent with the Guidelines for the Implementation of CEQA (“State CEQA Guidelines”), which have been promulgated by the California Natural Resources Agency for the guidance of state and local agencies in California. These Local Guidelines have been adopted pursuant to California Public Resources Code Section 21082.

1.02 PURPOSE.

The purpose of these Local Guidelines is to help the City accomplish the following basic objectives of CEQA:

- (a) To enhance and provide long-term protection for the environment, while providing a decent home and satisfying living environment for every Californian;
- (b) To provide information to governmental decision-makers and the public regarding the potential significant environmental effects of the proposed project;
- (c) To provide an analysis of the environmental effects of future actions associated with the project to adequately apprise all interested parties of the true scope of the project for intelligent weighing of the environmental consequences of the project;
- (d) To identify ways that environmental damage can be avoided or significantly reduced;
- (e) To prevent significant avoidable environmental damage through utilization of feasible project alternatives or mitigation measures; and
- (f) To disclose and demonstrate to the public the reasons why a governmental agency approved the project in the manner chosen. Public participation is an essential part of the CEQA process. Each public agency should encourage wide public involvement, formal and informal, in order to receive and evaluate public reactions to environmental issues related to a public agency’s activities. Such involvement should include, whenever possible, making environmental information available in electronic format on the Internet, on a web site maintained or utilized by the public agency.

1.03 APPLICABILITY.

These Local Guidelines apply to any activity that constitutes a “project,” as defined in Local Guidelines Section 11.57, for which the City is the Lead Agency or a Responsible Agency. These Local Guidelines are also intended to assist the City in determining whether a

proposed activity constitutes a project that is subject to CEQA review, or whether the activity is exempt from CEQA.

1.04 REDUCING DELAY AND PAPERWORK.

The State CEQA Guidelines encourage local governmental agencies to reduce delay and paperwork by, among other things:

- (a) Integrating the CEQA process into early planning review; to this end, the project approval process and these procedures, to the maximum extent feasible, are to run concurrently, not consecutively;
- (b) Identifying projects which fit within categorical or other exemptions and are therefore exempt from CEQA processing;
- (c) Using initial studies to identify significant environmental issues and to narrow the scope of Environmental Impact Reports (EIRs);
- (d) Using a Negative Declaration when a project, not otherwise exempt, will not have a significant effect on the environment;
- (e) Consulting with state and local responsible agencies before and during the preparation of an EIR so that the document will meet the needs of all the agencies which will use it;
- (f) Allowing applicants to revise projects to eliminate possible significant effects on the environment, thereby enabling the project to qualify for a Negative Declaration rather than an EIR;
- (g) Integrating CEQA requirements with other environmental review and consultation requirements;
- (h) Emphasizing consultation before an EIR is prepared, rather than submitting adverse comments on a completed document;
- (i) Combining environmental documents with other documents, such as general plans;
- (j) Eliminating repetitive discussions of the same issues by using EIRs on programs, policies or plans and tiering from statements of broad scope to those of narrower scope;
- (k) Reducing the length of EIRs by means such as setting appropriate page limits;
- (l) Preparing analytic, rather than encyclopedic EIRs;
- (m) Mentioning insignificant issues only briefly;
- (n) Writing EIRs in plain language;
- (o) Following a clear format for EIRs;
- (p) Emphasizing the portions of the EIR that are useful to decision-makers and the public and reducing emphasis on background material;
- (q) Incorporating information by reference; and
- (r) Making comments on EIRs as specific as possible.

1.05 COMPLIANCE WITH STATE LAW.

These Local Guidelines are intended to implement the provisions of CEQA and the State CEQA Guidelines, and the provisions of CEQA and the State CEQA Guidelines shall be fully complied with even though they may not be set forth or referred to herein.

1.06 TERMINOLOGY.

The terms “must” or “shall” identify mandatory requirements. The terms “may” and “should” are permissive, with the particular decision being left to the discretion of the City.

1.07 PARTIAL INVALIDITY.

In the event any part or provision of these Local Guidelines shall be determined to be invalid, the remaining portions that can be separated from the invalid unenforceable provisions shall continue in full force and effect.

1.08 ELECTRONIC DELIVERY OF COMMENTS AND NOTICES.

Individuals may file a written request to receive copies of public notices provided for under these Local Guidelines or the State CEQA Guidelines. The requestor may elect to receive these notices via email rather than regular mail. Notices sent by email are deemed delivered when the staff person sending the email sends it to the last email address provided by the requestor to the City. Any request to receive public notices shall be in writing and shall be renewed annually.

Individuals may also submit comments on the CEQA documentation for a project via email. Comments submitted via email shall be treated as written comments for all purposes. Comments sent to the City via email are deemed received when they actually arrive in an email account of a staff person who has been designated or identified as the point of contact for a particular project.

CEQA also requires the lead agency to make copies of certain environmental documents available in an electronic format (such as Draft Environmental Impact Reports, Draft Negative Declarations and Draft Mitigated Negative Declarations), upon request.

1.09 THE CITY MAY CHARGE REASONABLE FEES FOR REPRODUCING ENVIRONMENTAL DOCUMENTS.

A public agency may charge and collect a reasonable fee from members of the public that request a copy of an environmental document, so long as the fee does not exceed the cost of reproduction. The kinds of “environmental documents” that CEQA specifically allows public agencies to seek reimbursement for include: initial studies, negative declarations, mitigated negative declarations, draft and final EIRs, and documents prepared as a substitute for an EIR, negative declaration, or mitigated negative declaration.

The City may choose to make documents available to the public-at-large on its website or charge a reasonable fee for reproducing the document in hard-copy form, on compact discs, email attachments, or other digital transfers. Requests for documents made pursuant to the California Public Records Act must comply with the Government Code. (See, for example, Government Code Section 6253.9 for information regarding providing documents in electronic format.)

1.10 TIME OF PREPARATION

Before granting any approval of a non-exempt project subject to CEQA, the Lead Agency or Responsible Agency shall consider either (1) a Final EIR, (2) a Negative Declaration, (3) a Mitigated Negative Declaration, or (4) another document authorized by the State CEQA Guidelines to be used in the place of an EIR or Negative Declaration (e.g., an Addendum, a Supplemental EIR, a Subsequent EIR, etc.).

Choosing the precise time for CEQA compliance involves a balancing of competing factors. EIRs, Negative Declarations, and Mitigated Negative Declarations should be prepared as early as feasible in the planning process to enable environmental considerations to influence project program and design and yet late enough to provide meaningful information for environmental assessment.

With public projects, at the earliest feasible time, project sponsors shall incorporate environmental considerations into project conceptualization, design, and planning. CEQA compliance should be completed prior to acquisition of a site for a public project.

To implement the above principles, the City shall not undertake actions concerning the proposed public project that would have a significant adverse effect or limit the choice of alternatives or mitigation measures, before completion of CEQA compliance. For example, the City shall not:

(A) Formally make a decision to proceed with the use of a site for facilities which would require CEQA review, regardless of whether the City has made any final purchase of the site for these facilities, except that the City may designate a preferred site for CEQA review and may enter into land acquisition agreements when the City has conditioned its future use of the site on CEQA compliance.

(B) Otherwise take any action that gives impetus to a planned or foreseeable project in a manner that forecloses alternatives or mitigation measures that would ordinarily be part of CEQA review of that public project.

With private projects, the City shall encourage the project proponent to incorporate environmental considerations into project conceptualization, design, and planning at the earliest feasible time.

While mere interest in, or inclination to support, a project does not constitute approval, a public agency entering into preliminary agreements regarding a project prior to approval shall not, as a practical matter, commit the agency to the project. For example, the City shall not grant any vested development entitlements prior to compliance with CEQA. Further, any such pre-approval agreement should, for example:

(A) Condition the agreement on compliance with CEQA;

(B) Not bind any party, or commit to any definite course of action, prior to CEQA compliance;

(C) Not restrict the Lead Agency from considering any feasible mitigation measures and alternatives, including the “no project” alternative; and

(D) Not restrict the Lead Agency from denying the project.

The City's environmental document preparation and review should be coordinated in a timely fashion with the City's existing planning, review, and project approval processes. These procedures, to the maximum extent feasible, are to run concurrently, not consecutively.

(See State CEQA Guidelines, § 15004; *Save Tara v. City of West Hollywood* (2008) 45 Cal.4th 116.)

1.11 STATE AGENCY FURLOUGHS.

Due to budget concerns, the State may institute mandatory furlough days for state government agencies. Local agencies may also change their operating hours.

Because state and local agencies may enact furloughs that limit their operating hours, if the City has time-sensitive materials or needs to consult with a state agency, the City should check with the applicable state agency office or with the City's attorney to ensure compliance with all applicable deadlines.

2. LEAD AND RESPONSIBLE AGENCIES

2.01 LEAD AGENCY PRINCIPLE.

The City will be the Lead Agency if it will have principal responsibility for carrying out or approving a project. Where a project is to be carried out or approved by more than one public agency, only one agency shall be responsible for the preparation of environmental documents. This agency shall be called the Lead Agency.

(Reference: State CEQA Guidelines, §§ 15050, 15367.)

2.02 SELECTION OF LEAD AGENCY.

Where two or more public agencies will be involved with a project, the Lead Agency shall be designated according to the following criteria:

- (a) If the project will be carried out by a public agency, that agency shall be the Lead Agency even if the project will be located within the jurisdiction of another public agency; or
- (b) If the project will be carried out by a nongovernmental person or entity, the Lead Agency shall be the public agency with the greatest responsibility for supervising and approving the project as a whole.

The Lead Agency will normally be the agency with general governmental powers, rather than an agency with a single or limited purpose. (For example, a city that will provide a public service or utility to the project serves a limited purpose.) If two or more agencies meet this criteria equally, the agency that acts first on the project will normally be the Lead Agency.

If two or more public agencies have a substantial claim to be the Lead Agency under either (a) or (b), they may designate one agency as the Lead Agency by agreement. An agreement may also provide for cooperative efforts by contract, joint exercise of powers, or similar devices. If the agencies cannot agree which agency should be the Lead Agency for preparing the environmental document, any of the disputing public agencies or the project applicant may submit the dispute to the Office of Planning and Research. Within 21 days of receiving the request, the Office of Planning and Research will designate the Lead Agency. The Office of Planning and Research shall not designate a Lead Agency in the absence of a dispute. A “dispute” means a contested, active difference of opinion between two or more public agencies as to which of those agencies shall prepare any necessary environmental document. A dispute exists when each of those agencies claims that it either has or does not have the obligation to prepare that environmental document.

(Reference: State CEQA Guidelines, § 15051.)

2.03 DUTIES OF A LEAD AGENCY.

As a Lead Agency, the City shall decide whether a Negative Declaration, Mitigated Negative Declaration or an EIR will be required for a project and shall prepare, or cause to be prepared, and consider the document before making its decision on whether and how to approve

the project. The documents may be prepared by Staff or by private consultants pursuant to a contract with the City. However, the City shall independently review and analyze all draft and final EIRs or Negative Declarations prepared for a project and shall find that the EIR or Negative Declaration reflects the independent judgment of the City prior to approval of the document. If a Draft EIR or Final EIR is prepared under a contract with the City, the contract must be executed within forty-five (45) days from the date on which the City sends a Notice of Preparation. (See Local Guidelines Section 7.02.)

During the process of preparing an EIR, the City, as Lead Agency, shall have the following duties:

- (a) If a California Native American tribe has requested consultation, within 14 days after determining that an application for a project is complete or a decision to undertake a project, the City shall begin consultation with the California Native American tribes (see Local Guidelines Section 7.07);
- (b) Immediately after deciding that an EIR is required for a project, the City shall send to the Office of Planning and Research and each Responsible Agency a Notice of Preparation (Form “G”) stating that an EIR will be prepared (see Local Guidelines Section 7.03);
- (c) Prior to release of an EIR, if the California Native American tribe that is culturally affiliated with the geographic area of a project requests in writing to be informed of any proposed project, the City shall begin consultation with the tribe consistent with California law and Local Guidelines Section 7.07;
- (d) The City shall prepare or cause to be prepared the Draft EIR for the project (see Local Guidelines Sections 7.06 and 7.18);
- (e) Once the Draft EIR is completed, the City shall file a Notice of Completion (Form “H”) with the Office of Planning and Research (see Local Guidelines Section 7.25);
- (f) The City shall consult with state, federal and local agencies that exercise authority over resources that may be affected by the project for their comments on the completed Draft EIR (see, e.g., Local Guidelines Sections 5.02, 5.16, Section 7.26);
- (g) The City shall provide public notice of the availability of a Draft EIR (Form “K”) at the same time that it sends a Notice of Completion to the Office of Planning and Research (see Local Guidelines Section 7.25);
- (h) The City shall evaluate comments on environmental issues received from persons who reviewed the Draft EIR and shall prepare or cause to be prepared a written response to all comments that raise significant environmental issues and that were timely received during the public comment period. A written response must be provided to all public agencies who commented on the project during the public review period at least ten (10) days prior to certifying an EIR (see Local Guidelines Section 7.30);
- (i) The City shall prepare or cause to be prepared a Final EIR before approving the project (see Local Guidelines Section 7.31);
- (j) The City shall certify that the Final EIR has been completed in compliance with CEQA and has been reviewed by the City Council (see Local Guidelines Section 7.33); and
- (k) The City shall include in the Final EIR any comments received from a Responsible Agency on the Notice of Preparation or the Draft EIR (see Local Guidelines Sections 2.07, 7.30 and 7.31).

As Lead Agency, the City may charge a non-elected body with the responsibility of making a finding of exemption or adopting, certifying or authorizing environmental documents; however, such a determination shall be subject to the City's procedures allowing for the appeal of the CEQA determination of any non-elected body to the City. In the event the City Council has delegated authority to a subsidiary board or official to approve a project, the City hereby delegates to that subsidiary board or official the authority to make all necessary CEQA determinations, including whether an EIR, Negative Declaration, Mitigated Negative Declaration or exemption shall be required for any project. A subsidiary board or official's CEQA determination shall be subject to appeal consistent with the City's established procedures for appeals.

2.04 PROJECTS RELATING TO DEVELOPMENT OF HAZARDOUS WASTE AND OTHER SITES.

An applicant for a development project must submit a signed statement to the City, as Lead Agency, stating whether the project and any alternatives are located on a site that is included in any list compiled by the Secretary for Environmental Protection of the California Environmental Protection Agency ("California EPA") listing hazardous waste sites and other specified sites located in the City's boundaries. The applicant's statement must contain the following information:

- (a) The applicant's name, address, and phone number;
- (b) Address of site, and local agency (city/county);
- (c) Assessor's book, page, and parcel number; and
- (d) The list which includes the site, identification number, and date of list.

Before accepting as complete an application for any development project as defined in Local Guidelines Section 11.17, the City, as Lead Agency, shall consult lists compiled by the Secretary for Environmental Protection of the California EPA pursuant to Government Code Section 65962.5 listing hazardous waste sites and other specified sites located in the City's boundaries. When acting as Lead Agency, the City shall notify an applicant for a development project if the project site is located on such a list and not already identified. In the Notice of Intent to Adopt a Negative Declaration or Mitigated Negative Declaration (see Local Guidelines Section 6.04) or the Notice of Preparation of Draft EIR (see Local Guidelines Section 7.03), the City shall specify the California EPA list, if any, that includes the project site, and shall provide the information contained in the applicant's statement.

This provision does not apply to projects for which applications have been deemed complete on or before January 1, 1992.

(Reference: Gov. Code, § 65962.5.)

2.05 RESPONSIBLE AGENCY PRINCIPLE.

When a project is to be carried out or approved by more than one public agency, all public agencies other than the Lead Agency that have discretionary approval power over the project shall be identified as Responsible Agencies.

2.06 DUTIES OF A RESPONSIBLE AGENCY.

When it is identified as a Responsible Agency, the City shall consider the environmental documents prepared or caused to be prepared by the Lead Agency and reach its own conclusions on whether and how to approve the project involved. The City shall also both respond to consultation and attend meetings as requested by the Lead Agency to assist the Lead Agency in preparing adequate environmental documents. The City should also review and comment on Draft EIRs, Negative Declarations, and Mitigated Negative Declarations. Comments shall be limited to those project activities that are within the City's area of expertise or are required to be carried out or approved by the City or are subject to the City's powers.

As a Responsible Agency, the City may identify significant environmental effects of a project for which mitigation is necessary. As a Responsible Agency, the City may submit to the Lead Agency proposed mitigation measures that would address those significant environmental effects. If mitigation measures are required, the City should submit to the Lead Agency complete and detailed performance objectives for such mitigation measures that would address the significant environmental effects identified, or refer the Lead Agency to appropriate, readily available guidelines or reference documents. Any mitigation measures submitted to the Lead Agency by the City, when acting as a Responsible Agency, shall be limited to measures that mitigate impacts to resources that are within the City's authority. For private projects, the City, as a Responsible Agency, may require the project proponent to provide such information as may be required and to reimburse the City for all costs incurred by it in reporting to the Lead Agency.

(Reference: State CEQA Guidelines, § 15096.)

2.07 RESPONSE TO NOTICE OF PREPARATION BY RESPONSIBLE AGENCIES.

Within thirty (30) days of receipt of a Notice of Preparation of an EIR, the City, as a Responsible Agency, shall specify to the Lead Agency the scope and content of the environmental information related to the City's area of statutory responsibility in connection with the proposed project. At a minimum, the response shall identify the significant environmental issues and possible alternatives and mitigation that the City, as a Responsible Agency, will need to have explored in the Draft EIR. Such information shall be specified in writing, shall be as specific as possible, and shall be communicated to the Lead Agency, by certified mail or any other method of transmittal that provides it with a record that the response was received. The Lead Agency shall incorporate this information into the EIR.

(Reference: State CEQA Guidelines, § 15103.)

2.08 USE OF FINAL EIR OR NEGATIVE DECLARATION BY RESPONSIBLE AGENCIES.

The City, as a Responsible Agency, shall consider the Lead Agency's Final EIR or Negative Declaration before acting upon or approving a proposed project. As a Responsible Agency, the City must independently review and consider the adequacy of the Lead Agency's environmental documents prior to approving any portion of the proposed project. In certain instances, the City, in its role as a Responsible Agency, may require that a Subsequent EIR or a Supplemental EIR be prepared to fully address those aspects of the project over which the City has approval authority. Mitigation measures and alternatives deemed feasible and relevant to the

City's role in carrying out the project shall be adopted. Findings that are relevant to the City's role as a Responsible Agency shall be made. After the City decides to approve or carry out part of a project for which an EIR or negative declaration has previously been prepared by the Lead Agency, the City, as Responsible Agency, should file a Notice of Determination with the County Clerk within five (5) days of approval, but need not state that the Lead Agency's EIR or Negative Declaration complies with CEQA. The City, as Responsible Agency, should state that it considered the EIR or Negative Declaration as prepared by a Lead Agency.

(Reference: State CEQA Guidelines, § 15096.)

2.09 SHIFT IN LEAD AGENCY RESPONSIBILITIES.

The City, as a Responsible Agency, shall assume the role of the Lead Agency if any one of the following three conditions is met:

- (a) The Lead Agency did not prepare any environmental documents for the project, and the statute of limitations has expired for a challenge to the action of the appropriate Lead Agency;
- (b) The Lead Agency prepared environmental documents for the project, and all of the following conditions apply:
 - (1) A Subsequent or Supplemental EIR is required;
 - (2) The Lead Agency has granted a final approval for the project; and
 - (3) The statute of limitations has expired for a challenge to the action of the appropriate Lead Agency; or
- (c) The Lead Agency prepared inadequate environmental documents without providing public notice of a Negative Declaration or sending Notice of Preparation of an EIR to Responsible Agencies and the statute of limitations has expired for a challenge to the action of the appropriate Lead Agency.

(Reference: State CEQA Guidelines, § 15052.)

3. ACTIVITIES EXEMPT FROM CEQA

3.01 ACTIONS SUBJECT TO CEQA.

CEQA applies to discretionary projects proposed to be carried out or approved by public agencies such as the City. If the proposed activity does not come within the definition of “project” contained in Local Guidelines Section 11.57, it is not subject to environmental review under CEQA.

“Project” does not include:

- (a) Proposals for legislation to be enacted by the State Legislature;
- (b) Continuing administrative or maintenance activities, such as purchases for supplies, personnel-related actions, and general policy and procedure making (except as provided in Local Guidelines Section 11.57);
- (c) The submittal of proposals to a vote of the people in response to a petition drive initiated by voters, or the enactment of a qualified voter-sponsored initiative under California Constitution Art. II, Section 11(a) and Election Code Section 9214;
- (d) The creation of government funding mechanisms or other government fiscal activities that do not involve any commitment to any specific project that may have a potentially significant physical impact on the environment. Government funding mechanisms may include, but are not limited to, assessment districts and community facilities districts;
- (e) Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment; and
- (f) Activities that do not result in a direct or reasonably foreseeable indirect physical change in the environment.

(Reference: State CEQA Guidelines, §§ 15060(c), 15378.)

3.02 MINISTERIAL ACTIONS.

Ministerial actions are not subject to CEQA review. A ministerial action is one that is approved or denied by a decision that a public official or a public agency makes that involves only the use of fixed standards or objective measurements without personal judgment or discretion.

When a project involves an approval that contains elements of both a ministerial and discretionary nature, the project will be deemed to be discretionary and subject to the requirements of CEQA. The decision whether the approval of a proposed project or activity is ministerial in nature may involve or require, to some extent, interpretation of the language of the legal mandate, and should be made on a case-by-case basis. The following is a non-exclusive list of examples of ministerial activities:

- (a) Issuance of business licenses;
- (b) Approval of final subdivision maps and final parcel maps;
- (c) Approval of individual utility service connections and disconnections;
- (d) Issuance of licenses;
- (e) Issuance of a permit to do street work; and

- (f) Issuance of building permits where the Lead Agency does not retain significant discretionary power to modify or shape the project.

(Reference: State CEQA Guidelines, § 15268.)

3.03 EXEMPTIONS IN GENERAL.

CEQA and the State CEQA Guidelines exempt certain activities and provide that local agencies should further identify and describe certain exemptions. The requirements of CEQA and the obligation to prepare an EIR, Negative Declaration or Mitigated Negative Declaration generally do not apply to the exempt activities that are set forth in CEQA, the State CEQA Guidelines and Chapter 3 of these Local Guidelines.

(Reference: State CEQA Guidelines, §§ 15260 – 15332.)

3.04 PRELIMINARY EXEMPTION ASSESSMENT.

If, in the judgment of Staff, a proposed activity is exempt, Staff should so find on the form entitled “Preliminary Exemption Assessment” (Form “A”). The Preliminary Exemption Assessment shall be retained at City Offices as a public record.

3.05 NOTICE OF EXEMPTION.

After approval of an exempt project, a “Notice of Exemption” (Form “B”) may be filed by the City or its representatives with the county clerk of each county in which the activity will be located. If the Lead Agency exempts an agricultural housing, affordable housing, or residential infill project under State CEQA Guidelines Sections 15193, 15194 or 15195 and approves or determines to carry out that project, it must file a notice with the Office of Planning and Research (“OPR”) identifying the exemption. The Preliminary Exemption Assessment shall be attached to the Notice of Exemption for filing. If filed, the Clerk must post the Notice within twenty-four (24) hours of receipt, and the Notice must remain posted for thirty (30) days. Although no California Department of Fish and Wildlife (“DFW”) filing fee is applicable to exempt projects, most counties customarily charge a documentary handling fee to pay for record keeping on behalf of the DFW. Refer to the Index in the Staff Summary to determine if such a fee will be required for the project. The Notice of Exemption must also identify the person undertaking the project, including any person undertaking an activity that receives financial assistance from the City as part of the project or the person receiving a lease, permit, license, certificate, or other entitlement for use from the City as part of the project.

When filing a Notice of Exemption, Staff has different responsibilities for certain types of actions. If the activity is either:

- (a) undertaken by a *person* (not a public agency) and is supported, in whole or in part, through contracts, grants, subsidies, loans, or other forms of assistance from one or more public agencies; or

- (b) involves the issuance to a *person* (not a public agency) of a lease, permit, license, certificate, or other entitlement for use by one or more public agencies; then

Staff may direct that person to file the Notice of Exemption with the county clerk of each county in which the activity will be located. (See Public Resources Code section 21065 (b) and (c)). A Notice of Exemption filed by a person as described above must have a certificate of determination attached to it issued by the City stating that the action is not subject to CEQA. (See Public Resources Code Sections 21080 and 21152.) The certificate of determination may be in the form of a certified copy of an existing document or record of the City.

The filing of a Notice of Exemption, when appropriate, is recommended for City actions because it starts a 35-day statute of limitations on legal challenges to the City's determination that the activity is exempt from CEQA. The City is encouraged to make postings of all filed notices available in electronic format on the Internet. These electronic postings are in addition to the procedures required by the State CEQA Guidelines and the Public Resources Code. If a Notice of Exemption is not filed, a 180-day statute of limitations will apply. Please see Local Guidelines Section 3.13 for certain circumstances in which the Lead Agency is required to file a Notice of Exemption. The thirty-day posting requirement excludes the first day of posting and includes the last day of posting. On the 30th day, the Notice of Exemption must be posted for the entire day.

When a request is made for a copy of the Notice prior to the date on which the City determines the project is exempt, the Notice must be mailed, first class postage prepaid, within five (5) days after the City's determination. If such a request is made following the City's determination, then the copy should be mailed in the same manner as soon as possible.

(Reference: State CEQA Guidelines, § 15062.)

3.06 DISAPPROVED PROJECTS.

Projects that the Lead Agency rejects or disapproves are exempt from CEQA. An applicant shall not be relieved of paying the costs for an EIR, Negative Declaration, or Mitigated Negative Declaration prepared for a project prior to the Lead Agency's disapproval of the project.

(Reference: State CEQA Guidelines, § 15062.)

3.07 PROJECTS WITH NO POSSIBILITY OF SIGNIFICANT EFFECT.

Where it can be seen with absolute certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is exempt from CEQA.

3.08 EMERGENCY PROJECTS.

The following types of emergency projects are exempt from CEQA (the term "emergency" is defined in Local Guidelines Section 11.20):

- (a) Work in a disaster-stricken area in which a state of emergency has been proclaimed by the Governor pursuant to Section 8550 of the Government Code. This includes projects that will remove, destroy, or significantly alter a historical resource when that resource represents an imminent threat to the public of bodily harm or of damage to adjacent

- property or when the project has received a determination by the State Office of Historic Preservation pursuant to Section 5028(b) of the Public Resources Code.
- (b) Emergency repairs to publicly or privately owned service facilities necessary to maintain service essential to the public health, safety or welfare. Emergency repairs include those that require a reasonable amount of planning to address an anticipated emergency.
 - (c) Projects necessary to prevent or mitigate an emergency. This does not include long-term projects undertaken for the purpose of preventing or mitigating a situation that has a low probability of occurrence in the short-term, but this exclusion does not apply (i) if the anticipated period of time to conduct an environmental review of such a long-term project would create a risk to public health, safety or welfare, or (ii) if activities (such as fire or catastrophic risk mitigation or modifications to improve facility integrity) are proposed for existing facilities in response to an emergency at a similar existing facility.
 - (d) Projects undertaken, carried out, or approved by a public agency to maintain, repair, or restore an existing highway damaged by fire, flood, storm, earthquake, land subsidence, gradual earth movement, or landslide, provided that the project is within the existing right of way of that highway and is initiated within one year of the damage occurring. Highway shall have the same meaning as defined in Section 360 of the Vehicle Code. This exemption does not apply to highways designated as official state scenic highways, nor to any project undertaken, carried out, or approved by a public agency to expand or widen a highway damaged by fire, flood, storm, earthquake, land subsidence, gradual earth movement, or landslide.
 - (e) Seismic work on highways and bridges pursuant to Streets and Highways Code section 180.2.

(Reference: State CEQA Guidelines, § 15269.)

3.09 FEASIBILITY AND PLANNING STUDIES.

A project that involves only feasibility or planning studies for possible future actions which the City has not yet approved, adopted or funded is exempt from CEQA.

(Reference: State CEQA Guidelines, § 15262.)

3.10 RATES, TOLLS, FARES AND CHARGES.

The establishment, modification, structuring, restructuring or approval of rates, tolls, fares or other charges by the City that the City finds are for one or more of the purposes listed below are exempt from CEQA.

- (a) Meeting operating expenses, including employee wage rates and fringe benefits;
- (b) Purchasing or leasing supplies, equipment or materials;
- (c) Meeting financial reserve needs and requirements; or
- (d) Obtaining funds for capital projects necessary to maintain service within existing service areas.

When the City determines that one of the aforementioned activities pertaining to rates, tolls, fares or charges is exempt from the requirements of CEQA, it shall incorporate written

findings setting forth the specific basis for the claim of exemption in the record of any proceeding in which such an exemption is claimed.

(Reference: State CEQA Guidelines, § 15273.)

3.11 PIPELINES WITHIN A PUBLIC RIGHT-OF-WAY AND LESS THAN ONE MILE IN LENGTH.

Projects that are for the installation of a new pipeline or the maintenance, repair, restoration, reconditioning, relocation, replacement, removal, or demolition of an existing pipeline and that are:

- (a) in a public street or highway or any other public right-of-way; and
- (b) less than one mile in length

shall be exempt from CEQA requirements.

“Pipeline” includes subsurface facilities but does not include any surface facility related to the operation of the underground facility.

(Reference: Public Resources Code, § 21080.21.)

3.12 PIPELINES OF LESS THAN EIGHT MILES IN LENGTH.

Projects that are for the inspection, maintenance, repair, restoration, reconditioning, relocation, replacement, or removal of an existing pipeline, or any valve, flange, meter, or other piece of equipment that is directly attached to the pipeline shall be exempt from CEQA requirements if all of the following conditions are met:

- (a) The project is less than eight miles in length.
- (b) Notwithstanding the project length, actual construction and excavation activities undertaken to achieve the maintenance, repair, restoration, reconditioning, relocation, replacement, or removal of an existing pipeline are not undertaken over a length of more than one-half mile at any one time.
- (c) The project consists of a section of pipeline that is not less than eight miles from any section of pipeline that has been subject to an exemption pursuant to CEQA in the past 12 months.
- (d) The project is not solely for the purpose of excavating soil that is contaminated by hazardous materials, and, to the extent not otherwise expressly required by law, the party undertaking the project immediately informs the lead agency of the discovery of contaminated soil.
- (e) To the extent not otherwise expressly required by law, the person undertaking the project has, in advance of undertaking the project, prepared a plan that will result in notification of the appropriate agencies so that they may take action, if determined to be necessary, to provide for the emergency evacuation of members of the public who may be located in close proximity to the project.
- (f) Project activities are undertaken within an existing right-of-way and the right-of-way is restored to its condition prior to the project.

- (g) The project applicant agrees to comply with all conditions otherwise authorized by law, imposed by the city or county planning department as part of any local agency permit process, that are required to mitigate potential impacts of the proposed project, and to otherwise comply with the Keene-Nejedly California Wetlands Preservation Act (Chapter 7 (commencing with Section 5810) of Division 5), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), and other applicable state laws, and with all applicable federal laws.

If a project meets all of the requirements for this exemption, the person undertaking the project shall do all of the following:

- (a) Notify, in writing, any affected public agency, including, but not limited to, any public agency having permit, land use, environmental, public health protection, or emergency response authority of this exemption.
- (b) Provide notice to the public in the affected area in a manner consistent with paragraph (3) of Public Resources Code section 21092(b).
- (c) In the case of private rights-of-way over private property, receive from the underlying property owner permission for access to the property.
- (d) Comply with all conditions otherwise authorized by law, imposed by the city or county planning department as part of any local agency permit process, that are required to mitigate potential impacts of the proposed project, and otherwise comply with the Keene-Nejedly California Wetlands Preservation Act (Chapter 7 (commencing with Section 5810) of Division 5), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), and other applicable state laws, and with all applicable federal laws.

This exemption does not apply to a project in which the diameter of the pipeline is increased or to a project undertaken within the boundaries of an oil refinery.

For purposes of this exemption, the following definitions apply:

- (a) “Pipeline” includes every intrastate pipeline used for the transportation of hazardous liquid substances or highly volatile liquid substances, including a common carrier pipeline, and all piping containing those substances located within a refined products bulk loading facility which is owned by a common carrier and is served by a pipeline of that common carrier, and the common carrier owns and serves by pipeline at least five such facilities in the state. “Pipeline” does not include the following:
- (1) An interstate pipeline subject to Part 195 of Title 49 of the Code of Federal Regulations.
 - (2) A pipeline for the transportation of a hazardous liquid substance in a gaseous state.
 - (3) A pipeline for the transportation of crude oil that operates by gravity or at a stress level of 20 percent or less of the specified minimum yield strength of the pipe.
 - (4) Transportation of petroleum in onshore gathering lines located in rural areas.

- (5) A pipeline for the transportation of a hazardous liquid substance offshore located upstream from the outlet flange of each facility on the Outer Continental Shelf where hydrocarbons are produced or where produced hydrocarbons are first separated, dehydrated, or otherwise processed, whichever facility is farther downstream.
- (6) Transportation of a hazardous liquid by a flow line.
- (7) A pipeline for the transportation of a hazardous liquid substance through an onshore production, refining, or manufacturing facility, including a storage or in plant piping system associated with that facility.
- (8) Transportation of a hazardous liquid substance by vessel, aircraft, tank truck, tank car, or other vehicle or terminal facilities used exclusively to transfer hazardous liquids between those modes of transportation.

3.13 CERTAIN RESIDENTIAL HOUSING PROJECTS.

CEQA does not apply to the construction, conversion, or use of residential housing if the project meets all of the general requirements described in Section A below and satisfies the specific requirements for any one of the following three categories: (1) agricultural housing (Section B below), (2) affordable housing projects in urbanized areas (Section C below), or (3) affordable housing projects near major transit stops (Section D below).

A. General Requirements. The construction, conversion, or use of residential housing units affordable to low-income households (as defined in Local Guidelines Section 11.36) located on an infill site in an urbanized area is exempt from CEQA if all of the following general requirements are satisfied:

- (1) The project is consistent with:
 - (a) Any applicable general plan, specific plan, or local coastal program, including any mitigation measures required by such plan or program, as that plan or program existed on the date that the application was deemed complete; and
 - (b) Any applicable zoning ordinance, as that zoning ordinance existed on the date that the application was deemed complete. However, the project may be inconsistent with zoning if the zoning is inconsistent with the general plan and the project site has not been rezoned to conform to the general plan;
- (2) Community level environmental review has been adopted or certified;
- (3) The project and other projects approved prior to the approval of the project can be adequately served by existing utilities, and the project applicant has paid, or has committed to pay, all applicable in-lieu or development fees;
- (4) The project site meets all of the following four criteria relating to biological resources:

- (a) The project site does not contain wetlands;
 - (b) The project site does not have any value as a wildlife habitat;
 - (c) The project does not harm any species protected by the federal Endangered Species Act of 1973, the Native Plant Protection Act, or the California Endangered Species Act; and
 - (d) The project does not cause the destruction or removal of any species protected by a local ordinance in effect at the time the application for the project was deemed complete;
- (5) The site is not included on any list of facilities and sites compiled pursuant to Government Code Section 65962.5;
- (6) The project site is subject to a preliminary endangerment assessment prepared by a registered environmental assessor to determine the existence of any release of a hazardous substance on the site and to determine the potential for exposure of future occupants to significant health hazards from any nearby property or activity. In addition, the following steps must have been taken in response to the results of this assessment:
 - (a) If a release of a hazardous substance is found to exist on the site, the release shall be removed or any significant effects of the release shall be mitigated to a level of insignificance in compliance with state and federal requirements; or
 - (b) If a potential for exposure to significant hazards from surrounding properties or activities is found to exist, the effects of the potential exposure shall be mitigated to a level of insignificance in compliance with state and federal requirements;
- (7) The project does not have a significant effect on historical resources pursuant to Section 21084.1 of the Public Resources Code (see Local Guidelines Section 11.28);
- (8) The project site is not subject to wildland fire hazard, as determined by the Department of Forestry and Fire Protection; unless the applicable general plan or zoning ordinance contains provisions to mitigate the risk of a wildland fire hazard;
- (9) The project site does not have an unusually high risk of fire or explosion from materials stored or used on nearby properties;
- (10) The project site does not present a risk of a public health exposure at a level that would exceed the standards established by any state or federal agency;
- (11) Either the project site is not within a delineated earthquake fault zone, or a seismic hazard zone, as determined pursuant to Section 2622 and 2696

of the Public Resources Code respectively, or the applicable general plan or zoning ordinance contains provisions to mitigate the risk of an earthquake or seismic hazard;

- (12) Either the project site does not present a landslide hazard, flood plain, flood way, or restriction zone, or the applicable general plan or zoning ordinance contains provisions to mitigate the risk of a landslide or flood;
- (13) The project site is not located on developed open space;
- (14) The project site is not located within the boundaries of a state conservancy;
- (15) The project site has not been divided into smaller projects to qualify for one or more of the exemptions for affordable housing, agricultural housing, or residential infill housing projects found in the subsequent sections; and
- (16) The project meets the requirements set forth in either Public Resources Code Sections 21159.22, 21159.23 or 21159.24.

(Reference: State CEQA Guidelines, § 15192.)

B. Specific Requirements for Agricultural Housing. CEQA does not apply to the construction, conversion, or use of residential housing for agricultural employees that meets all of the general requirements described above in Section A and meets the following additional criteria:

- (1) The project either:
 - (a) Is affordable to lower income households, lacks public financial assistance, and the developer has provided sufficient legal commitments to ensure the continued availability and use of the housing units for lower income households for a period of at least fifteen (15) years; or
 - (b) If public financial assistance exists for the project, then the project must be housing for very low-, low-, or moderate-income households and the developer of the project has provided sufficient legal commitments to the appropriate local agency to ensure the continued availability and use of the housing units for low- and moderate-income households for a period of at least fifteen (15) years;
- (2) The project site is adjacent on at least two sides to land that has been developed and the project consists of not more than forty-five (45) units or provides dormitories, barracks, or other group-living facilities for a total of forty-five (45) or fewer agricultural employees, and either:

- (a) The project site is within incorporated city limits or within a census-defined place with a minimum population density of at least five thousand (5,000) persons per square mile; or
 - (b) The project site is within incorporated city limits or within a census-defined place and the minimum population density of the census-defined place is at least one thousand (1,000) persons per square mile, unless the Lead Agency determines that there is a reasonable possibility that the project, if completed, would have a significant effect on the environment due to unusual circumstances or that the cumulative effects of successive projects of the same type in the same area would, over time, be significant;
- (3) If the project is located on a site zoned for general agricultural use, it must consist of twenty (20) or fewer units, or, if the housing consists of dormitories, barracks, or other group-living facilities, the project must not provide housing for more than twenty (20) agricultural employees; and
- (4) The project is not more than two (2) acres in area if the project site is located in an area with a population density of at least one thousand (1,000) persons per square mile, and is not more than five (5) acres in area for all other project sites.

(Reference: Pub. Resources Code, §§ 21084, 21159.22; State CEQA Guidelines, §§ 15192, 15193.)

C. Specific Requirements for Affordable Housing Projects in Urbanized Areas.

CEQA does not apply to any development project that consists of the construction, conversion, or use of residential housing consisting of one hundred (100) or fewer units that are affordable to low-income households if all of the general requirements described in Section A above are satisfied and the following additional criteria are also met:

- (1) The developer of the project provides sufficient legal commitments to the local agency to ensure the continued availability and use of the housing units for lower income households for a period of at least thirty (30) years, at monthly housing costs deemed to be “affordable rent” for lower income, very low income, and extremely low income households, as determined pursuant to Section 50053 of the Health and Safety Code;
- (2) The project site meets one of the following conditions:
 - (a) Has been previously developed for qualified urban uses;
 - (b) Is immediately adjacent to parcels that are developed with qualified urban uses; or

- (c) At least 75% of the perimeter of the site adjoins parcels that are developed with qualified urban uses and the remaining 25% of the perimeter of the site adjoins parcels that have previously been developed for qualified urban uses, the site has not been developed for urban uses and no parcel within the site has been created within ten (10) years prior to the proposed development of the site;
- (3) The project site is not more than five (5) acres in area; and
- (4) The project site meets one of the following requirements regarding population density:
 - (a) The project site is within an urbanized area or within a census-defined place with a population density of at least five thousand (5,000) persons per square mile;
 - (b) If the project consists of fifty (50) or fewer units, the project site is within an incorporated city with a population density of at least twenty-five hundred (2,500) persons per square mile and a total population of at least twenty-five thousand (25,000) persons; or
 - (c) The project site is within either an incorporated city or a census-defined place with a population density of one thousand (1,000) persons per square mile, unless there is a reasonable possibility that the project would have a significant effect on the environment due to unusual circumstances or due to the related or cumulative impacts of reasonably foreseeable projects in the vicinity of the project.

(Reference: Pub. Resources Code, §§ 21083, 21159.23; State CEQA Guidelines, § 15194.)

D. Specific Requirements for Affordable Housing Projects Near Major Transit Stops. CEQA does not apply to a residential project on an infill site within an urbanized area if all of the general requirements described above in Section A are satisfied and the following additional criteria are also met:

- (1) Within five (5) years prior to the date that the application for the project is deemed complete, community-level environmental review was certified or adopted. This exemption does not apply, however, if new information about the project or substantial changes regarding the circumstances surrounding the project become available after the community-level environmental review was certified or adopted;
- (2) The site is not more than four (4) acres in total area;
- (3) The project does not contain more than one hundred (100) residential units;

- (4) The project meets either of the following criteria:
 - (a) At least 10% of the housing is sold to families of moderate income or rented to families of low income, or at least 5% of the housing is rented to families of very low income, and the project developer has provided sufficient legal commitments to ensure the continued availability and use of the housing units for very low-, low-, and moderate-income households at monthly housing costs; or
 - (b) The project developer has paid or will pay in-lieu fees sufficient to pay for the development of the same number of units that would otherwise be sold or rented to families of moderate or very low income pursuant to subparagraph (a);
- (5) The project is within one-half mile of a major transit stop;
- (6) The project does not include any single-level building that exceeds one hundred thousand (100,000) square feet;
- (7) The project promotes higher density infill housing:
 - (a) A project with a density of at least 20 units per acre shall be conclusively presumed to promote higher density infill housing; or
 - (b) A project with a density of at least 10 units per acre and a density greater than the average density of the residential properties within 1,500 feet shall be presumed to promote higher density housing unless the preponderance of the evidence demonstrates otherwise;
- (8) Exception:
 - (a) Except as provided in subdivision (b), this division does not apply to a project if all of the following criteria are met:
 1. The project is a residential project on an infill site.
 2. The project is located within an urbanized area.
 3. The project satisfies the criteria of Section 21159.21.
 4. Within five years of the date that the application for the project is deemed complete pursuant to Section 65943 of the Government Code, community-level environmental review was certified or adopted.

5. The site of the project is not more than four acres in total area.
 6. The project does not contain more than 100 residential units.
 7. Either of the following criteria are met:
 - a. At least 10 percent of the housing is sold to families of moderate income, or not less than 10 percent of the housing is rented to families of low income, or not less than 5 percent of the housing is rented to families of very low income.
 - b. The project developer provides sufficient legal commitments to the appropriate local agency to ensure the continued availability and use of the housing units for very low-, low-, and moderate-income households at monthly housing costs determined pursuant to paragraph (3) of the subdivision (h) of Section 65589.5 of the Government Code.
 - c. The project developer has paid or will pay in-lieu fees pursuant to a local ordinance in an amount sufficient to result in the development of an equivalent number of units that would otherwise be required pursuant to subparagraph (7)(a).
 8. The project is within one-half mile of a major transit stop.
 9. The project does not include any single level building that exceeds 100,000 square feet.
 10. The project promotes higher density infill housing. A project with a density of at least 20 units per acre shall be conclusively presumed to promote higher density infill housing. A project with a density of at least 10 units per acre and a density greater than the average density of the residential properties within 1,500 feet shall be presumed to promote higher density housing unless the preponderance of the evidence demonstrates otherwise.
- (b) The Exemption for Affordable Housing Projects near Major Transit Stops does not apply if any one of the following criteria is met:
1. There is a reasonable possibility that the project will have a project-specific, significant effect on the environment due to unusual circumstances;

2. Substantial changes have occurred since community-level environmental review was adopted or certified with respect to the circumstances under which the project is being undertaken, and those changes are related to the project; or
 3. New information regarding the circumstances under which the project is being undertaken has become available, and that new information is related to the project and was not known and could not have been known at the time of the community-level environmental review;
- (c) If a project satisfies any one of the three criteria described above in Section 3.13D(8)(a), the environmental effects of the project must be analyzed in an Environmental Impact Report or a Negative Declaration. The environmental analysis shall be limited to the project-specific effects and any effects identified pursuant to Section 3.13D(8)(a).

(Reference: Pub. Resources Code, §§ 21083, 21159.24; State CEQA Guidelines, § 15195.)

- E.** Whenever the Lead Agency determines that a project is exempt from environmental review based on Public Resources Code Sections 21159.22 [Section 3.13B of these Local Guidelines], 21159.23 [Section 3.13C of these Local Guidelines], or 21159.24 [Section 3.13D of these Local Guidelines], Staff and/or the proponent of the project shall file a Notice of Exemption with the Office of Planning and Research within five (5) working days after the approval of the project.

(Reference: State CEQA Guidelines, § 15196.)

3.14 MINOR ALTERATIONS TO FLUORIDATE WATER UTILITIES.

Minor alterations to water utilities made for the purpose of complying with the fluoridation requirements of Health and Safety Code Sections 116410 and 116415 or regulations adopted thereunder are exempt from CEQA.

(Reference: State CEQA Guidelines, § 15282(m).)

3.15 BALLOT MEASURES.

The definition of project in the State CEQA Guidelines specifically excludes the submittal of proposals to a vote of the people of the state or of a particular community. This exemption does not apply to the public agency that sponsors the initiative. When a governing body makes a decision to put a measure on the ballot, that decision may be discretionary and therefore subject to CEQA. In contrast, the enactment of a qualified voter-sponsored initiative under California Constitution Art. II, Section 11(a) and Election Code Section 9214 is not a project and therefore is not subject to CEQA review.

(Reference: Local Guidelines Section 3.01; State CEQA Guidelines, § 15378(b)(3).)

3.16 TRANSIT PRIORITY PROJECT.

Exemption: Transit Priority Projects (see Local Guidelines Section 11.75) that are consistent with the general use designation, density, building intensity, and applicable policies specified for the project area in either a Sustainable Community Strategy or an alternative planning strategy may be exempt from CEQA. To qualify for the exemption, the decision-making body must hold a hearing and make findings that the project meets all of Public Resources Code Section 21155.1's environmental, housing, and public safety conditions and requirements.

Streamlined Review: A Transit Priority Project that has incorporated all feasible mitigation measures, performance standards or criteria set forth in a prior environmental impact report, may be eligible for streamlined environmental review. For a complete description of the requirements for this streamlined review see Public Resources Code Section 21155.2. Similarly, the environmental review for a residential or mixed use residential project may limit, or entirely omit, its discussion of growth-inducing impacts or impacts from traffic on global warming under certain limited circumstances. Note, however, that impacts from other sources of greenhouse gas emissions would still need to be analyzed. For complete requirements see Public Resources Code Section 21159.28.

Note that neither the exemption nor the streamlined review will apply until: (1) the applicable Metropolitan Planning Organization prepares and adopts a Sustainable Communities Strategy or alternative planning strategy for the region; and (2) the California Air Resources Board has accepted the Metropolitan Planning Organization's determination that the Sustainable Communities Strategy or the alternative planning strategy would, if implemented, achieve the greenhouse gas emission reduction targets adopted for the region.

(Reference: Pub. Resources Code, § 21155.1, 21151.2, 21159.28.)

3.17 CERTAIN INFILL PROJECTS

(a) (1) If an environmental impact report was certified for a planning level decision of the city or county, the application of CEQA to the approval of an infill project shall be limited to the effects on the environment that (A) are specific to the project or to the project site and were not addressed as significant effects in the prior environmental impact report or (B) substantial new information shows the effects will be more significant than described in the prior environmental impact report. The attached Form "S" shall be used for this determination. A lead agency's determination pursuant to this section shall be supported by substantial evidence.

(2) An effect of a project upon the environment shall not be considered a specific effect of the project or a significant effect that was not considered significant in a prior environmental impact report, or an effect that is more significant than was described in the prior environmental impact report if uniformly applicable development policies or standards adopted by the city, county, or the lead agency, would apply to the project and the lead agency makes a finding, based upon substantial evidence, that the development policies or standards will substantially mitigate that effect.

(b) If an infill project would result in significant effects that are specific to the project or the project site, or if the significant effects of the infill project were not addressed in the prior environmental impact report, or are more significant than the effects addressed in the prior environmental impact report, and if a mitigated negative declaration or a sustainable communities environmental assessment could not be otherwise adopted, an environmental impact report prepared for the project analyzing those effects shall be limited as follows:

(1) Alternative locations, densities, and building intensities to the project need not be considered.

(2) Growth inducing impacts of the project need not be considered.

(c) This section applies to an infill project that satisfies both of the following:

(1) The project satisfies any of the following:

A) Is consistent with the general use designation, density, building intensity, and applicable policies specified for the project area in either a sustainable communities strategy or an alternative planning strategy for which the State Air Resources Board, pursuant to subparagraph (H) of paragraph (2) of subdivision (b) of Section 65080 of the Government Code, has accepted a metropolitan planning organization's determination that the sustainable communities strategy or the alternative planning strategy would, if implemented, achieve the greenhouse gas emission reduction targets.

(B) Consists of a small walkable community project located in an area designated by a city for that purpose.

(C) Is located within the boundaries of a metropolitan planning organization that has not yet adopted a sustainable communities strategy or alternative planning strategy, and the project has a residential density of at least 20 units per acre or a floor area ratio of at least 0.75.

(2) Satisfies all applicable statewide performance standards contained in the guidelines adopted pursuant to Public Resources Code Section 21094.5.5 (Form "R").

(d) This section applies after the Secretary of the Natural Resources Agency adopts and certifies the guidelines establishing statewide standards pursuant to Public Resources Code Section 21094.5.5.

(e) For the purposes of this section, the following terms mean the following:

(1) "Infill project" means a project that meets the following conditions:

(A) Consists of any one, or combination, of the following uses:

(i) Residential.

(ii) Retail or commercial, where no more than one-half of the project area is used for parking.

(iii) A transit station.

(iv) A school.

(v) A public office building.

(B) Is located within an urban area on a site that has been previously developed, or on a vacant site where at least 75 percent of the perimeter of the site adjoins, or is separated only by an improved public right-of-way from, parcels that are developed with qualified urban uses.

(2) "Planning level decision" means the enactment or amendment of a general plan, community plan, specific plan, or zoning code.

(3) "Prior environmental impact report" means the environmental impact report certified for a planning level decision, as supplemented by any subsequent or supplemental environmental impact reports, negative declarations, or addenda to those documents.

(4) "Small walkable community project" means a project that is in an incorporated city, which is not within the boundary of a metropolitan planning organization and that satisfies the following requirements:

(A) Has a project area of approximately one-quarter mile diameter of contiguous land completely within the existing incorporated boundaries of the city.

(B) Has a project area that includes a residential area adjacent to a retail downtown area.

(C) The project has a density of at least eight dwelling units per acre or a floor area ratio for retail or commercial use of not less than 0.50.

(5) "Urban area" includes either an incorporated city or an unincorporated area that is completely surrounded by one or more incorporated cities that meets both of the following criteria:

(A) The population of the unincorporated area and the population of the surrounding incorporated cities equal a population of 100,000 or more.

(B) The population density of the unincorporated area is equal to, or greater than, the population density of the surrounding cities.

(Reference: Pub. Resources Code, § 21094.5.)

3.18 EXEMPTION FOR INFILL PROJECTS IN TRANSIT PRIORITY AREAS

A residential or mixed-use project, or a project with a floor area ratio of at least 0.75 on commercially-zoned property, including any required subdivision or zoning approvals, is exempt from CEQA if the project satisfies the following criteria:

- The project is located within a transit priority area as defined in Section 11.74 below;
- The project is consistent with an applicable specific plan for which an environmental impact report was certified; and
- The project is consistent with the general use designation, density, building intensity, and applicable policies specified for the project area in either a sustainable communities strategy or an alternative planning strategy for which the State Air Resources Board has accepted the determination that the sustainable communities strategy or the alternative planning strategy would achieve the applicable greenhouse gas emissions reduction targets.

Further environmental review shall be required for a project meeting the above criteria only if one of the events specified in Section 8.04 below occurs.

(Reference: State CEQA Guidelines, § 15182(b).)

3.19 EXEMPTION FOR RESIDENTIAL PROJECTS UNDERTAKEN PURSUANT TO A SPECIFIC PLAN

Where a public agency has prepared an EIR for a specific plan after January 1, 1980, a residential project undertaken pursuant to and in conformity with that specific plan is generally exempt from CEQA. Residential projects covered by this section include, but are not limited to, land subdivisions, zoning changes, and residential planned unit developments.

Further environmental review shall be required for a project meeting the above criteria only if, after the adoption of the specific plan, one of the events specified in Section 8.04 below occurs. In that circumstance, this exemption shall not apply until the city or county which adopted the specific plan completes a subsequent EIR or a supplement to an EIR on the specific plan. The exemption provided by this section shall again be available to residential projects after the Lead Agency has filed a Notice of Determination on the specific plan as reconsidered by the subsequent EIR or supplement to the EIR.

(Reference: State CEQA Guidelines, § 15182(c).)

3.20 TRANSFER OF LAND FOR THE PRESERVATION OF NATURAL CONDITIONS

CEQA does not apply to the acquisition, sale, or other transfer of interest in land by the City for the purpose of fulfilling any of the following purposes: (1) preservation of natural conditions existing at the time of transfer, including plant and animal habitats, (2) restoration of natural conditions, including plant and animal habitats, (3) continuing agricultural use of the land; (4) prevention of encroachment of development into flood plains; (5) preservation of

historical resources; or (6) preservation of open space or lands for park purposes. CEQA similarly does not apply to the granting or acceptance of funding by the City for the foregoing purposes.

The foregoing applies even if physical changes to the environment or changes in the use of the land are a reasonably foreseeable consequence of the acquisition, sale, or other transfer of the interests in land, or of the granting or acceptance of funding, provided that environmental review otherwise required by CEQA occurs before any project approval that would authorize physical changes being made to that land.

The City must file a Notice of Exemption with the State Clearinghouse and the County Clerk should it find a project exempt under this provision.

(Reference: Pub. Resources Code, § 21080.28.)

3.21 OTHER SPECIFIC EXEMPTIONS.

CEQA and the State CEQA Guidelines exempt many other specific activities, including early activities related to thermal power plants, ongoing projects, transportation improvement programs, family day care homes, congestion management programs, railroad grade separation projects, restriping of streets or highways to relieve traffic congestion, restriping of streets in urbanized areas for bicycle lanes, adoption of bicycle transportation plans for urban areas, hazardous or volatile liquid pipelines, and the installation of solar energy systems, including, but not limited to solar panels. Specific statutory exemptions are listed in the Public Resources Code, including Sections 21080 through 21080.35, and in the State CEQA Guidelines, including Sections 15260 through 15285. In addition, other titles of the California Codes provide statutory exemptions from CEQA, including, for example, Government Code Section 12012.70.

Prior to determining that a bicycle transportation plan for an urban area is exempt, the lead agency must hold noticed public hearings in areas affected by the bicycle transportation plan to hear and respond to public comments. Publication of the notice must comply with Government Code Section 6061 and be in a newspaper of general circulation in the area affected by the proposed project. The lead agency must also prepare an assessment of any traffic and safety impacts of the project and include measures in the bicycle transportation plan to mitigate potential vehicular traffic impacts and bicycle and pedestrian safety impacts. See Public Resources Code Sections 21080.20 and 21080.20.5. This exemption shall remain in place until January 1, 2021.

3.22 CATEGORICAL EXEMPTIONS.

The State CEQA Guidelines establish certain classes of categorical exemptions. These apply to classes of projects which have been determined not to have a significant effect on the environment and which, therefore, are generally exempt from CEQA. For any project that falls within one of these classes of categorical exemptions, the preparation of environmental documents under CEQA is not required. The classes of projects are briefly summarized below. (Reference to the State CEQA Guidelines for the full description of each exemption is recommended.)

The exemptions for Classes 3, 4, 5, 6 and 11 below are qualified in that such projects must be considered in light of the location of the project. A project that is ordinarily insignificant in its impact on the environment may, in a particularly sensitive environment, be significant. Therefore, these classes are considered to apply in all instances except when the project may impact an environmental resource of hazardous or critical concern that has been designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.

All classes of categorical exemptions are qualified. None of the categorical exemptions are applicable if any of the following circumstances exist:

- (1) The cumulative impact of successive projects of the same type in the same place over time is significant;
- (2) There is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances;
- (3) The project may result in damage to a scenic resource or may result in a substantial adverse change to a historical resource; or
- (4) The project is located on a site which is included on any hazardous waste site or list compiled pursuant to Government Code Section 65962.5.

However, a project's greenhouse gas emissions do not, in and of themselves, cause an exemption to be inapplicable if the project otherwise complies with all applicable regulations or requirements adopted to implement statewide, regional, or local plans consistent with State CEQA Guidelines Section 15183.5.

With the foregoing limitations in mind, the following classes of activity are generally exempt from CEQA:

Class 1: Existing Facilities. Activities involving the operation, repair, maintenance, permitting, leasing, licensing, minor alteration of—or legislative activities to regulate— existing public or private structures, facilities, mechanical equipment or other property, or topographical features, provided the activity involves negligible or no expansion of existing or former use. The types of “existing facilities” itemized in State CEQA Guidelines Section 15301 are not intended to be all-inclusive of the types of projects which might fall within Class 1. The key consideration is whether the project involves negligible or no expansion of use. (State CEQA Guidelines § 15301.)

Class 2: Replacement or Reconstruction. Replacement or reconstruction of existing facilities, structures, or other property where the new facility or structure will be located on the same site as the replaced or reconstructed facility or structure and will have substantially the same purpose and capacity as the replaced or reconstructed facility or structure. (State CEQA Guidelines § 15302.)

Class 3: New Construction or Conversion of Small Structures. Construction of limited numbers of small new facilities or structures; installation of small new equipment or facilities in

small structures; and the conversion of existing small structures from one use to another, when only minor modifications are made in the exterior of the structure. This exemption includes structures built for both residential and commercial uses. (State CEQA Guidelines, § 15303 outlines, among other things, the maximum number of structures allowable under this exemption.)

Class 4: Minor Alterations to Land. Minor alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees, except for forestry or agricultural purposes. (State CEQA Guidelines § 15304.)

Class 5: Minor Alterations in Land Use Limitations. Minor alterations in land use limitations in areas with an average slope of less than 20% which do not result in any changes in land use or density. (State CEQA Guidelines § 15305.)

Class 6: Information Collection. Basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. (State CEQA Guidelines § 15306.)

Class 7: Actions by Regulatory Agencies for Protection of Natural Resources. Actions taken by regulatory agencies as authorized by state law or local ordinance to assure the maintenance, restoration, or enhancement of a natural resource where the regulatory process involves procedures for protection of the environment. (State CEQA Guidelines § 15307.)

Class 8: Actions By Regulatory Agencies for Protection of the Environment. Actions taken by regulatory agencies, as authorized by state or local ordinance, to assure the maintenance, restoration, enhancement or protection of the environment where the regulatory process involves procedures for protection of the environment. (State CEQA Guidelines § 15308.)

Class 9: Inspection. Inspection activities, including, but not limited to, inquiries into the performance of an operation and examinations of the quality, health or safety of a project. (State CEQA Guidelines § 15309.)

Class 10: Loans. Loans made by the Department of Veterans Affairs under the Veterans Farm and Home Purchase Act of 1943, mortgages for the purchase of existing structures where the loan will not be used for new construction and the purchase of such mortgages by financial institutions. (State CEQA Guidelines § 15310.)

Class 11: Accessory Structures. Construction or replacement of minor structures accessory or appurtenant to existing commercial, industrial, or institutional facilities, including, but not limited to, on-premise signs; small parking lots; and placement of seasonal or temporary use items, such as lifeguard towers, mobile food units, portable restrooms or similar items in generally the same locations from time to time in publicly owned parks, stadiums or other facilities designed for public use. (State CEQA Guidelines § 15311.)

Class 12: Surplus Government Property Sales. Sales of surplus government property, except for certain parcels of land located in an area of statewide, regional or area-wide concern

identified in State CEQA Guidelines section 15206(b)(4). However, even if the surplus property to be sold is located in any of those areas, its sale is exempt if:

- (a) The property does not have significant values for wildlife or other environmental purposes; and
- (b) Any one of the following three conditions is met:
 1. The property is of such size, shape, or inaccessibility that it is incapable of independent development or use;
 2. The property to be sold would qualify for an exemption under any other class of categorical exemption in the State CEQA Guidelines; or
 3. The use of the property and adjacent property has not changed since the time of purchase by the public agency.

(State CEQA Guidelines § 15312.)

Class 13: Acquisition of Lands for Wildlife Conservation Purposes. Acquisition of lands for fish and wildlife conservation purposes, including preservation of fish and wildlife habitat, establishment of ecological preserves under Fish and Game Code Section 1580, and preservation of access to public lands and waters where the purpose of the acquisition is to preserve the land in its natural condition. (State CEQA Guidelines § 15313.)

Class 14: Minor Additions to Schools. Minor additions to existing schools within existing school grounds where the addition does not increase original student capacity by more 25% or ten (10) classrooms, whichever is less. The addition of portable classrooms is included in this exemption. (State CEQA Guidelines § 15314.)

Class 15: Minor Land Divisions. Division(s) of property in urbanized areas zoned for residential, commercial or industrial use into four or fewer parcels when the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous two (2) years, and the parcel does not have an average slope greater than 20%. (State CEQA Guidelines § 15315.)

Class 16: Transfer of Ownership of Land in Order to Create Parks. Acquisition, sale, or other transfer of land in order to establish a park where the land is in a natural condition or contains historical or archaeological resources and either:

- (a) The management plan for the park has not been prepared, or
- (b) The management plan proposes to keep the area in a natural condition or preserve the historic or archaeological resources.

CEQA will apply when a management plan is proposed that will change the area from its natural condition or cause substantial adverse change in the significance of the historic or archaeological resource. (State CEQA Guidelines § 15316.)

Class 17: Open Space Contracts or Easements. Establishment of agricultural preserves, making and renewing of open space contracts under the Williamson Act, or acceptance of easements or fee interests in order to maintain the open space character of the area. (The

cancellation of such preserves, contracts, interests or easements is not included in this exemption.) (State CEQA Guidelines § 15317.)

Class 18: Designation of Wilderness Areas. Designation of wilderness areas under the California Wilderness System. (State CEQA Guidelines § 15318.)

Class 19: Annexations of Existing Facilities and Lots for Exempt Facilities. This exemption applies only to the following annexations:

- (a) Annexations to a city or special district of areas containing existing public or private structures developed to the density allowed by the current zoning or rezoning of either the gaining or losing governmental agency, whichever is more restrictive; provided, however, that the extension of utility services to the existing facilities would have a capacity to serve only the existing facilities; and
- (b) Annexations of individual small parcels of the minimum size for facilities exempted by Class 3, New Construction or Conversion of Small Structures.

(State CEQA Guidelines § 15319.)

Class 20: Changes in Organization of Local Agencies. Changes in the organization of local governmental agencies where the changes do not change the geographical area in which previously existing powers are exercised. Examples include but are not limited to:

- (a) Establishment of a subsidiary district;
- (b) Consolidation of two or more districts having identical powers; and
- (c) Merger with a city of a district lying entirely within the boundaries of the city.

(State CEQA Guidelines § 15320.)

Class 21: Enforcement Actions by Regulatory Agencies. Actions by regulatory agencies to enforce or revoke a lease, permit, license, certificate or other entitlement for use issued, adopted or prescribed by the regulatory agency or enforcement of a law, general rule, standard or objective administered or adopted by the regulatory agency; or law enforcement activities by peace officers acting under any law that provides a criminal sanction. The direct referral of a violation of lease, permit, license, certificate, or entitlement to the City Attorney for judicial enforcement is exempt under this Class. (Construction activities undertaken by the public agency taking the enforcement or revocation action are not included in this exemption.) (State CEQA Guidelines § 15321.)

Class 22: Educational or Training Programs Involving No Physical Changes. The adoption, alteration or termination of educational or training programs which involve no physical alteration in the area affected or which involve physical changes only in the interior of existing school or training structures. Examples include but are not limited to:

- (a) Development of or changes in curriculum or training methods; or
- (b) Changes in the trade structure in a school which do not result in changes in student transportation. (State CEQA Guidelines § 15322.)

Class 23: Normal Operations of Facilities for Public Gatherings. Continued or repeated normal operations of existing facilities for public gatherings for which the facilities were designed, where there is past history, of at least three years, of the facility being used for the same or similar purposes. Facilities included within this exemption include, but are not limited to, race tracks, stadiums, convention centers, auditoriums, amphitheaters, planetariums, swimming pools and amusement parks. (State CEQA Guidelines § 15323.)

Class 24: Regulation of Working Conditions. Actions taken by the City to regulate employee wages, hours of work or working conditions where there will be no demonstrable physical changes outside the place of work. (State CEQA Guidelines § 15324.)

Class 25: Transfers of Ownership of Interest in Land to Preserve Existing Natural Conditions and Historical Resources. Transfers of ownership of interest in land in order to preserve open space, habitat, or historical resources. Examples include, but are not limited to, acquisition, sale, or other transfer of areas to: preserve existing natural conditions, including plant or animal habitats; allow continued agricultural use of the areas; allow restoration of natural conditions; preserve open space or lands for natural park purposes; or prevent encroachment of development into floodplains. This exemption does not apply to the development of parks or park uses. (State CEQA Guidelines § 15325.)

Class 26: Acquisition of Housing for Housing Assistance Programs. Actions by a redevelopment agency, housing authority or other public agency to implement an adopted Housing Assistance Plan by acquiring an interest in housing units, provided the housing units are either in existence or possessing all required permits for construction when the agency makes its final decision to acquire the units. (State CEQA Guidelines § 15326.)

Class 27: Leasing New Facilities. Leasing of a newly constructed or previously unoccupied privately owned facility by a local or state agency when the City determines that the proposed use of the facility:

- (a) Conforms with existing state plans and policies and with general, community, and specific plans for which an EIR or Negative Declaration has been prepared;
- (b) Is substantially the same as that originally proposed at the time the building permit was issued;
- (c) Does not result in a traffic increase of greater than 10% of front access road capacity; and
- (d) Includes the provision of adequate employee and visitor parking facilities.

(State CEQA Guidelines § 15327.)

Class 28: Small Hydroelectric Projects as Existing Facilities. Installation of certain small hydroelectric-generating facilities in connection with existing dams, canals and pipelines, subject to the conditions in State CEQA Guidelines Section 15328. (State CEQA Guidelines § 15328.)

Class 29: Cogeneration Projects at Existing Facilities. Installation of cogeneration equipment with a capacity of 50 megawatts or less at existing facilities meeting certain conditions listed in State CEQA Guidelines § 15329. (State CEQA Guidelines Section 15329.)

Class 30: Minor Actions to Prevent, Minimize, Stabilize, Mitigate or Eliminate the Release or Threat of Release of Hazardous Waste or Hazardous Substances. Any minor cleanup actions taken to prevent, minimize, stabilize, mitigate, or eliminate the release or threat of release of a hazardous waste or substance which are small or medium removal actions costing \$1 million or less.

- (a) No cleanup action shall be subject to this Class 30 exemption if the action requires the onsite use of a hazardous waste incinerator or thermal treatment unit or the relocation of residences or businesses, or the action involves the potential release into the air of volatile organic compounds as defined in Health and Safety Code Section 25123.6, except for small scale in situ soil vapor extraction and treatment systems which have been permitted by the local Air Pollution Control District or Air Quality Management District. All actions must be consistent with applicable state and local environmental permitting requirements including, but not limited to, off-site disposal, air quality rules such as those governing volatile organic compounds and water quality standards, and approved by the regulatory body with jurisdiction over the site;
- (b) Examples of such minor cleanup actions include but are not limited to:
 - 1. Removal of sealed, non-leaking drums of hazardous waste or substances that have been stabilized, containerized and are designated for a lawfully permitted destination;
 - 2. Maintenance or stabilization of berms, dikes, or surface impoundments;
 - 3. Construction or maintenance or interim of temporary surface caps;
 - 4. Onsite treatment of contaminated soils or sludge provided treatment system meets Title 22 requirements and local air district requirements;
 - 5. Excavation and/or offsite disposal of contaminated soils or sludge in regulated units;
 - 6. Application of dust suppressants or dust binders to surface soils;
 - 7. Controls for surface water run-on and run-off that meets seismic safety standards;
 - 8. Pumping of leaking ponds into an enclosed container;
 - 9. Construction of interim or emergency ground water treatment systems; or
 - 10. Posting of warning signs and fencing for a hazardous waste or substance site that meets legal requirements for protection of wildlife.

(State CEQA Guidelines, § 15330.)

Class 31: Historical Resource Restoration/Rehabilitation. Maintenance, repairs, stabilization, rehabilitation, restoration, preservation, conservation, or reconstruction of historical resources in a manner consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings (1995), Weeks and Grimmer. (State CEQA Guidelines § 15331.)

Class 32: Infill Development Projects. Infill development meeting the following conditions:

- (a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations;
- (b) The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses;
- (c) The project site has no value as habitat for endangered, rare or threatened species;
- (d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality; and
- (e) The site can be adequately served by all required utilities and public services.

(State CEQA Guidelines § 15332.)

Class 33: Small Habitat Restoration Projects.

This exemption applies to projects to assure the maintenance, restoration, enhancement, or protection of habitat for fish, plants, or wildlife, provided that such projects meet the following criteria:

- (a) The project does not exceed five acres in size;
- (b) There would be no significant adverse impact on endangered, rare or threatened species or their habitat pursuant to Section 15065 of the State CEQA Guidelines;
- (c) There are no hazardous materials at or around the project site that may be disturbed or removed; and
- (d) The project will not result in impacts that are significant when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.

Examples of small habitat restoration projects include, but are not limited to: revegetation of disturbed areas with native plant species; wetland restoration, the primary purpose of which is to improve conditions for waterfowl or other species that rely on wetland habitat; stream or river bank revegetation, the primary purpose of which is to improve habitat for amphibians or native fish; projects to restore or enhance habitat that are carried out principally with hand labor and not mechanized equipment; stream or river bank stabilization with native vegetation or other bioengineering techniques, the primary purpose of which is to reduce or eliminate erosion and sedimentation; and culvert replacement conducted in accordance with published guidelines of DFW or NOAA Fisheries, the primary purpose of which is to improve habitat or reduce sedimentation.

(State CEQA Guidelines § 15333.)

4. TIME LIMITATIONS

4.01 REVIEW OF PRIVATE PROJECT APPLICATIONS.

Staff shall determine whether the application for a private project is complete within thirty (30) days of receipt of the application. No application may be deemed incomplete based on an applicant's refusal to waive the time limitations set forth in Local Guidelines Sections 4.03 and 4.04.

Accepting an application as complete does not limit the authority of the City, acting as Lead Agency or Responsible Agency, to require the applicant to submit additional information needed for environmental evaluation of the project. Requiring such additional information after the application is complete does not change the status of the application.

(Reference: State CEQA Guidelines, § 15101.)

4.02 DETERMINATION OF TYPE OF ENVIRONMENTAL DOCUMENT.

Except as provided in Local Guidelines Sections 4.05 and 4.06, Staff's initial determination as to whether a Negative Declaration, Mitigated Negative Declaration or an EIR should be prepared shall be made within thirty (30) days from the date on which an application for a project is accepted as complete by the City. This period may be extended fifteen (15) days with consent of the applicant and the City.

(Reference: State CEQA Guidelines, § 15102.)

4.03 COMPLETION AND ADOPTION OF NEGATIVE DECLARATION.

For private projects involving the issuance of a lease, permit, license, certificate, or other entitlement for use by one or more public agencies, the Negative Declaration/Mitigated Negative Declaration shall be completed and approved within one hundred eighty (180) days from the date when the City accepted the application as complete. In the event that compelling circumstances justify additional time and the project applicant and Lead Agency consent thereto, Staff may provide that the 180-day time limit may be extended once for a period of not more than 90 days.

(Reference: State CEQA Guidelines, § 15107.)

4.04 COMPLETION AND CERTIFICATION OF FINAL EIR.

For private projects, the Final EIR shall be completed and certified by the City within one (1) year after the date the City accepted the application as complete. In the event that compelling circumstances justify additional time and the project applicant consents thereto, the City may provide a one-time extension up to ninety (90) days for completing and certifying the EIR.

(Reference: State CEQA Guidelines, § 15108.)

4.05 PROJECTS SUBJECT TO THE PERMIT STREAMLINING ACT.

The Permit Streamlining Act requires agencies to make decisions on certain development project approvals within specified time limits. If a project is subject to the Permit Streamlining Act, the City cannot require the project applicant to submit the informational equivalent of an EIR or prove compliance with CEQA as a prerequisite to determining whether the project application is complete. In addition, if requested by the project applicant, the City must begin processing the project application prior to final CEQA action, provided the information necessary to begin the process is available.

(Reference: Gov. Code §§ 65941, 65944.)

Under the Permit Streamlining Act, the Lead Agency must approve or disapprove the development project application within one hundred eighty (180) days from the date on which it certifies the EIR, or within ninety (90) days of certification if an extension for completing and certifying the EIR was granted. If the Lead Agency adopts a Negative Declaration/Mitigated Negative Declaration or determines the development project is exempt from CEQA, it shall approve or disapprove the project application within sixty (60) days from the date on which it adopts the Negative Declaration/Mitigated Negative Declaration or determines that the project is exempt from CEQA.

(Reference: Gov. Code §§ 65950, 65950.1; see also State CEQA Guidelines, § 15107.)

Except for waivers of the time periods for preparing a joint Environmental Impact Report/Environmental Impact Statement (as outlined in Government Code Sections 65951 and 65957), the City cannot require a waiver of the time limits specified in the Permit Streamlining Act as a condition of accepting or processing a development project application. In addition, the City cannot disapprove a development project application in order to comply with the time limits specified in the Permit Streamlining Act.

(Reference: Gov. Code §§ 65940.5, 65952.2.)

4.06 PROJECTS, OTHER THAN THOSE SUBJECT TO THE PERMIT STREAMLINING ACT, WITH SHORT TIME PERIODS FOR APPROVAL.

A few statutes require agencies to make decisions on project applications within time limits that are so short that review of the project under CEQA would be difficult. To enable the City as Lead Agency to comply with both the enabling statute and CEQA, the City shall deem a project application as not received for filing under the enabling statute until such time as the environmental documentation required by CEQA is complete. This section applies where all of the following conditions are met:

- (a) The enabling statute for a program, other than development projects under Chapter 4.5 (commencing with Section 65920) of Division 1 of Title 7 of the Government Code, requires the City to take action on an application within a specified period of time of six (6) months or less;
- (b) The enabling statute provides that the project is approved by operation of law if the City fails to take any action within the specified time period; and

- (c) The project application involves the City's issuance of a lease, permit, license, certificate or other entitlement for use.

In any case, the environmental document shall be completed or certified and the decision on the application shall be made within the period established by the Permit Streamlining Act (Government Code Sections 65920, et seq.).

(Reference: State CEQA Guidelines, § 15111.)

4.07 WAIVER OR SUSPENSION OF TIME PERIODS.

These deadlines may be waived by the applicant if the project is subject to both CEQA and the National Environmental Policy Act ("NEPA").

An unreasonable delay by an applicant in meeting the City's requests necessary for the preparation of a Negative Declaration, Mitigated Negative Declaration, or an EIR shall suspend the running of the time periods described in Local Guidelines Sections 4.03 and 4.04 for the period of the unreasonable delay. Alternatively, the City may disapprove a project application where there is unreasonable delay in meeting requests. The City may also allow a renewed application to start at the same point in the process where the prior application was when it was disapproved.

(Reference: State CEQA Guidelines, §§ 15109, 15110, and 15224; see Section 5.04 of these Local Guidelines for information about projects that are subject to both CEQA and NEPA.)

5. INITIAL STUDY

5.01 PREPARATION OF INITIAL STUDY.

If the City determines that it is the Lead Agency for a project which is not exempt, the City will normally prepare an Initial Study to ascertain whether the project may have a substantial adverse effect on the environment, regardless of whether the overall effect of the project is adverse or beneficial. All phases of project planning, implementation and operation must be considered in the Initial Study. An Initial Study may rely on expert opinion supported by facts, technical studies or other substantial evidence. However, an Initial Study is neither intended nor required to include the level of detail included in an EIR.

The City, as Lead Agency, may use any of the following arrangements or combination of arrangements to prepare an Initial Study:

- (1) Preparing the Initial Study directly with the City's own staff.
- (2) Contracting with another entity, public or private, to prepare the Initial Study.
- (3) Accepting a draft Initial Study prepared by the applicant, a consultant retained by the applicant, or any other third person.
- (4) Executing a third party contract or memorandum of understanding with the applicant to govern the preparation of an Initial Study by an independent contractor.
- (5) Using a previously prepared Initial Study.

The Initial Study sent out for public review, however, must reflect the independent judgment of the Lead Agency.

For private projects, the person or entity proposing to carry out the project shall complete Form "I" of these Local CEQA Guidelines, submit the completed Form "I" to the City, and submit all other data and information as may be required by the City to determine whether the proposed project may have a significant effect on the environment. All costs incurred by the City in reviewing the data and information submitted, or in conducting its own investigation based upon such data and information, or in preparing an Initial Study for the project shall be borne by the person or entity proposing to carry out the project.

(Reference: State CEQA Guidelines, §§ 15063, 15084.)

5.02 INFORMAL CONSULTATION WITH OTHER AGENCIES.

When more than one public agency will be involved in undertaking or approving a project, the Lead Agency shall consult with all Responsible and any Trustee Agencies. Such consultation shall be undertaken in compliance with the notice procedures applicable to the type of CEQA document being prepared. See Section 6.04, Negative Declarations, and Sections 7.03 and 7.25, EIRs.

When the City is acting as Lead Agency, the City may choose to engage in early consultation with Responsible and Trustee Agencies before the City begins to prepare the Initial Study. This early consultation may be done quickly and informally and is intended to ensure that the EIR, Negative Declaration or Mitigated Negative Declaration reflects the concerns of all Responsible Agencies that will issue approvals for the project and all Trustee Agencies responsible for natural resources affected by the project. The City's early consultation process may include consultation with other individuals or organizations with an interest in the project, if the City so desires. The OPR, upon request of the City or a private project applicant, shall assist in identifying the various Responsible Agencies for a proposed project and ensure that the Responsible Agencies are notified regarding any early consultation. In the case of a project undertaken by a public agency, the OPR, upon request of the City, shall ensure that any Responsible Agency or public agency that has jurisdiction by law with respect to the project is notified regarding any early consultation.

If, during the early consultation process it is determined that the project will clearly have a significant effect on the environment, the City, as Lead Agency, may immediately dispense with the Initial Study and determine that an EIR is required.

(Reference: State CEQA Guidelines, § 15063.)

5.03 CONSULTATION WITH PRIVATE PROJECT APPLICANT.

During or immediately after preparation of an Initial Study for a private project, the City may consult with the applicant to determine if the applicant is willing to modify the project to reduce or avoid the significant effects identified in the Initial Study. If the project can be revised to avoid or mitigate effects to a level of insignificance and there is no substantial evidence before the City that the project, as revised, may have a significant effect on the environment, the City may prepare and adopt a Negative Declaration or Mitigated Negative Declaration. If any significant effect may still occur despite alterations of the project, an EIR must be prepared.

(Reference: State CEQA Guidelines, § 15063(g).)

5.04 PROJECTS SUBJECT TO NEPA.

Projects that are carried out, financed, or approved in whole or in part by a federal agency are subject to the provisions of NEPA in addition to CEQA. To the extent possible, the State CEQA Guidelines encourage the City, when it is a Lead Agency under CEQA, to use the federally-prepared Environmental Impact Statement ("EIS") or Finding of No Significant Impact ("FONSI") or to prepare a joint CEQA/NEPA document instead of preparing separate NEPA and CEQA documents for a project that is subject to both NEPA and CEQA. (State CEQA Guidelines § 15220.)

For example, the City should attempt to work in conjunction with the federal agency involved in the project to prepare a combined EIR-EIS or Negative Declaration-FONSI. (State CEQA Guidelines § 15222.) To avoid the need for the federal agency to prepare a separate document for the same project, the Lead Agency must involve the federal agency in the preparation of the joint document. The Lead Agency may also enter into a Memorandum of Understanding with the federal agency to ensure that both federal and state requirements are met.

The City is required to cooperate with the federal agency and to utilize joint planning processes, environmental research and studies, public hearings, and environmental documents to the fullest extent possible. (State CEQA Guidelines § 15226.) However, since NEPA does not require an examination of mitigation measures or growth-inducing impacts, analysis of mitigation measures and growth-inducing impacts will need to be added before NEPA documents may be used to satisfy CEQA. (State CEQA Guidelines § 15221.)

For projects that are subject to NEPA, a scoping meeting held pursuant to NEPA satisfies the CEQA scoping requirement as long as notice is provided to the agencies and individuals listed in Local Guidelines Section 7.10, and provided in accordance with these Local Guidelines.

If the federal agency refuses to cooperate with the City with regard to the preparation of joint documents, the City should attempt to involve a state agency in the preparation of the EIR, Negative Declaration, or Mitigated Negative Declaration. Since federal agencies are explicitly permitted to utilize environmental documents prepared by agencies of statewide jurisdiction, it is possible that the federal agency will reuse the state-prepared CEQA documents instead of requiring the applicant to fund a redundant set of federal environmental documents. (State CEQA Guidelines § 15228.)

Where the federal agency has circulated the EIS or FONSI and the circulation satisfied the requirements of CEQA and any other applicable laws, the City, when it is a Lead Agency under CEQA, may use the EIS or FONSI in place of an EIR or Negative Declaration without having to recirculate the federal documents. The City's intention to adopt the previously circulated EIS or FONSI must be publicly noticed in the same way as a Notice of Availability of a Draft EIR.

Special rules may apply when the environmental documents are prepared for projects involving the reuse of military bases. (See State CEQA Guidelines § 15225.)

5.05 AN INITIAL STUDY.

The Initial Study shall be used to determine whether a Negative Declaration, Mitigated Negative Declaration or an EIR shall be prepared for a project. It provides written documentation of whether the City found evidence of significant adverse impacts which might occur. The purposes of an Initial Study are to:

- (a) Identify environmental impacts;
- (b) Enable an applicant or Lead Agency to modify a project, mitigating adverse impacts before an EIR is written;
- (c) Focus an EIR, if one is required, on potentially significant environmental effects;
- (d) Facilitate environmental assessment early in the design of a project;
- (e) Provide documentation of the factual basis for the finding in a Negative Declaration that a project will not have a significant effect on the environment;
- (f) Eliminate unnecessary EIRs; and
- (g) Determine whether a previously prepared EIR could be used for the project.

(Reference: State CEQA Guidelines, § 15063.)

5.06 CONTENTS OF INITIAL STUDY.

An Initial Study shall contain in brief form:

- (a) A description of the project, including the location of the project. The project description must be consistent throughout the environmental review process;
- (b) An identification of the environmental setting. The environmental setting is usually the existing physical environmental conditions in the vicinity of the project, as they exist at the time the Notice of Preparation is published, or if no Notice of Preparation is published, such as in the case of a Negative Declaration or Mitigated Negative Declaration, at the time environmental analysis begins. The environmental setting should describe both the project site and surrounding properties. The description should include, but not necessarily be limited to, a discussion of existing structures, land use, energy supplies, topography, water usage, soil stability, plants and animals, and any cultural, historical, or scenic aspects. This environmental setting will normally constitute the baseline physical conditions against which a Lead Agency may compare the project to determine whether an impact is significant;
- (c) An identification of environmental effects by use of a checklist, matrix, or other method, provided that entries are briefly explained to show the evidence supporting the entries. The brief explanation may be through either a narrative or a reference to other information such as attached maps, photographs, or an earlier EIR or Negative Declaration or Mitigated Negative Declaration. A reference to another document should include a citation to the page or pages where the information is found;
- (d) A discussion of ways to mitigate any significant effects identified;
- (e) An examination of whether the project is consistent with existing zoning and local land use plans and other applicable land use controls;
- (f) The name of the person or persons who prepared or participated in the Initial Study; and
- (g) Identification of prior EIRs or environmental documents that could be used with the project.

(Reference: State CEQA Guidelines, § 15063(d).)

5.07 USE OF A CHECKLIST INITIAL STUDY.

When properly completed, the Environmental Checklist (Form “J”) will meet the requirements of Local Guidelines Section 5.05 for an Initial Study provided that the entries on the checklist are explained. Either the Environmental Checklist (Form “J”) should be expanded or a separate attachment should be prepared to describe the project, including its location, and to identify the environmental setting.

California courts have rejected the use of a bare, unsupported Environmental Checklist as an Initial Study. An Initial Study must contain more than mere conclusions. It must disclose supporting data or evidence upon which the Lead Agency relied in conducting the Initial Study. The Lead Agency must augment checklists with supporting factual data and reference information sources when completing the forms. Explanation of all “potential impact” answers should be provided on attached sheets. For controversial projects, it is advisable to state briefly

why “no” answers were checked. If practicable, attach a list of reference materials, such as prior EIRs, plans, traffic studies, air quality data, or other supporting studies.

5.08 EVALUATING SIGNIFICANT ENVIRONMENTAL EFFECTS.

In evaluating the environmental significance of effects disclosed by the Initial Study, the Lead Agency shall consider:

- (a) Whether the Initial Study and/or any comments received informally during consultations indicate that a fair argument can be made that the project may have a significant adverse environmental impact that cannot be mitigated to a level of insignificance. Even if a fair argument can be made to the contrary, an EIR should be prepared;
- (b) Whether both primary (direct) and reasonably foreseeable secondary (indirect) consequences of the project were evaluated. Primary consequences are immediately related to the project, while secondary consequences are related more to the primary consequences than to the project itself. For example, secondary impacts upon the resources base, including land, air, water and energy use of an area, may result from population growth, a primary impact;
- (c) Whether adverse social and economic changes will result from a physical change caused by the project. Adverse economic and social changes resulting from a project are not, in themselves, significant environmental effects. However, if such adverse changes cause physical changes in the environment, those consequences may be used as the basis for finding that the physical change is significant;
- (d) Whether there is serious public controversy or disagreement among experts over the environmental effects of the project. However, the existence of public controversy or disagreement among experts does not, without more, require preparation of an EIR in the absence of substantial evidence of significant effects;
- (e) Whether the cumulative impact of the project is significant and whether the incremental effects of the project are “cumulatively considerable” (as defined in Local Guidelines Section 11.14) when viewed in connection with the effects of past projects, current projects, and probable future projects. The City may conclude that a project’s incremental contribution to a cumulative effect is not cumulatively considerable if the project will comply with the requirements in a previously approved plan or mitigation program (including, but not limited to, water quality control plan, air quality attainment or maintenance plan, integrated waste management plan, habitat conservation plan, natural community conservation plan, plans or regulations for the reduction of greenhouse gas emissions) that provides specific requirements that will avoid or substantially lessen the cumulative problem. To be used for this purpose, such a plan or program must be specified in law or adopted by the public agency with jurisdiction over the affected resources through a public review process. In relying on such a plan or program, the City should explain which requirements apply to the project and ensure that the project’s incremental contribution is not cumulatively considerable; and
- (f) Whether the project may cause a substantial adverse change in the significance of an archaeological or historical resource.

The City may use a threshold of significance (as that term is defined in State CEQA Guidelines section 15064.7) to determine whether a project may cause a significant

environmental impact. When using a threshold of significance, the City should briefly explain how compliance with the threshold means that the project's impacts are less than significant. Compliance with the threshold, however, does not relieve the City of the obligation to consider substantial evidence indicating that a project's environmental effects may still be significant.

(Reference: State CEQA Guidelines, § 15064(b)(2).)

5.09 DETERMINING THE SIGNIFICANCE OF TRANSPORTATION IMPACTS

On or about December 28, 2018, the California Natural Resources Agency added a new section to the State CEQA Guidelines—Section 15064.3, entitled “Determining the Significance of Transportation Impacts.” Section 15064.3(c) of the State CEQA Guidelines provides, in part: “A lead agency may elect to be governed by the provisions of this section immediately. Beginning on July 1, 2020, the provisions of this section shall apply statewide.” Unless otherwise established via a separate action, the City does not elect to be governed by the provisions of Section 15064.3 before July 1, 2020.

For reference purposes only, Section 15064.3 provides:

(a) Purpose.

This section describes specific considerations for evaluating a project's transportation impacts. Generally, vehicle miles traveled is the most appropriate measure of transportation impacts. For the purposes of this section, “vehicle miles traveled” refers to the amount and distance of automobile travel attributable to a project. Other relevant considerations may include the effects of the project on transit and non-motorized travel. Except as provided in subdivision (b)(2) below (regarding roadway capacity), a project's effect on automobile delay shall not constitute a significant environmental impact.

(b) Criteria for Analyzing Transportation Impacts.

(1) Land Use Projects. Vehicle miles traveled exceeding an applicable threshold of significance may indicate a significant impact. Generally, projects within one-half mile of either an existing major transit stop or a stop along an existing high quality transit corridor should be presumed to cause a less than significant transportation impact. Projects that decrease vehicle miles traveled in the project area compared to existing conditions should be presumed to have a less than significant transportation impact.

(2) Transportation Projects. Transportation projects that reduce, or have no impact on, vehicle miles traveled should be presumed to cause a less than significant transportation impact. For roadway capacity projects, agencies have discretion to determine the appropriate measure of transportation impact consistent with CEQA and other applicable requirements. To the extent that such impacts have already been adequately addressed at a programmatic level, such as in a regional

transportation plan EIR, a lead agency may tier from that analysis as provided in Section 15152.

(3) **Qualitative Analysis.** If existing models or methods are not available to estimate the vehicle miles traveled for the particular project being considered, a lead agency may analyze the project's vehicle miles traveled qualitatively. Such a qualitative analysis would evaluate factors such as the availability of transit, proximity to other destinations, etc. For many projects, a qualitative analysis of construction traffic may be appropriate.

(4) **Methodology.** A lead agency has discretion to choose the most appropriate methodology to evaluate a project's vehicle miles traveled, including whether to express the change in absolute terms, per capita, per household or in any other measure. A lead agency may use models to estimate a project's vehicle miles traveled, and may revise those estimates to reflect professional judgment based on substantial evidence. Any assumptions used to estimate vehicle miles traveled and any revisions to model outputs should be documented and explained in the environmental document prepared for the project. The standard of adequacy in Section 15151 shall apply to the analysis described in this section.

(c) **Applicability.**

The provisions of this section shall apply prospectively as described in section 15007. A lead agency may elect to be governed by the provisions of this section immediately. Beginning on July 1, 2020, the provisions of this section shall apply statewide.

(Reference: State CEQA Guidelines, § 15064.3.)

5.10 MANDATORY FINDINGS OF SIGNIFICANT EFFECT.

Whenever there is substantial evidence, in light of the whole record, that any of the conditions set forth below may occur, the Lead Agency shall find that the project may have a significant effect on the environment and thereby shall require preparation of an EIR:

- (a) The project has the potential to substantially degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, substantially reduce the number or restrict the range of a rare or endangered plant or animal, or eliminate important examples of major periods of California history or prehistory;
- (b) The project has the potential to achieve short-term environmental goals to the disadvantage of long-term environmental goals;
- (c) The project has possible environmental effects which are individually limited but cumulatively considerable, as defined in Local Guidelines Section 11.14. That is, the City, when acting as Lead Agency, is required to determine whether the incremental

- impacts of a project are cumulatively considerable by evaluating them against the backdrop of the environmental effects of the other projects; or
- (d) The environmental effects of a project will cause substantial adverse effects on humans either directly or indirectly.

If, before the release of the CEQA document for public review, the potential for triggering one of the mandatory findings of significance is avoided or mitigation measures or project modifications reduce the potentially significant impacts to a point where clearly the mandatory finding of significance is not triggered, preparation of an EIR is not mandated. If the project's potential for triggering one of the mandatory findings of significance cannot be avoided or mitigated to a point where the criterion is clearly not triggered, an EIR shall be prepared, and the relevant mandatory findings of significance shall be used:

- (1) as thresholds of significance for purposes of preparing the EIR's impact analysis;
- (2) in making findings on the feasibility of alternatives or mitigation measures;
- (3) when found to be feasible, in making changes in the project to lessen or avoid the adverse environmental impacts; and
- (4) when necessary, in adopting a statement of overriding considerations.

Although an EIR prepared for a project that triggers one of the mandatory findings of significance must use the relevant mandatory findings as thresholds of significance, the EIR need not conclude that the impact itself is significant. Rather, the City, as Lead Agency, must exercise its discretion and determine, on a case-by-case basis after evaluating all of the relevant evidence, whether the project's environmental impacts are avoided or mitigated below a level of significance or whether a statement of overriding considerations is required.

With regard to a project that has the potential to substantially reduce the number or restrict the range of a protected species, the City, as Lead Agency, does not have to prepare an EIR solely due to that impact, provided the project meets the following three criteria:

- (a) The project proponent must be bound to implement mitigation requirements relating to such species and habitat pursuant to an approved habitat conservation plan and/or natural communities conservation plan;
- (b) The state or federal agency must have approved the habitat conservation plan and/or natural community conservation plan in reliance on an EIR and/or EIS; and
- (c) The mitigation requirements must either avoid any net loss of habitat and net reduction in number of the affected species, or preserve, restore, or enhance sufficient habitat to mitigate the reduction in habitat and number of the affected species below a level of significance.

(Reference: State CEQA Guidelines, § 15065.)

5.11 MANDATORY PREPARATION OF AN EIR FOR WASTE-BURNING PROJECTS.

Lead Agencies shall prepare or cause to be prepared and certify the completion of an EIR, or, if appropriate, an Addendum, Supplemental EIR, or Subsequent EIR, for any project involving the burning of municipal wastes, hazardous waste or refuse-derived fuel, including, but not limited to, tires, if the project consists of any of the following:

- (a) The construction of a new facility;
- (b) The expansion of an existing hazardous waste burning facility which would increase its permitted capacity by more than 10%;
- (c) The issuance of a hazardous waste facilities permit to a land disposal facility, as defined in Local Guidelines Section 11.32; or
- (d) The issuance of a hazardous waste facilities permit to an offsite large treatment facility, as defined in Local Guidelines Sections 11.33 and 11.53.

This section does not apply to projects listed in subsections (c) and (d), immediately above, if the facility only manages hazardous waste that is identified or listed pursuant to Health and Safety Code Section 25140 or 25141 or only conducts activities which are regulated pursuant to Health and Safety Code Sections 25100, et seq.

The Lead Agency shall calculate the percentage of expansion for an existing facility by comparing the proposed facility's capacity with either of the following, as applicable:

- (a) The facility capacity authorized in the facility's hazardous waste facilities permit pursuant to Health and Safety Code Section 25200, or its grant of interim status pursuant to Health and Safety Code Section 25200.5, or the facility capacity authorized in any state or local agency permit allowing the construction or operation of the facility for the burning of hazardous waste granted before January 1, 1990; or
- (b) The facility capacity authorized in the facility's original hazardous facilities permit, grant of interim status, or any state or local agency permit allowing the construction or operation of a facility for the burning of hazardous waste, granted on or after January 1, 1990.

This section does not apply to any project over which the State Energy Resources Conservation and Development Commission has assumed jurisdiction per Health and Safety Code Sections 25500 et seq.

The EIR requirement is also subject to a number of exceptions for specific types of waste-burning projects. (Public Resources Code Section 21151.1 and State CEQA Guidelines Section 15081.5.) Even if preparation of an EIR is not mandatory for a particular type of waste-burning project, those projects are not exempt from the other requirements of CEQA, the State CEQA Guidelines, or these Local Guidelines. In addition, waste-burning projects are subject to special notice requirements under Public Resources Code Section 21092. Specifically, in addition to the standard public notices required by CEQA, notice must be provided to all owners and occupants of property located within one-fourth mile of any parcel or parcels on which the waste-burning project will be located. (Public Resources Code Section 21092(c); see Local Guidelines Sections 6.12 and 7.27.)

5.12 DEVELOPMENT PURSUANT TO AN EXISTING COMMUNITY PLAN AND EIR.

Before preparing a CEQA document, Staff should determine whether the proposed project involves development consistent with an earlier zoning or community plan to accommodate a particular density for which an EIR has been certified. If an earlier EIR for the zoning or planning action has been certified, and if the proposed project concerns the approval of a subdivision map or development, CEQA applies only to the extent the project raises environmental effects peculiar to the parcel which were not addressed in the earlier EIR. Off-site and cumulative effects not discussed in the general plan EIR must still be considered. Mitigation measures set out in the earlier EIR should be implemented at this stage.

Environmental effects shall not be considered peculiar to the parcel if uniformly applied development policies or standards have been previously adopted by a city or county with a finding based on substantial evidence that the policy or standard will substantially mitigate the environmental effect when applied to future projects. Examples of uniformly applied development policies or standards include, but are not limited to: parking ordinances; public access requirements; grading ordinances; hillside development ordinances; flood plain ordinances; habitat protection or conservation ordinances; view protection ordinances; and requirements for reducing greenhouse gas emissions as set forth in adopted land use plans, policies or regulations. Any rezoning action consistent with the Community Plan shall be subject to exemption from CEQA in accordance with this section. “Community Plan” means part of a city’s general plan which: (1) applies to a defined geographic portion of the total area included in the general plan; (2) complies with Article 5 (commencing with Section 65300) of Chapter 3 of Division 1 of Title 7 of the Government Code by referencing each of the mandatory elements specified in Government Code Section 65302; and (3) contains specific development policies adopted for the area in the Community Plan and identifies measures to implement those policies, so that the policies which will apply to each parcel can be determined.

(Reference: State CEQA Guidelines, § 15183.)

5.13 LAND USE POLICIES.

When a project will amend a general plan or another land use policy, the Initial Study must address how the change in policy and its expected direct and indirect effects will affect the environment. When the amendments constitute substantial changes in policies that result in a significant impact on the environment, an EIR may be required.

5.14 EVALUATING IMPACTS ON HISTORICAL RESOURCES.

Projects that may cause a substantial adverse change in the significance of a historical resource, as defined in Local Guidelines Section 11.28 are projects that may have a significant effect on the environment, thus requiring consideration under CEQA. Particular attention and care should be given when considering such projects, especially projects involving the demolition of a historical resource, since such demolitions have been determined to cause a significant effect on the environment.

Substantial adverse change in the significance of a historical resource means physical demolition, destruction, relocation or alteration of the resource or its immediate surroundings, such that the significance of a historical resource would be materially impaired.

The significance of a historical resource is materially impaired when a project:

- (a) Demolishes or materially alters in an adverse manner those physical characteristics of a historical resource that convey its historical significance and that justify its inclusion in, or eligibility for inclusion in, the California Register of Historical Resources;
- (b) Demolishes or materially alters in an adverse manner those physical characteristics that account for its inclusion in a local register of historical resources or its identification in a historical resources survey, unless the Lead Agency establishes by a preponderance of evidence that the resource is not historically or culturally significant; or
- (c) Demolishes or materially alters in an adverse manner those physical characteristics of a historical resource that convey its historical significance and that justify its eligibility for inclusion in the California Register of Historical Resources as determined by the Lead Agency for purposes of CEQA.

Generally, a project that follows either one of the following sets of standards and guidelines will be considered mitigated to a level of less than significant: (a) the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings; or (b) the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (1995), Weeks and Grimmer.

In the event of an accidental discovery of a possible historical resource during construction of the project, the City may provide for the evaluation of the find by a qualified archaeologist or other professional. If the find is determined to be a historical resource, the City should take appropriate steps to implement appropriate avoidance or mitigation measures. Work on non-affected portions of the project, as determined by the City, may continue during the process. Curation may be an appropriate mitigation measure for an artifact that must be removed during project excavation or testing.

(Reference: State CEQA Guidelines, § 15064.5.)

5.15 EVALUATING IMPACTS ON ARCHAEOLOGICAL SITES.

When a project will impact an archaeological site, the City shall first determine whether the site is a historical resource, as defined in Local Guidelines Section 11.28. If the archaeological site is a historical resource, it shall be treated and evaluated as such, and not as an archaeological resource. If the archaeological site does not meet the definition of a historical resource, but does meet the definition of a unique archaeological resource set forth in Public Resources Code Section 21083.2, the site shall be treated in accordance with said provisions of the Public Resources Code. The time and cost limitations described in Section 21083.2(c-f) do not apply to surveys and site evaluation activities intended to determine whether the project site contains unique archaeological resources.

If the archaeological resource is neither a unique archaeological resource nor a historical resource, the effects of the project on those resources shall not be considered a significant effect on the environment. It shall be sufficient that both the resource and the effect on it are noted in the Initial Study or EIR, if one is prepared to address impacts on other resources, but they need not be considered further in the CEQA process.

In the event of an accidental discovery of a possible unique archaeological resource during construction of the project, the City may provide for the evaluation of the find by a qualified archaeologist. If the find is determined to be a unique archaeological resource, the City should take appropriate steps to implement appropriate avoidance or mitigation measures. Work on non-affected portions of the project, as determined by the City, may continue during the process. Curation may be an appropriate mitigation measure for an artifact that must be removed during project excavation or testing.

When an Initial Study identifies the existence of, or the probable likelihood of, Native American human remains within the Project, the City shall comply with the provisions of State CEQA Guidelines Section 15064.5(d). In the event of an accidental discovery or recognition of any human remains in any location other than a dedicated cemetery, the City shall comply with the provisions of State CEQA Guidelines Section 15064.5(e).

(Reference: State CEQA Guidelines, § 15064.5(c).)

5.16 CONSULTATION WITH WATER AGENCIES REGARDING LARGE DEVELOPMENT PROJECTS.

(a) Projects Subject to Consultation Requirements.

For certain development projects, cities and counties must consult with water agencies. If the City is a municipal water provider, the city or county may request that the City prepare a water supply assessment to be included in the relevant environmental documentation for the project. The City may refer to this section when preparing such an assessment or when reviewing projects in its role as a Responsible Agency. This section applies only to water demand projects as defined by Local Guidelines Section 11.78. Program level environmental review may not need to be as extensive as project level environmental review. (See Local Guidelines Sections 8.03 and 8.08.)

(b) Water Supply Assessment.

When a city or county as Lead Agency determines the type of environmental document that will be prepared for a water demand project or any project that includes a water demand project, the city or county must identify any public water system (as defined in Local Guidelines Sections 11.59 and 11.83) that may supply water for the project. The city or county must also request that the public water system determine whether the projected demand associated with the project was included in the most recently adopted Urban Water Management Plan. The city or county must also request that the public water system prepare a specified water supply assessment for approval at a regular or special meeting of the public water system governing body. A sample request for a water supply assessment is provided as Form “N” of these Local CEQA Guidelines.

If no public water system is identified that may supply water for the water demand project, the city or county shall prepare the water supply assessment. The city or county shall consult with any entity serving domestic water supplies whose service area includes the site of the water demand project, the local agency formation commission, and the governing body of any public water system adjacent to the site of the water demand project. The city council or county board of supervisors must approve the water assessment prepared pursuant to this paragraph at a regular or special meeting.

As per Water Code section 10910, the water assessment must include identification of existing water supply entitlements, water rights, or water service contracts relevant to the water supply for the proposed project and water received in prior years pursuant to those entitlements, rights, and contracts, and further information is required if water supplies include groundwater. The water assessment must determine the ability of the public water system to meet existing and future demands along with the demands of the proposed water demand project in light of existing and future water supplies. This supply demand analysis is to be conducted via a twenty-year projection, and must assess water supply sufficiency during normal year, single dry year, and multiple dry year hydrology scenarios. If the public water agency concludes that the water supply is, or will be, insufficient, it must submit plans for acquiring additional water supplies.

The city or county may grant the public water agency a thirty (30) day extension of time to prepare the assessment if the public water agency requests an extension within ninety (90) days of being asked to prepare the assessment. If the governing body of the public water system fails to request and receive an extension of time, or fails to submit the water assessment notwithstanding the thirty (30) day extension, the city or county may seek a writ of mandamus to compel the governing body of the public water system to comply.

If a water-demand project has been the subject of a water assessment, no additional water assessment shall be required for subsequent water-demand projects that were included in the larger water-demand project if all of the following criteria are met:

- (1) The entity completing the water assessment concluded that its water supplies are sufficient to meet the projected water demand associated with the larger water-demand project, in addition to the existing and planned future uses, including, but not limited to, agricultural and industrial uses; and
- (2) None of the following changes has occurred since the completion of the water assessment for the larger water-demand project:
 - (A) Changes in the larger water-demand project that result in a substantial increase in water demand for the water-demand project;
 - (B) Changes in the circumstances or conditions substantially affecting the ability of the public water system identified in the water assessment to provide a sufficient supply of water for the water demand project; and
 - (C) Significant new information becomes available which was not known and could not have been known at the time when the entity had reached its assessment conclusions.

- (3) The city or county shall include the water assessment, and any water acquisition plan in the EIR, negative declaration, or mitigated negative declaration, or any supplement thereto, prepared for the project, and may include an evaluation of the water assessment and water acquisition plan information within such environmental document. A discussion of water supply availability should be included in the main text of the environmental document. Normally, this discussion should be based on the data and information included in the water supply assessment. In making its required findings under CEQA, the city or county shall determine, based on the entire record, whether projected water supplies will be sufficient to satisfy the demands of the project, in addition to existing and planned future uses. If a city or county determines that water supplies will not be sufficient, the city or county shall include that determination in its findings for the project.

The degree of certainty regarding the availability of water supplies will vary depending on the stage of project approval. A Lead Agency should have greater confidence in the availability of water supplies for a specific project than might be required for a conceptual plan (i.e. general plan, specific plan). An analysis of water supply in an environmental document may incorporate by reference information in a water supply assessment, urban water management plan, or other publicly available sources. The analysis shall include the following:

- (1) Sufficient information regarding the project's proposed water demand and proposed water supplies to permit the Lead Agency to evaluate the pros and cons of supplying the amount of water that the project will need.
- (2) An analysis of the reasonably foreseeable environmental impacts of supplying water throughout all phases of the project.
- (3) An analysis of circumstances affecting the likelihood of the water's availability, as well as the degree of uncertainty involved. Relevant factors may include but are not limited to, drought, salt-water intrusion, regulatory or contractual curtailments, and other reasonably foreseeable demands on the water supply.
- (4) If the Lead Agency cannot determine that a particular water supply will be available, it shall conduct an analysis of alternative sources, including at least in general terms the environmental consequences of using those alternative sources, or alternatives to the project that could be served with available water.

For complete information on these requirements, consult Water Code Sections 10910, et seq. For other CEQA provisions applicable to these types of projects, see Local Guidelines Sections 7.03 and 7.25.

5.17 SUBDIVISIONS WITH MORE THAN 500 DWELLING UNITS.

Cities and counties must obtain written verification (see Form "O" for a sample) from the applicable public water system(s) that a sufficient water supply is available before approving certain residential development projects. If the City is a municipal water provider for a project,

the city or county may request such a verification from the City. The City should also be aware of these requirements when reviewing projects in its role as a Responsible Agency.

Cities and counties are prohibited from approving a tentative map, parcel map for which a tentative map was not required, or a development agreement for a subdivision of property of more than 500 dwellings units, unless:

- (1) The City Council, Board of Supervisors, or the advisory agency receives written verification from the applicable public water system that a sufficient water supply is available; or
- (2) Under certain circumstances, the City Council, Board of Supervisors or the advisory agency makes a specified finding that sufficient water supplies are, or will be, available prior to completion of the project.

For complete information on these requirements, consult Government Code Section 66473.7.

(Reference: State CEQA Guidelines, § 21083.4.)

5.18 IMPACTS TO OAK WOODLANDS.

When a county prepares an Initial Study to determine what type of environmental document will be prepared for a project within its jurisdiction, the county must determine whether the project may result in a conversion of oak woodlands that will have a significant effect on the environment. Normally, this rule will not apply to projects undertaken by the City. However, if the City is a Responsible Agency on such a project, the City should endeavor to ensure that the county, as Lead Agency, analyzes these impacts in accordance with CEQA.

(Reference: State CEQA Guidelines, § 21083.4.)

5.19 CLIMATE CHANGE AND GREENHOUSE GAS EMISSIONS.

A. Estimating or Calculating the Magnitude of the Project's Greenhouse Gas Emissions.

The City shall analyze the greenhouse gas emissions of its projects as required by State CEQA Guidelines section 15064.4. For projects subject to CEQA, the City shall make a good-faith effort, based to the extent possible on scientific and factual data, to describe, calculate or estimate the amount of greenhouse gas emissions resulting from a project.

In performing analysis of greenhouse gas emissions, the City, as Lead Agency, shall have discretion to determine, in the context of a particular project, whether to:

- (1) Quantify greenhouse gas emissions resulting from a project; and/ or
- (2) Rely on a qualitative analysis or performance-based standards.

B. Factors in Determining Significance.

In determining the significance of a project's greenhouse gas emissions, the City, when acting as Lead Agency, should focus its analysis on the reasonably foreseeable incremental contribution of the project's emissions to the effects of climate change. A project's incremental contribution may be cumulatively considerable even if it appears relatively small compared to statewide, national, or global emissions. The City's analysis should consider a timeframe that is appropriate for the project. The City's analysis also must reasonably reflect evolving scientific knowledge and state regulatory schemes.

Once the amount of a project's greenhouse gas emissions have been described, estimated, or calculated, the City should consider the following factors, among others, to determine whether those emissions are significant:

- (1) The extent to which the project may increase or reduce greenhouse gas emissions as compared to the existing environmental setting. Physical environmental conditions in the vicinity of the project, as they exist at the time the Notice of Preparation is published or the time when the environmental analysis is commenced, will normally constitute the baseline. All project phases, including construction and operation, should be considered in determining whether a project will cause emissions to increase or decrease as compared to the baseline;
- (2) Whether the project emissions exceed a threshold of significance that the Lead Agency determines applies to the project. The Lead Agency may rely on thresholds of significance developed by experts or other agencies, provided that application of the threshold and the significance conclusion is supported with substantial evidence. When relying on thresholds developed by other agencies, the Lead Agency should ensure that the threshold is appropriate for the project and the project's location; and
- (3) The extent to which the project complies with regulations or requirements adopted to implement a statewide, regional, or local plan for the reduction or mitigation of greenhouse gas emissions (see, e.g., State CEQA Guidelines Section 15183.5(b)). Such requirements must be adopted by the relevant public agency through a public review process and must reduce or mitigate the project's incremental contribution of greenhouse gas emissions. If there is substantial evidence that the possible effects of a particular project are still cumulatively considerable notwithstanding compliance with the adopted regulations or requirements, an EIR must be prepared for the project. In determining the significance of impacts, the Lead Agency may consider a project's consistency with the State's long-term climate goals or strategies, provided that substantial evidence supports the agency's analysis of how those goals or strategies address the project's incremental contribution to climate change and its conclusion that the project's incremental contribution is not cumulatively considerable.

The Lead Agency may use a model or methodology to estimate greenhouse gas emissions resulting from a project. The Lead Agency has discretion to select the model or methodology it considers most appropriate to enable decision makers to intelligently take into account the project's incremental contribution to climate change. The Lead Agency must support its selection of a model or methodology with substantial evidence. The Lead Agency should explain the limitations of the particular model or methodology selected for use.

C. Consistency with Applicable Plans.

When an EIR is prepared, it must discuss any inconsistencies between the proposed project and any applicable general plan, specific plans, and regional plans. This includes, but is not limited to, any applicable air quality attainment plans, regional blueprint plans, or plans for the reduction of greenhouse gas emissions.

D. Mitigation Measures Related to Greenhouse Gas Emissions.

Lead Agencies must consider feasible means of mitigating the significant effects of greenhouse gas emissions. Any such mitigation measure must be supported by substantial evidence and be subject to monitoring or reporting. Potential mitigation will depend on the particular circumstances of the project, but may include the following, among others:

- (1) Measures in an existing plan or mitigation program for the reduction of emissions that are required as part of the Lead Agency's decision;
- (2) Reductions in emissions resulting from a project through implementation of project features, project design, or other measures, such as those described in State CEQA Guidelines Appendix F;
- (3) Off-site measures, including offsets that are not otherwise required, to mitigate a project's emissions;
- (4) Measures that sequester greenhouse gases; and
- (5) In the case of the adoption of a plan, such as a general plan, long range development plan, or plan for the reduction of greenhouse gas emissions, mitigation may include the identification of specific measures that may be implemented on a project-by-project basis. Mitigation may also include the incorporation of specific measures or policies found in an adopted ordinance or regulation that reduces the cumulative effect of emissions.

E. Streamlined Analysis of Greenhouse Gas Emissions.

Under certain limited circumstances, the legislature has specifically declared that the analysis of greenhouse gas emissions or climate change impacts may be limited. Public Resources Code Sections 21155, 21155.2, and 21159.28 provide that if certain residential, mixed use and transit priority projects meet specified ratios and densities, then the lead agencies for those projects may conduct a limited review of greenhouse gas emissions or may be exempted from analyzing global warming impacts that result from cars and light duty trucks, if a detailed

list of requirements is met. However, unless the project is exempt from CEQA, the Lead Agency must consider whether such projects will result in greenhouse gas emissions from other sources, including, but not limited to, energy use, water use, and solid waste disposal.

F. Tiering.

The City may analyze and mitigate the significant effects of greenhouse gas emissions at a programmatic level. Later project-specific environmental documents may then tier from and/or incorporate by reference that existing programmatic review.

G. Plans for the Reduction of Greenhouse Gas Emissions.

Public agencies may choose to analyze and mitigate greenhouse gas emissions in a plan for the reduction of greenhouse gas emissions or in a similar document. A plan for the reduction of greenhouse gas emissions should:

- (1) Quantify greenhouse gas emissions, both existing and projected over a specified time period, resulting from activities within a defined geographic area;
- (2) Establish a level, based on substantial evidence, below which the contribution to greenhouse gas emissions from activities covered by the plan would not be cumulatively considerable;
- (3) Identify and analyze the greenhouse gas emissions resulting from specific actions or categories of actions anticipated within the geographic area;
- (4) Specify measures or a group of measures, including performance standards, that substantial evidence demonstrates, if implemented on a project-by-project basis, would collectively achieve the specified emissions level;
- (5) Establish a mechanism to monitor the plan's progress toward achieving the level and to require amendment if the plan is not achieving specified levels; and
- (6) Be adopted in a public process following environmental review.

A plan for the reduction of greenhouse gas emissions, once adopted following certification of an EIR, or adoption of another environmental document, may be used in the cumulative impacts analysis of later projects. An environmental document that relies on a plan for the reduction of greenhouse gas emissions for a cumulative impacts analysis must identify those requirements specified in the plan that apply to the project, and, if those requirements are not otherwise binding and enforceable, incorporate those requirements as mitigation measures applicable to the project. If there is substantial evidence that the effects of a particular project may be cumulatively considerable notwithstanding the project's compliance with the specified requirements in the plan for reduction of greenhouse gas emissions, an EIR must be prepared for the project.

H. Analyzing the Effects of Climate Change on the Project.

Where an EIR is prepared for a project, the EIR shall analyze any significant environmental effects the project might cause by bringing development and people into the project area that may be affected by climate change. In particular, the EIR should evaluate any potentially significant impacts of locating development in areas susceptible to hazardous conditions (e.g., floodplains, coastlines, wildfire risk areas) as identified in authoritative hazard maps, risk assessments or in land use plans addressing such hazards areas. The analysis may be limited to the potentially significant effects of locating the project in a potentially hazardous location. Further, this analysis may be limited by the project's life in relation to the potential of such effects to occur and the availability of existing information related to potential future effects of climate change. Further, the EIR need not include speculation regarding such future effects.

5.20 ENERGY CONSERVATION.

Potentially significant energy implications of a project must be considered in an EIR to the extent relevant and applicable to the project. Therefore, the project description should identify the following as applicable or relevant to the particular project:

- (1) Energy consuming equipment and processes which will be used during construction, operation and/or removal of the project. If appropriate, this discussion should consider the energy intensiveness of materials and equipment required for the project;
- (2) Total energy requirements of the project by fuel type and end use;
- (3) Energy conservation equipment and design features;
- (4) Identification of energy supplies that would serve the project; and
- (5) Total estimated daily vehicle trips to be generated by the project and the additional energy consumed per trip by mode.

As described in Local Guidelines Section 5.06, above, an initial study must include a description of the environmental setting. The discussion of the environmental setting may include existing energy supplies and energy use patterns in the region and locality. The City may also consider the extent to which energy supplies have been adequately considered in other environmental documents. Environmental impacts may include:

- (1) The project's energy requirements and its energy use efficiencies by amount and fuel type for each stage of the project including construction, operation, maintenance and/or removal. If appropriate, the energy intensiveness of materials may be discussed;
- (2) The effects of the project on local and regional energy supplies and on requirements for additional capacity;

- (3) The effects of the project on peak and base period demands for electricity and other forms of energy;
- (4) The degree to which the project complies with existing energy standards;
- (5) The effects of the project on energy resources; and/or
- (6) The project's projected transportation energy use requirements and its overall use of efficient transportation alternatives.

As discussed above in Section 5.06, the Initial Study must identify the potential environmental effects of the proposed activity. That discussion must include the unavoidable adverse effects. Unavoidable adverse effects may include wasteful, inefficient and unnecessary consumption of energy during the project construction, operation, maintenance and/or removal that cannot be feasibly mitigated.

When discussing energy conservation, alternatives should be compared in terms of overall energy consumption and in terms of reducing wasteful, inefficient and unnecessary consumption of energy.

5.21 ENVIRONMENTAL IMPACT ASSESSMENT.

The Initial Study identifies which environmental impacts may be significant. Based upon the Initial Study, Staff shall determine whether a proposed project may or will have a significant effect on the environment. Such determination shall be made in writing on the Environmental Impact Assessment Form (Form "C"). If Staff finds that a project will not have a significant effect on the environment, it shall recommend that a Negative Declaration be prepared and adopted by the decision-making body. If Staff finds that a project may have a significant effect on the environment, but the effects can be mitigated to a level of insignificance, it shall recommend that a Mitigated Negative Declaration be prepared and adopted by the decision-making body. If Staff finds that a project may have a significant effect on the environment, it shall recommend that an EIR be prepared and certified by the decision-making body.

5.22 FINAL DETERMINATION.

The City Council shall have the final responsibility for determining whether an EIR, Negative Declaration or Mitigated Negative Declaration shall be required for any project. The City Council's determination shall be final and conclusive on all persons, including Responsible Agencies and Trustee Agencies, except as provided in Section 15050(c) of the State CEQA Guidelines. Additionally, in the event the City Council has delegated authority to a subsidiary board or official to approve a project, the City Council also hereby delegates to that subsidiary board or official the authority to make all necessary CEQA determinations, including whether an EIR, Negative Declaration, Mitigated Negative Declaration or exemption shall be required for any project. A subsidiary board or official's CEQA determination shall be subject to appeal consistent with the City's established procedures for appeals.

(Reference: Pub. Resources Code, § 21151.)

6. NEGATIVE DECLARATION

6.01 DECISION TO PREPARE A NEGATIVE DECLARATION.

A Negative Declaration (Form “E”) shall be prepared for a project subject to CEQA when the Initial Study shows that there is no substantial evidence in light of the whole record that the project may have a significant or potentially significant adverse effect on the environment. (See Local Guidelines Sections 11.65 and 11.71.)

(Reference: State CEQA Guidelines, § 15070(a).)

6.02 DECISION TO PREPARE A MITIGATED NEGATIVE DECLARATION.

A Mitigated Negative Declaration (Form “E”) shall be prepared for a project subject to CEQA when the Initial Study identifies potentially significant effects on the environment, but:

- (a) The project applicant has agreed to revise the project or the City can revise the project to avoid these significant effects or to mitigate the effects to a point where it is clear that no significant effects would occur; or
- (b) There is no substantial evidence in light of the whole record before the City that the revised project may have a significant effect.

It is insufficient to require an applicant to adopt mitigation measures after final adoption of the Mitigated Negative Declaration or to state that mitigation measures will be recommended on the basis of a future study. The City must know the measures at the time the Mitigated Negative Declaration is adopted in order for them to be evaluated and accepted as adequate mitigation. Evidence of agreement by the applicant to such mitigation should be in the record prior to public review. Except where noted, the procedural requirements for the preparation and approval of a Negative Declaration and Mitigated Negative Declaration are the same.

(Reference: State CEQA Guidelines, § 15070(b).)

6.03 CONTRACTING FOR PREPARATION OF NEGATIVE DECLARATION OR MITIGATED NEGATIVE DECLARATION.

The City, when acting as Lead Agency, is responsible for preparing all documents required pursuant to CEQA. The documents may be prepared by Staff or by private consultants pursuant to a contract with the City, but they must be the City’s product and reflect the independent judgment of the City.

6.04 NOTICE OF INTENT TO ADOPT A NEGATIVE DECLARATION OR MITIGATED NEGATIVE DECLARATION.

When, based upon the Initial Study, it is recommended to the decision-making body that a Negative Declaration or Mitigated Negative Declaration be adopted, a Notice of Intent to Adopt a Negative Declaration or Mitigated Negative Declaration (Form “D”) shall be prepared. In addition to being provided to the public through the means set forth in Local Guidelines Section 6.07, this Notice shall also be provided to:

- (a) Each Responsible and Trustee Agency;
- (b) Any other federal, state, or local agency that has jurisdiction by law or exercises authority over resources affected by the project, including:
 - (1) Any water supply agency consulted under Local Guidelines Section 5.16;
 - (2) Any city or county bordering on the project area;
 - (3) For a project of statewide, regional, or area-wide significance, to any transportation agencies or public agencies which have major local arterials or public transit facilities within five (5) miles of the project site or freeways, highways, or rail transit service within ten (10) miles of the project site which could be affected by the project; and
 - (4) For a subdivision project located within one mile of a facility of the State Water Resources Development System, to the California Department of Water Resources;
- (c) The last known name and address of all organizations and individuals who have previously filed a written request with the City to receive these Notices;
- (d) For certain projects that may impact a low-level flight path, military impact zone, or special use airspace and that meet the other criteria of Local Guidelines Section 6.05, to the specified military services contact;
- (e) For certain projects that involve the construction or alteration of a facility anticipated to include hazardous air emissions or handle hazardous substances within one-quarter mile of a school and that meet the other requirements of Local Guidelines Section 6.06, to any potentially affected school district;
- (f) For certain waste-burning projects that meet the requirements of Local Guidelines Section 5.11 (regarding mandatory preparation of EIR) (see also Local Guidelines Section 7.27), to the owners and occupants of property within one-fourth mile of any parcel on which the project will be located; and
- (g) For a project that establishes or amends a redevelopment plan that contains land in agricultural use, notice shall be provided to the agricultural and farm agencies and organizations specified in Health and Safety Code Section 33333.3.

Additionally, for a project of statewide, regional, or area-wide significance, the Lead Agency should also consult with public transit agencies with facilities within one-half mile of the proposed project.

A copy of the proposed Negative Declaration or Mitigated Negative Declaration and the Initial Study shall be attached to the Notice of Intent to Adopt that is sent to every Responsible Agency and Trustee Agency concerned with the project and every other public agency with jurisdiction by law over resources affected by the project.

The Notice of Intent to Adopt a Negative Declaration (Form “D”) must be filed and posted with the County Clerk at least twenty (20) days—or, in cases subject to review by the State Clearinghouse, posted by the County Clerk and the State Office and Planning and Research

at least thirty (30) days—before the final adoption of the Negative Declaration or Mitigated Negative Declaration by the decision-making body (see Local Guidelines Section 6.10).

The City requires requests for notices to be in writing and to be renewed annually. If the City is not otherwise required by CEQA or another regulation to provide notice, the City may charge a fee for providing notices to individuals or organizations that have submitted written requests to receive such notices, unless the request is made by another public agency.

If the Negative Declaration or Mitigated Negative Declaration has been submitted to the State Clearinghouse for circulation, the public review period shall be at least as long as the period of review by the State Clearinghouse. (See Local Guidelines Section 6.10.) Day one of the state review period shall be the date that the State Clearinghouse distributes the document to state agencies. If the Lead Agency is submitting a Negative Declaration or Mitigated Negative Declaration to the State Clearinghouse, the Notice of Completion form may be used.

The Notice of Intent to Adopt a Negative Declaration or Mitigated Negative Declaration shall contain the following information:

- (a) The period during which comments shall be received;
- (b) The date, time and place of any public meetings or hearings on the proposed project;
- (c) A brief description of the proposed project and its location;
- (d) The address where copies of the proposed Negative Declaration or Mitigated Negative Declaration and all documents incorporated by reference in the proposed Negative Declaration or Mitigated Negative Declaration are available for review;
- (e) A description of how the proposed Negative Declaration or Mitigated Negative Declaration can be obtained in electronic format;
- (f) The Environmental Protection Agency (“EPA”) list on which the proposed project site is located, if applicable, and the corresponding information from the applicant’s statement (see Local Guidelines Section 2.04); and
- (g) The significant effects on the environment, if any, anticipated as a result of the proposed project.

(Reference: State CEQA Guidelines, § 15072.)

6.05 PROJECTS AFFECTING MILITARY SERVICES; DEPARTMENT OF DEFENSE NOTIFICATION.

CEQA imposes additional requirements to provide notice to potentially affected military agencies when:

- (a) The project meets one of the following three criteria:
 - (1) The project includes a general plan amendment;
 - (2) The project is of statewide, regional, or area-wide significance; or
 - (3) The project relates to a public use airport or certain lands surrounding a public use airport; and

- (b) A “military service” (defined in Section 11.42 of these Local Guidelines) has provided its contact office and address and notified the Lead Agency of the specific boundaries of a “low-level flight path” (defined in Section 11.37 of these Local Guidelines), “military impact zone” (defined in Section 11.41 of these Local Guidelines), or “special use airspace” (defined in Section 11.67 of these Local Guidelines).

When a project meets these requirements, the City must provide the military service’s designated contact with a copy of the Notice of Intent to Adopt a Negative Declaration or Mitigated Negative Declaration that has been prepared for the project, unless the project involves the remediation of lands contaminated with hazardous wastes and meets certain other requirements. (Reference: Pub. Resources Code §§ 21080.4 and 21092; Health & Safety Code §§ 25300, et seq., 25396, and 25187.)

The City must provide the military service with sufficient notice of its intent to adopt a Negative Declaration or Mitigated Negative Declaration to ensure that the military service has no fewer than twenty (20) days to review the documents before they are approved, provided that the military service shall have a minimum of thirty (30) days to review the environmental documents if the documents have been submitted to the State Clearinghouse.

(Reference: State CEQA Guidelines, §§ 15105(b), 15190.5(c).)

6.06 SPECIAL FINDINGS REQUIRED FOR FACILITIES THAT MAY EMIT HAZARDOUS AIR EMISSIONS NEAR SCHOOLS.

Special procedural rules apply to projects involving the construction or alteration of a facility within one-quarter mile of a school/schools when: (1) the facility might reasonably be anticipated to emit hazardous air emissions or to handle an extremely hazardous substance or a mixture containing extremely hazardous substances in a quantity equal to or greater than the threshold specified in Health and Safety Code Section 25532(j), and (2) the emissions or substances may pose a health or safety hazard to persons who would attend or would be employed at the school. If the project meets both of those criteria, a Lead Agency may not approve a Negative Declaration or a Mitigated Negative Declaration unless both of the following have occurred:

- (a) The Lead Agency consulted with the affected school district or districts having jurisdiction over the school regarding the potential impact of the project on the school; and
- (b) The school district(s) was given written notification of the project not less than thirty (30) days prior to the proposed approval of the Negative Declaration.

When the City is considering the adoption of a Negative Declaration or Mitigated Negative Declaration for a project that meets these criteria, it can satisfy this requirement by providing the Notice of Intent to Adopt a Negative Declaration or Mitigated Negative Declaration, the proposed Negative Declaration or Mitigated Negative Declaration, and the Initial Study to the potentially affected school district at least thirty (30) days before the decision-making body will consider the adoption of the Negative Declaration or Mitigated Negative Declaration. See also Local Guidelines Section 6.04.

Implementation of this Guideline shall be consistent with the definitions and terms utilized in State CEQA Guidelines Section 15186.

6.07 CONSULTATION WITH CALIFORNIA NATIVE AMERICAN TRIBES.

Prior to the release of a Notice of Intent to Adopt a Negative Declaration or Mitigated Negative Declaration for a project, the Lead Agency shall begin consultation with a California Native American tribe that is traditionally and culturally affiliated with the geographic area of the proposed project if:

- (a) The California Native American tribe requested to the Lead Agency, in writing, to be informed by the Lead Agency through formal notification of proposed projects in the geographic area that is traditionally and culturally affiliated with the tribe; and
- (b) The California Native American tribe responds, in writing, within 30 days of receipt of the formal notification, and requests the consultation. The California Native American tribe shall designate a lead contact person when responding to the Lead Agency. If a lead contact is not designated by the California Native American tribe, or it designates multiple lead contact people, the Lead Agency shall defer to the individuals listed on the contact list maintained by the Native American Heritage Commission. Consultation is defined in Local Guidelines Section 11.12.

To expedite the requirements of this section, the Native American Heritage Commission shall assist the Lead Agency in identifying the California American Native tribes that are traditionally and culturally affiliated with the project area.

Within 14 days of determining that an application for a project is complete or a decision by a public agency to undertake a project, the Lead Agency shall provide formal notification to the designated contact of, or a tribal representative of, traditionally and culturally affiliated California Native American tribes that have requested notice, which shall be accomplished by at least one written notification that includes a brief description of the proposed project and its location, the Lead Agency contact information, and a notification that the California Native American tribe has 30 days to request consultation.

The Lead Agency shall begin the consultation process within 30 days of receiving a California Native American tribe's request for consultation.

If consultation is requested, the parties may propose mitigation measures, including those set forth in Public Resources Code Section 21084.3, capable of avoiding or substantially lessening potential significant impacts to a tribal cultural resource or alternatives that would avoid significant impacts to a tribal cultural resource. The consultation may include discussion concerning the type of environmental review necessary, the significance of tribal cultural resources, the significance of the project's impacts on the tribal cultural resources, and, if necessary, project alternatives or the appropriate measures for preservation or mitigation that the California Native American tribe may recommend to the Lead Agency.

The consultation shall be considered concluded when either of the following occurs:

- (1) The parties agree to measures to mitigate or avoid a significant effect, if a significant effect exists, on a tribal cultural resource.
- (2) A party, acting in good faith and after reasonable effort, concludes that mutual agreement cannot be reached.

The California Native American tribe is not limited in its ability to submit information to the lead agency regarding the significance of the tribal cultural resources, the significance of the project's impact on tribal cultural resources, or any appropriate measures to mitigate the impacts. Additionally, the lead agency or project proponent is not limited in its ability to incorporate changes and additions to the project as a result of the consultation, even if not legally required.

(Reference: Pub. Resources Code, §§ 21080.3.1, 21080.3.2.)

6.08 IDENTIFICATION OF TRIBAL CULTURAL RESOURCES AND PROCESSING OF INFORMATION AFTER CONSULTATION WITH THE CALIFORNIA NATIVE AMERICAN TRIBE

After consultation with the California Native American tribe listed above in Local Guidelines Section 6.07, any mitigation measures agreed upon in the consultation conducted pursuant to Public Resources Code section 21080.3.2 shall be recommended for inclusion in the Mitigated Negative Declaration and in an adopted mitigation monitoring and reporting program, if the mitigation measures are determined to avoid or lessen the proposed project's impacts on tribal cultural resources, and if the mitigation measures are enforceable.

If a project may have a significant impact on a tribal cultural resource, the Lead Agency's Mitigated Negative Declaration shall discuss both of the following:

- (a) Whether the proposed project has a significant impact on an identified tribal cultural resource;
- (b) Whether feasible alternatives or mitigation measures, including those measures that may be agreed to during the consultation, avoid or substantially lessen the impact on the identified tribal cultural resource.

Any information provided regarding the location, description and use of the tribal cultural resource that is submitted by a California Native American tribe during the environmental review process shall not be included in the Negative Declaration or Mitigated Negative Declaration or otherwise disclosed by the Lead Agency or any other public agency to the public, consistent with Governmental Code Sections 6254(r) and 6254.10, and State CEQA Guidelines 15120(d), without the prior consent of the tribe that provided the information. If the Lead Agency publishes any information submitted by a California Native American tribe during the consultation or environmental review process, that information shall be published in a confidential appendix to the Negative Declaration or Mitigated Negative Declaration unless the tribe provides consent, in writing, to the disclosure of some or all of the information to the public. This does not prohibit the confidential exchange of the submitted information between

public agencies that have lawful jurisdiction over the preparation of the Negative Declaration or the Mitigated Negative Declaration.

The exchange of confidential information regarding tribal cultural resources submitted by a California Native American tribe during the consultation or environmental review process among the Lead Agency, the California Native American tribe, the project applicant, or the project applicant's agent is not prohibited by Public Resources Code Section 21082.3. The project applicant and the project applicant's legal advisers must use a reasonable degree of care and maintain the confidentiality of the information exchanged for the purposes of preventing looting, vandalism, or damage to tribal cultural resources and shall not disclose to a third party confidential information regarding the cultural resource unless the California Native American tribe providing the information consents in writing to the public disclosure of such information.

Public Resources Code Section 21082.3 does not prevent a Lead Agency or other public agency from describing the information in general terms in the Negative Declaration or Mitigated Negative Declaration so as to inform the public of the basis of the Lead Agency's or other public agency's decision without breaching the confidentiality required. In addition, a Lead Agency may adopt a Mitigated Negative Declaration for a project with a significant impact on an identified tribal cultural resource only if one of the following occurs:

- (a) The consultation process between the California Native American tribe and the Lead Agency has occurred as provided in Public Resources Code Sections 21080.3.1 and 21080.3.2 and concluded pursuant to subdivision (b) of Section 21080.3.2.
- (b) The California Native American tribe has requested consultation pursuant to Public Resources Code Section 21080.3.1 and has failed to provide comments to the Lead agency, or otherwise failed to engage, in the consultation process.
- (c) The Lead Agency has complied with subdivision (d) of Section 21080.3.1 of the Public Resources Code and the California Native American tribe has failed to request consultation within 30 days.

If substantial evidence demonstrates that a project will cause a significant effect to a tribal cultural resource but the decision-makers do not include the mitigation measures recommended by the staff in the Mitigated Negative Declaration, or if there are no agreed upon mitigation measures at the conclusion of the consultation; or if no consultation has occurred, the Lead Agency must still consider the adoption of feasible mitigation.

(Reference: Pub. Resources Code, § 21082.3.)

6.09 SIGNIFICANT ADVERSE IMPACTS TO TRIBAL CULTURAL RESOURCES

Public agencies shall, when feasible, avoid damaging effects to any tribal cultural resource. If the Lead Agency determines that a project may cause a substantial adverse change to a tribal cultural resource, and measures are not otherwise identified in the consultation process provided in Public Resources Code section 21080.3.2 and as set forth in Local Guidelines

Section 6.07, the following examples of mitigation measures, if feasible, may be considered to avoid or minimize the significant adverse impacts:

- (a) Avoidance and preservation of the resources in place, including, but not limited to, planning and construction to avoid the resources and protect the cultural and natural context, or planning greenspace, parks, or other open space, to incorporate the resources with culturally appropriate protection and management criteria.
- (b) Treating the resource with culturally appropriate dignity taking into account the tribal cultural values and meaning of the resource, including, but not limited to, the following:
 - (1) Protecting the cultural character and integrity of the resource.
 - (2) Protecting the traditional use of the resource.
 - (3) Protecting the confidentiality of the resource.
- (c) Permanent conservation easements or other interests in real property, with culturally appropriate management criteria for the purposes of preserving or utilizing the resources or places.
- (d) Protecting the resource.

(Reference: Pub. Resources Code, § 21084.3.)

6.10 POSTING AND PUBLICATION OF NEGATIVE DECLARATION OR MITIGATED NEGATIVE DECLARATION.

The City shall have a copy of the Notice of Intent to Adopt, the Negative Declaration or Mitigated Negative Declaration, and the Initial Study posted at the City's offices and shall make these documents available for public inspection. The Notice must be provided either twenty (20) or thirty (30) days prior to final adoption of the Negative Declaration or Mitigated Negative Declaration. The public review period for a Negative Declaration or Mitigated Negative Declaration prepared for a project subject to State Clearinghouse review must be circulated for at least as long as the review period established by the State Clearinghouse, usually no less than thirty (30) days. Under certain circumstances, a shortened review period of at least twenty (20) days may be approved by the State Clearinghouse as provided for in State CEQA Guidelines Section 15105. See the Shortened Review Request Form "P." The state review period will commence on the date the State Clearinghouse distributes the document to state agencies. The State Clearinghouse will distribute the document within three (3) days of receipt if the Negative Declaration or Mitigated Negative Declaration is deemed complete.

The Notice must also be posted in the office of the Clerk in each county in which the project is located and must remain posted throughout the public review period. The County Clerk is required to post the Notice within twenty-four (24) hours of receiving it.

Notice shall be provided as stated in Local Guidelines Section 6.04. In addition, Notice must be given by at least one of the following procedures:

- (a) Publication at least once in a newspaper of general circulation in the area affected by the proposed project. If more than one area will be affected, the notice shall be published in the newspaper of largest circulation from among the newspapers of general circulation in those areas;
- (b) Posting of notice on and off site in the area where the project is to be located; or
- (c) Direct mailing to owners and occupants of property contiguous to the project, as shown on the latest equalized assessment roll.

The City, when acting as Lead Agency, shall consider all comments received during the public review period for the Negative Declaration or Mitigated Negative Declaration. For a Negative Declaration or Mitigated Negative Declaration, the City is not required to respond in writing to comments it receives either during or after the public review period. However, the City may provide a written response to all comments if it will not delay action on the Negative Declaration or Mitigated Negative Declaration, since any comment received prior to final action on the Negative Declaration or Mitigated Negative Declaration can form the basis of a legal challenge. A written response that refutes the comment or adequately explains the City's action in light of the comment will assist the City in defending against a legal challenge. The City shall notify any public agency that comments on a Negative Declaration or Mitigated Negative Declaration of the public hearing or hearings, if any, on the project for which the Negative Declaration or Mitigated Negative Declaration was prepared.

(Reference: State CEQA Guidelines, §§ 15072-15073.)

6.11 SUBMISSION OF NEGATIVE DECLARATION OR MITIGATED NEGATIVE DECLARATION TO STATE CLEARINGHOUSE.

A Negative Declaration or Mitigated Negative Declaration must be submitted to the State Clearinghouse for circulation in the following situations:

- (a) The Negative Declaration or Mitigated Negative Declaration is prepared by a Lead Agency that is a state agency;
- (b) The Negative Declaration or Mitigated Negative Declaration is prepared by a public agency where a state agency is a Responsible Agency, Trustee Agency, or otherwise has jurisdiction by law with respect to the project; or
- (c) The Negative Declaration or Mitigated Negative Declaration is for a project identified in State CEQA Guidelines Section 15206 as being of statewide, regional, or area-wide significance.

State CEQA Guidelines Section 15206 identifies the following types of projects as being examples of projects of statewide, regional, or area-wide significance that require submission to the State Clearinghouse for circulation:

- (1) Projects that have the potential to cause significant environmental effects beyond the city or county where the project would be located, such as:

- (a) Residential development of more than 500 units;
 - (b) Commercial projects employing more than 1,000 persons or covering more than 500,000 square feet of floor space;
 - (c) Office building projects employing more than 1,000 persons or covering more than 250,000 square feet of floor space;
 - (d) Hotel or motel development of more than 500 rooms; or
 - (e) Industrial projects housing more than 1,000 persons, occupying more than 40 acres of land, or covering more than 650,000 square feet of floor area;
- (2) Projects for the cancellation of a Williamson Act contract covering 100 or more acres;
- (3) Projects in one of the following Environmentally Sensitive Areas:
- (a) Lake Tahoe Basin;
 - (b) Santa Monica Mountains Zone;
 - (c) Sacramento-San Joaquin River Delta;
 - (d) Suisun Marsh;
 - (e) Coastal Zone, as defined by the California Coastal Act;
 - (f) Areas within one-quarter mile of a river designated as wild and scenic; or
 - (g) Areas within the jurisdiction of the San Francisco Bay Conservation and Development Commission;
- (4) Projects that would affect sensitive wildlife habitats or the habitats of any rare, threatened, or endangered species;
- (5) Projects that would interfere with water quality standards; and
- (6) Projects that would provide housing, jobs, or occupancy for 500 or more people within 10 miles of a nuclear power plant.

A Negative Declaration or Mitigated Negative Declaration may also be submitted to the State Clearinghouse for circulation if a state agency has special expertise with regard to the environmental impacts involved.

When the Negative Declaration or Mitigated Negative Declaration is submitted to the State Clearinghouse for review, the review period shall be at least thirty (30) days. The review period begins (day one) on the date that the State Clearinghouse distributes the Negative Declaration or Mitigated Negative Declaration to state agencies. The State Clearinghouse is required to distribute the Negative Declaration or Mitigated Negative Declaration to state agencies within three (3) working days from the date the State Clearinghouse receives the document, as long as the Negative Declaration or Mitigated Negative Declaration is complete when submitted to the State Clearinghouse. If the document submitted to the State Clearinghouse is not complete, the State Clearinghouse must notify the Lead Agency. The review period for the public and all other agencies may run concurrently with the state agency review period established by the State Clearinghouse, but the public review period cannot conclude before the state agency review period does. The review period for the public shall be at least as long as the review period established by the State Clearinghouse.

When a Negative Declaration or Mitigated Negative Declaration is submitted to the State Clearinghouse, a Notice of Completion (Form “H”) should be included. A sufficient number of copies of the documents must be sent to the State Clearinghouse for circulation. Staff should contact the State Clearinghouse to find out the correct number of printed copies required for circulation. In addition to the printed copies, a copy of the documents in electronic format shall be submitted on a diskette or by electronic mail transmission if available.

Alternatively, the City may provide copies of draft environmental documents to the State Clearinghouse for state agency review in an electronic format. The document must be on a CD-ROM in a common file format such as Word or Acrobat. Lead Agencies must provide fifteen (15) copies of the CD-ROM to the State Clearinghouse along with a hard copy version of the Notice of Completion (Form “H”). In addition, each CD-ROM must be accompanied by 15 printed copies of the introduction section of a Negative Declaration or Mitigated Negative Declaration. (A Lead Agency may also use Form “Q”.) The printed summary allows both the State Clearinghouse and agency CEQA coordinators to distribute the documents quickly without the use of a computer. Form “Q” may be used as a cover sheet.

A shorter review period by the State Clearinghouse for a Negative Declaration or Mitigated Negative Declaration can be requested by the decision-making body. The shortened review period shall not be less than twenty (20) days. Such a request must be made in writing by the Lead Agency to the Office of Planning and Research . The decision-making body may designate by resolution or ordinance an individual authorized to request a shorter review period. (See Form “P”). Any approval of a shortened review period must be given prior to, and reflected in, the public notice. However, a shortened review period shall not be approved by the Office of Planning and Research for any proposed project of statewide, regional or area-wide environmental significance, as defined by State CEQA Guidelines Section 15206.

(Reference: State CEQA Guidelines, §§ 15205, 15206.)

6.12 SPECIAL NOTICE REQUIREMENTS FOR WASTE- AND FUEL-BURNING PROJECTS.

For any project that involves the burning of municipal waste, hazardous waste, or refuse-derived fuel (such as tires) and that does not require an EIR, as defined in Local Guidelines Section 5.11, a Notice of Intent to Adopt a Negative Declaration or Mitigated Negative Declaration shall be given to all organizations and individuals who have previously requested it and shall also be given by all three of the procedures listed in Local Guidelines Section 6.07. In addition, Notice shall be given by direct mailing to the owners and occupants of property within one-quarter mile of any parcel or parcels on which such a project is located.

These notice requirements apply only to those projects described in Local Guidelines Section 5.11. These notice requirements do not preclude the City from providing additional notice by other means if desired.

(Reference: Pub. Resources Code, § 21092(c).)

6.13 CONSULTATION WITH WATER AGENCIES REGARDING LARGE DEVELOPMENT PROJECTS.

Under specific circumstances a city or county acting as Lead Agency must consult with the public water system that will supply the project to determine whether the public water system can adequately supply the water needed for the project. As a Responsible Agency, the City should be aware of these requirements. See Local Guidelines Section 5.16 for more information on these requirements.

(Reference: State CEQA Guidelines, § 15155.)

6.14 CONTENT OF NEGATIVE DECLARATION OR MITIGATED NEGATIVE DECLARATION.

A Negative Declaration must be prepared directly by or under contract to the City and should generally resemble Form “E.” It shall contain the following information:

- (a) A brief description of the project proposed, including any commonly used name for the project;
- (b) The location of the project and the name of the project proponent;
- (c) A finding that the project as proposed will not have a significant effect on the environment; and
- (d) An attached copy of the Initial Study documenting reasons to support the finding.

For a Mitigated Negative Declaration, feasible mitigation measures included in the project to substantially lessen or avoid potentially significant effects must be fully enforceable through permit conditions, agreements, or other measures. Such permit conditions, agreements, and measures must be consistent with applicable constitutional requirements such as the “nexus” and “rough proportionality” standards established by case law.

The proposed Negative Declaration or Mitigated Negative Declaration must reflect the independent judgment of the City.

(Reference: State CEQA Guidelines, § 15071.)

6.15 TYPES OF MITIGATION.

The following is a non-exhaustive list of potential types of mitigation the City may consider:

- (a) Avoidance;
- (b) Preservation;
- (c) Rehabilitation or replacement. Replacement may be on-site or off-site depending on the particular circumstances; and/or
- (d) Participation in a fee program.

(Reference: State CEQA Guidelines, § 15370.)

6.16 ADOPTION OF NEGATIVE DECLARATION OR MITIGATED NEGATIVE DECLARATION.

Following the publication, posting or mailing of the Notice of Intent to Adopt a Negative Declaration or Mitigated Negative Declaration, but not before the expiration of the applicable twenty (20) or thirty (30) day public review period, the Negative Declaration or Mitigated Negative Declaration may be presented to the decision-making body at a regular or special meeting. Prior to adoption, the City shall independently review and analyze the Negative Declaration or Mitigated Negative Declaration and find that the Negative Declaration or Mitigated Negative Declaration reflects the independent judgment of the City.

If new information is added to the Negative Declaration or Mitigated Negative Declaration after public review, the City should determine whether recirculation is warranted. (See Local Guidelines Section 6.19). If the decision-making body finds that the project will not have a significant effect on the environment, it shall adopt the Negative Declaration or Mitigated Negative Declaration. If the decision-making body finds that the proposed project may have a significant effect on the environment that cannot be mitigated or avoided, it shall order the preparation of a Draft EIR and the filing of a Notice of Preparation of a Draft EIR.

When adopting a Negative Declaration or Mitigated Negative Declaration, the City shall specify the location and custodian of the documents or other material that constitute the record of proceedings upon which it based its decision. If adopting a Negative Declaration for a project that may emit hazardous air emissions within one-quarter mile of a school and that meets the other requirements of Local Guidelines Section 6.06, the decision-making body must also make the findings required by Local Guidelines Section 6.06.

As Lead Agency, the City may charge a non-elected official or body with the responsibility of independently reviewing the adequacy of and adopting a Negative Declaration or a Mitigated Negative Declaration; however, when a non-elected decision-making body adopts a Negative Declaration or Mitigated Negative Declaration, the City must have a procedure allowing for the appeal of that decision to the City Council.

(Reference: State CEQA Guidelines, § 15074.)

6.17 MITIGATION REPORTING OR MONITORING PROGRAM FOR MITIGATED NEGATIVE DECLARATION.

When adopting a Mitigated Negative Declaration pursuant to Local Guidelines Section 6.13, the City shall adopt a reporting or monitoring program to assure that mitigation measures, which are required to mitigate or avoid significant effects on the environment, will be fully enforceable through permit conditions, agreements, or other measures and implemented by the project proponent or other responsible party in a timely manner, in accordance with conditions of project approval. The City shall also specify the location and the custodian of the documents that constitute the record of proceedings upon which it based its decision. There is no requirement that the reporting or monitoring program be circulated for public review; however, the City may choose to circulate it for public comments along with the Mitigated Negative Declaration. The mitigation measures required to mitigate or avoid significant effects on the environment must be adopted as conditions of project approval.

This reporting or monitoring program shall be designed to assure compliance during the implementation or construction of a project and shall otherwise comply with the requirements described in Local Guidelines Section 7.38. If a Responsible Agency or Trustee Agency has required that certain conditions be incorporated into the project, the City may request that agency to prepare and submit a proposed reporting or monitoring program. The City shall also require that, prior to the close of the public review period for a Mitigated Negative Declaration (see Local Guidelines Section 6.04), the Responsible or Trustee Agency submit detailed performance objectives for mitigation measures, or refer the City to appropriate, readily available guidelines or reference documents. Any mitigation measures submitted to the City by a Responsible or Trustee Agency shall be limited to measures that mitigate impacts to resources that are within the Responsible or Trustee Agency's authority.

Local agencies have the authority to levy fees sufficient to pay for this program. Therefore, the City can charge the project proponent a fee to cover actual costs of program processing and implementation.

Transportation information resulting from the reporting or monitoring program required to be adopted by the City shall be submitted to the regional transportation planning agency where the project is located and to the Department of Transportation for a project of statewide, regional or area-wide significance according to State CEQA Guidelines Section 15206. The transportation planning agency and the Department of Transportation are required by law to adopt guidelines for the submittal of these reporting or monitoring programs, so the City may wish to tailor its submittal to such guidelines.

(Reference: State CEQA Guidelines, §§ 15074, 15097.)

6.18 APPROVAL OR DISAPPROVAL OF PROJECT.

At the time of adoption of a Negative Declaration or Mitigated Negative Declaration, the decision-making body may consider the project for purposes of approval or disapproval. Prior to approving the project, the decision-making body shall consider the Negative Declaration or Mitigated Negative Declaration, together with any written comments received and considered during the public review period, and shall approve or disapprove the Negative Declaration or Mitigated Negative Declaration. In making a finding as to whether there is any substantial evidence that the project will have a significant effect on the environment, the factors listed in Local Guidelines Section 5.08 should be considered. (See Local Guidelines Section 6.06 for approval requirements for facilities that may emit hazardous pollutants or that may handle extremely hazardous substances within one-quarter mile of a school site.)

(Reference: State CEQA Guidelines, § 15092.)

6.19 RECIRCULATION OF A NEGATIVE DECLARATION OR MITIGATED NEGATIVE DECLARATION.

A Negative Declaration or Mitigated Negative Declaration must be recirculated when the document must be substantially revised after the public review period but prior to its adoption. A "substantial revision" occurs when the City has identified a new and avoidable significant effect for which mitigation measures or project revisions must be added in order to reduce the

effect to a level of insignificance, or when the City determines that the proposed mitigation measures or project revisions will not reduce the potential effects to less than significant and new measures or revisions must be required.

Recirculation is not required under the following circumstances:

- (a) Mitigation measures are replaced with equal or more effective measures, and the City makes a finding to that effect;
- (b) New project revisions are added after circulation of the Negative Declaration or Mitigated Negative Declaration or in response to written or oral comments on the project's effects, but the revisions do not create new significant environmental effects and are not necessary to mitigate an avoidable significant effect;
- (c) Measures or conditions of project approval are added after circulation of the Negative Declaration or Mitigated Negative Declaration, but the measures or conditions are not required by CEQA, do not create new significant environmental effects, and are not necessary to mitigate an avoidable significant effect; or
- (d) New information is added to the Negative Declaration or Mitigated Declaration which merely clarifies, amplifies, or makes insignificant modifications to the Negative Declaration or Mitigated Negative Declaration.

If, after preparation of a Negative Declaration or Mitigated Negative Declaration, the City determines that the project requires an EIR, it shall prepare and circulate the Draft EIR for consultation and review and advise reviewers in writing that a proposed Negative Declaration or Mitigated Declaration had previously been circulated for the project.

(Reference: State CEQA Guidelines, § 15073.5.)

6.20 NOTICE OF DETERMINATION ON A PROJECT FOR WHICH A PROPOSED NEGATIVE OR MITIGATED NEGATIVE DECLARATION HAS BEEN APPROVED.

After final approval of a project for which a Negative Declaration or Mitigated Negative Declaration has been prepared, Staff shall cause to be prepared, filed, and posted a Notice of Determination (Form "F"). The Notice of Determination shall contain the following information:

- (a) An identification of the project, including the project title as identified on the proposed Negative Declaration or Mitigated Negative Declaration, location, and the State Clearinghouse identification number for the proposed Negative Declaration or Mitigated Negative Declaration if the Notice of Determination is filed with the State Clearinghouse;
- (b) For private projects, identification of the person undertaking a project that is supported, in whole or in part, through contracts, grants, subsidies, loans, or other forms of assistance from one or more public agencies or the identity of the person receiving a lease, permit, license, certificate, or other entitlement for use from one or more public agencies;
- (c) A brief description of the project;
- (d) The name of the City and the date on which the City approved the project;

- (e) The determination of the City that the project will not have a significant effect on the environment;
- (f) A statement that a Negative Declaration or Mitigated Negative Declaration was adopted pursuant to the provisions of CEQA;
- (g) A statement indicating whether mitigation measures were made a condition of the approval of the project, and whether a mitigation monitoring plan/program was adopted; and
- (h) The address where a copy of the Negative Declaration or Mitigated Negative Declaration may be examined.

The Notice of Determination shall be filed with the Clerk of each county in which the project will be located within five (5) working days of project approval.

The City is encouraged to make copies of filed notices available in electronic format on the Internet. Such electronic notices are in addition to the posting requirements of the State CEQA Guidelines and the Public Resources Code. The Clerk must post the Notice of Determination within twenty-four (24) hours of receipt. The Notice must be posted in the office of the Clerk for a minimum of thirty (30) days. Thereafter, the Clerk shall return the notice to the City with a notation of the period it was posted. The City shall retain the notice for not less than twelve (12) months. If the project requires discretionary approval from any State agency, the Notice of Determination shall also be filed with OPR within five (5) working days of project approval along with proof of payment of the DFW fee or a no effect determination form from the DFW (see Local Guidelines Section 6.24). Simultaneously with the filing of the Notice of Determination with the Clerk, Staff shall cause a copy of the Notice of Determination to be posted at City Offices.

If a written request has been made for a copy of the Notice prior to the date on which the City adopts the Negative Declaration or Mitigated Negative Declaration, the copy must be mailed, first class postage prepaid, within five (5) days of the City's determination. If such a request is made following the City's determination, then the copy should be mailed in the same manner as soon as possible. The recipients of such documents may be charged a fee reasonably related to the cost of providing the service.

For projects with more than one phase, Staff shall file a Notice of Determination for each phase requiring a discretionary approval.

The filing and posting of the Notice of Determination with the County Clerk, and, if necessary, with OPR, usually starts a thirty (30) day statute of limitations on court challenges to the approval under CEQA. When separate notices are filed for successive phases of the same overall project, the thirty (30) day statute of limitations to challenge the subsequent phase begins to run when the second notice is filed. Failure to file the Notice may result in a one hundred eighty (180) day statute of limitations.

(Reference: State CEQA Guidelines, § 15075.)

6.21 ADDENDUM TO NEGATIVE DECLARATION OR MITIGATED NEGATIVE DECLARATION.

The City may prepare an addendum to an adopted Negative Declaration or Mitigated Negative Declaration if only minor technical changes or additions are necessary. The City may also prepare an addendum to an adopted Negative Declaration or Mitigated Negative Declaration when none of the conditions calling for a subsequent Negative Declaration or Mitigated Negative Declaration have occurred. (See Local Guidelines Section 6.22 below.) An addendum need not be circulated for public review but can be attached to the adopted Negative Declaration or Mitigated Negative Declaration. The City shall consider the addendum with the adopted Negative Declaration or Mitigated Negative Declaration prior to project approval. (See Form “J-1”.)

(Reference: State CEQA Guidelines, § 15164.)

6.22 SUBSEQUENT NEGATIVE DECLARATION OR MITIGATED NEGATIVE DECLARATION.

When a Negative Declaration or Mitigated Negative Declaration has been adopted for a project, or when an EIR has been certified, no subsequent Negative Declaration, Mitigated Negative Declaration, or EIR shall be prepared for that project unless the Lead Agency determines, on the basis of substantial evidence in the light of the whole record, one or more of the following:

- (a) Substantial changes are proposed in the project which will require major revisions of the previous EIR, Negative Declaration, or Mitigated Negative Declaration due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects; or
- (b) Substantial changes occur with respect to the circumstances under which the project is undertaken which will require major revisions of the previous EIR, Negative Declaration, or Mitigated Negative Declaration due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects; or
- (c) New information of substantial importance which was not known and could not have been known with the exercise of reasonable diligence at the time the previous EIR was certified or the Negative Declaration was adopted which shows any of the following:
 - (1) The project will have one or more significant effects not discussed in the previous EIR or Negative Declaration;
 - (2) Significant effects previously examined will be substantially more severe than shown in the previous EIR;
 - (3) Mitigation measure(s) or alternative(s) previously found not to be feasible would in fact be feasible and would substantially reduce one or more significant effects of the project, but the project proponents declined to adopt the mitigation measure(s) or alternative(s); or

- (4) Mitigation measure(s) or alternative(s) which are considerably different from those analyzed in the previous EIR would substantially reduce one or more significant effects on the environment, but the project proponents decline to adopt the mitigation measure(s) or alternative(s).

The City, as Lead Agency, would then determine whether a Subsequent EIR, Supplemental EIR, Subsequent Negative Declaration, Subsequent Mitigated Negative Declaration, or Addendum would be applicable. The City may use Form “J-1” in making this evaluation. Subsequent Negative Declarations and Mitigated Negative Declarations must be given the same notice and public review period as other Negative Declarations. The Subsequent Negative Declaration shall state where the previous document is available and can be reviewed.

(Reference: State CEQA Guidelines, § 15162.)

6.23 PRIVATE PROJECT COSTS.

For private projects, the person or entity proposing to carry out the project shall bear all costs incurred by the City in preparing the Initial Study and in preparing and filing the Negative Declaration or Mitigated Negative Declaration and Notice of Determination.

6.24 FILING FEES FOR PROJECTS THAT AFFECT WILDLIFE RESOURCES.

At the time a Notice of Determination for a Negative Declaration or Mitigated Negative Declaration is filed with the County or Counties in which the project is located, a fee of \$2,406.75, or the then applicable fee, shall be paid to the Clerk for projects that will adversely affect fish or wildlife resources. These fees are collected by the Clerk on behalf of DFW pursuant to Fish and Game Code Section 711.4.

Only one filing fee is required for each project unless the project is tiered or phased and separate environmental documents are prepared. (Fish & Game Code Section 711.4(g).) For projects where Responsible Agencies file separate Notices of Determination, only the Lead Agency is required to pay the fee.

Note: County Clerks are authorized to charge a documentary handling fee for each project in addition to the Fish and Game Code fees specified above. Refer to the Index in the Staff Summary to help determine the correct total amount of fees applicable to the project.

For private projects, the City may pass these costs on to the project applicant.

Fish and Game Code fees may be waived for projects with “no effect” on fish or wildlife resources or for certain projects undertaken by the DFW and implemented through a contract with a non-profit entity or local government agency; however, the Lead Agency must obtain a form showing that the DFW has determined that the project will have “no effect” on fish and wildlife. (Fish and Game Code Section 711.4(c)(2)(A)). Projects that are statutorily or categorically exempt from CEQA are also not subject to the filing fee, and do not require a no effect determination. (State CEQA Guidelines Sections 15260 through 15333; Fish and Game Code Section 711.4(d)(1)). The applicable DFW Regional Office’s environmental review and

permitting staff are responsible for determining whether a project within their region will qualify for a no effect determination and if the CEQA filing fee will be waived.

The request should be submitted when the CEQA document is released for public review, or as early as possible in the public comment period. Documents submitted in digital format are preferred (e.g. compact disk). If insufficient documentation is submitted to DFW for the proposed project, a no effect determination will not be issued.

If the City believes that a project for which it is Lead Agency will have “no effect” on fish or wildlife resources, it should contact the appropriate DFW Regional Office. The project’s CEQA document may need to be provided to the appropriate DFW Regional Office along with a written request. Documentation submitted to the appropriate DFW Regional Office should set forth facts in support of the fee exemption. Previous examples of projects that have qualified for a fee exemption include: minor zoning changes that did not lead to or allow new construction, grading, or other physical alterations to the environment; and minor modifications to existing structures, including addition of a second story to single or multi-family residences.

The fee exemption requirement that the project have “no” impact on fish or wildlife resources is more stringent than the former requirement that a project have only “de minimis” effects on fish or wildlife resources. DFW may determine that a project would have no effect on fish and wildlife if all of the following conditions apply:

- The project would not result in or have the potential to result in harm, harassment, or take of any fish and/or wildlife species.
- The project would not result in or have the potential to result in direct or indirect destruction, ground disturbance, or other modification of any habitat that may support fish and/or wildlife species.
- The project would not result in or have the potential to result in the removal of vegetation with potential to support wildlife.
- The project would not result in or have the potential to result in noise, vibration, dust, light, pollution, or an alteration in water quality that may affect fish and/or wildlife directly or from a distance.
- The project would not result in or have the potential to result in any interference with the movement of any fish and/or wildlife species.

Any request for a fee exemption should include the following information:

- (1) the name and address of the project proponent and applicant contact information;
- (2) a brief description of the project and its location;
- (3) site description and aerial and/or topographic map of the project site;
- (4) State Clearinghouse number or county filing number;

- (5) a statement that an Initial Study has been prepared by the City to evaluate the project's effects on fish and wildlife resources, if any; and
- (6) a declaration that, based on the City's evaluation of potential adverse effects on fish and wildlife resources, the City believes the project will have no effect on fish or wildlife.

If insufficient documentation is submitted to DFW for the proposed project, a no effect determination will not be issued. (A sample Request for Fee Exemption is attached as Form "L".) DFW will review the City's finding, and if DFW agrees with the City's conclusions, DFW will provide the City with written confirmation. Retain DFW's determination as part of the administrative record; the City is required to file a copy of this determination with the County after project approval and at the time of filing of the Notice of Determination.

The Lead Agency must have written confirmation of DFW's finding of "no impact" at the time the Lead Agency files its Notice of Determination with the County. The County cannot accept the Notice of Determination unless it is accompanied by the appropriate fee or a written no effect determination from DFW.

7. ENVIRONMENTAL IMPACT REPORT

7.01 DECISION TO PREPARE AN EIR.

An EIR shall be prepared whenever there is substantial evidence in light of the whole record which supports a fair argument that the project may have a significant effect on the environment. (See Local Guidelines Sections 11.65 and 11.71.) The record may include the Initial Study or other documents or studies prepared to assess the project's environmental impacts.

(Reference: Pub. Resources Code, § 21151.)

7.02 CONTRACTING FOR PREPARATION OF EIRS.

If an EIR is prepared under a contract with the City, the contract must be executed within forty-five (45) days from the date on which the City sends a Notice of Preparation. The City may take longer to execute the contract if the project applicant and the City mutually agree to an extension of the 45-day time limit.

The EIR prepared under contract must be the City's product. Staff, together with such consultant help as may be required, shall independently review and analyze the EIR to verify its accuracy, objectivity and completeness prior to presenting it to the decision-making body. The EIR made available for public review must reflect the independent judgment of the City. Staff may require such information and data from the person or entity proposing to carry out the project as Staff deems necessary for completion of the EIR.

(Reference: State CEQA Guidelines, § 15084.)

7.03 NOTICE OF PREPARATION OF DRAFT EIR.

After determining that an EIR will be required for a proposed project, the Lead Agency shall prepare and send a Notice of Preparation (Form "G") to OPR and to each of the following:

- (a) Each Responsible Agency and Trustee Agency involved with the project;
- (b) Any other federal, state, or local agency which has jurisdiction by law or exercises authority over resources affected by the project, including:
 - (1) Any water supply agency consulted under Local Guidelines Section 5.16;
 - (2) Any city or county bordering on the project area;
 - (3) For a project of statewide, regional, or area-wide significance, to any transportation agencies or public agencies which have major local arterials or public transit facilities within five (5) miles of the project site or freeways, highways, or rail transit service within ten (10) miles of the project site which could be affected by the project; and

- (4) For a subdivision project located within one mile of a facility of the State Water Resources Development System, the California Department of Water Resources;
- (c) The last known name and address of all organizations and individuals who have previously filed a written request with the City to receive these Notices;
- (d) For certain projects that may impact a low-level flight path, military impact zone, or special use airspace and that meet the other criteria in Local Guidelines Section 7.04, the specified military services contact;
- (e) For certain projects that involve the construction or alteration of a facility anticipated to emit hazardous air emissions or handle hazardous substances within one-quarter mile of a school and that meet the other requirements of Local Guidelines Section 7.36, any potentially affected school district;
- (f) For certain waste-burning projects that meet the requirements of Local Guidelines Section 5.11 (See also Local Guidelines Section 7.27), the owners and occupants of property within one-fourth mile of any parcel on which the project will be located; and
- (g) For a project that establishes or amends a redevelopment plan that contains land in agricultural use, the agricultural and farm agencies and organizations specified in Health and Safety Code Section 33333.3.

Additionally, for a project of statewide, regional, or area-wide significance, the Lead Agency should also consult with public transit agencies with facilities within one-half mile of the proposed project.

The Notice of Preparation must also be filed and posted in the office of the Clerk in each county in which the project is located for thirty (30) days. The County Clerk must post the Notice within twenty-four (24) hours of receipt.

When submitting the Notice of Preparation to OPR, a Notice of Completion (Form “H”) should be used as a cover sheet. Responsible and Trustee Agencies, the State Clearinghouse, and the state agencies contacted by the State Clearinghouse have thirty (30) days to respond to the Notice of Preparation. Agencies that do not respond within thirty (30) days shall be deemed not to have any comments on the Notice of Preparation.

The Lead Agency shall send copies of the Notice of Preparation by certified mail or any other method of transmittal which provides it with a record that the Notice was received.

At a minimum, the Notice of Preparation shall include:

- (a) A description of the project;
- (b) The location of the project indicated either on an attached map (preferably a copy of the USGS 15’ or 7½’ topographical map identified by quadrangle name) or by a street address and cross street in an urbanized area;
- (c) The probable environmental effects of the project;
- (d) The name and address of the consulting firm retained to prepare the Draft EIR, if applicable; and

- (e) The Environmental Protection Agency (“EPA”) list on which the proposed site is located, if applicable, and the corresponding information from the applicant’s statement. (See Local Guidelines Section 2.04.)

(Reference: State CEQA Guidelines, § 15082.)

7.04 SPECIAL NOTICE REQUIREMENTS FOR AFFECTED MILITARY AGENCIES

CEQA imposes additional requirements to provide notice to potentially affected military agencies when:

- (a) A “military service” (defined in Section 11.42 of these Local Guidelines) has provided the City with its contact office and address and notified the City of the specific boundaries of a “low-level flight path” (defined in Section 11.37 of these Local Guidelines), “military impact zone” (defined in Section 11.41 of these Local Guidelines), or “special use airspace” (defined in Section 11.67 of these Local Guidelines); and
- (b) The project meets one of the following criteria:
 - (1) The project is within the boundaries specified pursuant to subsection (a) of this guideline;
 - (2) The project includes a general plan amendment;
 - (3) The project is of statewide, regional, or area-wide significance; or
 - (4) The project relates to a public use airport or certain lands surrounding a public use airport.

When a project meets these requirements, the City must provide the military service’s designated contact with any Notice of Preparation, and/or Notice of Availability of Draft EIRs that have been prepared for a project, unless the project involves the remediation of lands contaminated with hazardous wastes and meets certain other requirements.

The City must provide the military service with sufficient notice of its intent to certify an EIR to ensure that the military service has no fewer than thirty (30) days to review the document; or forty-five (45) days to review the environmental documents before they are approved if the documents have been submitted to the State Clearinghouse.

It should be noted that the effect, or potential effect, a project may have on military activities does not itself constitute an adverse effect on the environment pursuant to CEQA.

(Reference: Pub. Resources Code, §§ 21080.4, 21092; Health & Safety Code, §§ 25300, et seq., 25396, 25187; State CEQA Guidelines, § 15082(a).)

7.05 ENVIRONMENTAL LEADERSHIP DEVELOPMENT PROJECT.

Under certain circumstances, a project applicant may choose to apply to the Governor of the State of California to have the project certified as an Environmental Leadership Development

Project. Only large, privately funded projects that will result in a minimum investment of \$100 million in California upon completion of construction and that create high-wage, highly skilled jobs without resulting in any net additional emission of greenhouse gases, will qualify for certification. All construction workers employed in the execution of the project will receive at least the general prevailing rate of per diem wages for the type of work and geographic area, as determined by the Director of Industrial Relations pursuant to Labor Code Sections 1773 and 1773.9. If the project is certified for streamlining, the project applicant shall include this requirement in all contracts for the performance of the work. The request for certification must be made and granted prior to the release of the Draft EIR. If the Governor certifies the project, the lead agency must make the administrative record available concurrently with the Draft EIR and certify the administrative record within five (5) days of project approval and must make it available in an electronic format. Within 10 days of the Governor certifying an Environmental Leadership Development Project, the Lead Agency shall, at the applicant's expense, issue a public notice. See Public Resources Code Section 21187 for the language to be used in the public notice. If litigation is filed against such a project, certain fast-tracked litigation procedures will apply. Please see Public Resources Code Section 21178 and Sections 21183 through 21187 for a complete description of the requirements for such projects.

7.06 PREPARATION OF DRAFT EIR.

The Lead Agency is responsible for preparing a Draft EIR. The Lead Agency may begin preparation of the Draft EIR without awaiting responses to the Notice of Preparation. However, information communicated to the Lead Agency not later than thirty (30) days after receipt of the Notice of Preparation shall be included in the Draft EIR.

(Reference: State CEQA Guidelines, § 15084.)

7.07 CONSULTATION WITH CALIFORNIA NATIVE AMERICAN TRIBES.

Prior to the release of a Draft EIR for a project, the Lead Agency shall begin consultation with a California Native American tribe that is traditionally and culturally affiliated with the geographic area of the proposed project if:

- (a) The California Native American tribe requested to the Lead Agency, in writing, to be informed by the Lead Agency through formal notification of proposed projects in the geographic area that is traditionally and culturally affiliated with the tribe; and
- (b) The California Native American tribe responds, in writing, within 30 days of receipt of the formal notification, and requests the consultation. The California Native American tribe shall designate a lead contact person when responding to the Lead Agency. If a lead contact is not designated by the California Native American tribe, or if it designates multiple lead contact people, the Lead Agency shall defer to the individuals listed on the contact list maintained by the Native American Heritage Commission. Consultation is defined in Local Guidelines Section 11.12.

To expedite the requirements of this section, the Native American Heritage Commission shall assist the Lead Agency in identifying the California American Native tribes that are traditionally and culturally affiliated with the project area.

Within 14 days of determining that an application for a project is complete or a decision by a public agency to undertake a project, the Lead Agency shall provide formal notification to the designated contact of, or a tribal representative of, traditionally and culturally affiliated California Native American tribes that have requested notice, which shall be accomplished by at least one written notification that includes a brief description of the proposed project and its location, the Lead Agency contact information, and a notification that the California Native American tribe has 30 days to request consultation.

The Lead Agency shall begin the consultation process within 30 days of receiving a California Native American tribe's request for consultation.

If consultation is requested, the parties may propose mitigation measures, including those set forth in Public Resources Code Section 21084.3, capable of avoiding or substantially lessening potential significant impacts to a tribal cultural resource or alternatives that would avoid significant impacts to a tribal cultural resource. The consultation may include discussion concerning the type of environmental review necessary, the significance of tribal cultural resources, the significance of the project's impacts on the tribal cultural resources, and, if necessary, project alternatives or the appropriate measures for preservation or mitigation that the California Native American tribe may recommend to the lead agency.

The consultation shall be considered concluded when either of the following occurs:

- (1) The parties agree to measures to mitigate or avoid a significant effect, if a significant effect exists, on a tribal cultural resource.
- (2) A party, acting in good faith and after reasonable effort, concludes that mutual agreement cannot be reached.

The California Native American tribe is not limited in its ability to submit information to the Lead Agency regarding the significance of the tribal cultural resources, the significance of the project's impact on tribal cultural resources, or any appropriate measures to mitigate the impacts. Additionally, the Lead Agency or project proponent is not limited in its ability to incorporate changes and additions to the project as a result of the consultation, even if not legally required.

(Reference: State CEQA Guidelines, §§ 21080.3.1, 21080.3.2.)

7.08 IDENTIFICATION OF TRIBAL CULTURAL RESOURCES AND PROCESSING OF INFORMATION AFTER CONSULTATION WITH THE CALIFORNIA NATIVE AMERICAN TRIBE

After consultation with the California Native American tribe listed above in Local Guidelines Section 7.07, any mitigation measures agreed upon in the consultation conducted pursuant to Public Resources Code section 21080.3.2 shall be recommended for inclusion in the

EIR and in an adopted mitigation monitoring and reporting program, if the mitigation measures are determined to avoid or lessen the proposed project's impacts on tribal cultural resources, and if the mitigation measures are enforceable.

If a project may have a significant impact on a tribal cultural resource, the Lead Agency's EIR shall discuss both of the following:

- (a) Whether the proposed project has a significant impact on an identified tribal cultural resource;
- (b) Whether feasible alternatives or mitigation measures, including those measures that may be agreed to during the consultation, avoid or substantially lessen the impact on the identified tribal cultural resource.

Any information provided regarding the location, description and use of the tribal cultural resource that is submitted by a California Native American tribe during the environmental review process shall not be included in the EIR or otherwise disclosed by the lead agency or any other public agency to the public, consistent with Governmental Code Sections 6254(r) and 6254.10, and State CEQA Guidelines 15120(d), without the prior consent of the tribe that provided the information. If the Lead Agency publishes any information submitted by a California Native American tribe during the consultation or environmental review process, that information shall be published in a confidential appendix to the EIR unless the tribe provides consent, in writing, to the disclosure of some or all of the information to the public. This does not prohibit the confidential exchange of the submitted information between public agencies that have lawful jurisdiction over the preparation of the EIR.

The exchange of confidential information regarding tribal cultural resources submitted by a California Native American tribe during the consultation or environmental review process among the Lead Agency, the California Native American tribe, the project applicant, or the project applicant's agent is not prohibited by Public Resources Code Section 21082.3. The project applicant and the project applicant's legal advisers must use a reasonable degree of care and maintain the confidentiality of the information exchanged for the purposes of preventing looting, vandalism, or damage to tribal cultural resources and shall not disclose to a third party confidential information regarding the cultural resource unless the California Native American tribe providing the information consents in writing to the public disclosure of such information.

Public Resources Code Section 21082.3 does not prevent a Lead Agency or other public agency from describing the information in general terms in the EIR so as to inform the public of the basis of the Lead Agency's or other public agency's decision without breaching the confidentiality required. In addition, a Lead Agency may certify an EIR for a project with a significant impact on an identified tribal cultural resource only if one of the following occurs:

- (a) The consultation process between the California Native American tribe and the Lead Agency has occurred as provided in Public Resources Code Sections 21080.3.1 and 21080.3.2 and concluded pursuant to subdivision (b) of Section 21080.3.2.

- (b) The California Native American tribe has requested consultation pursuant to Public Resources Code Section 21080.3.1 and has failed to provide comments to the Lead Agency, or otherwise failed to engage, in the consultation process.
- (c) The Lead Agency has complied with subdivision (d) of Section 21080.3.1 of the Public Resources Code and the California Native American tribe has failed to request consultation within 30 days.

If substantial evidence demonstrates that a project will cause a significant effect to a tribal cultural resource but the decision-makers do not include the mitigation measures recommended by the staff in the Draft EIR, or if there are no agreed upon mitigation measures at the conclusion of the consultation, or if no consultation has occurred, the Lead Agency must still consider the adoption of feasible mitigation.

(Reference: Pub. Resources Code, § 21082.3.)

7.09 SIGNIFICANT ADVERSE IMPACTS TO TRIBAL CULTURAL RESOURCES

Public agencies shall, when feasible, avoid damaging effects to any tribal cultural resource. If the Lead Agency determines that a project may cause a substantial adverse change to a tribal cultural resource, and measures are not otherwise identified in the consultation process provided in Public Resources Code section 21080.3.2 as set forth in Local Guidelines Section 7.07, the following examples of mitigation measures, if feasible, may be considered to avoid or minimize the significant adverse impacts:

- (a) Avoidance and preservation of the resources in place, including, but not limited to, planning and construction to avoid the resources and protect the cultural and natural context, or planning greenspace, parks, or other open space, to incorporate the resources with culturally appropriate protection and management criteria.
- (b) Treating the resource with culturally appropriate dignity taking into account the tribal cultural values and meaning of the resource, including, but not limited to the following:
 - (1) Protecting the cultural character and integrity of the resource.
 - (2) Protecting the traditional use of the resource.
 - (3) Protecting the confidentiality of the resource.
- (c) Permanent conservation easements or other interests in real property, with culturally appropriate management criteria for the purposes of preserving or utilizing the resources or places.
- (d) Protecting the resource.

(Reference: Pub. Resources Code, § 21084.3.)

7.10 CONSULTATION WITH OTHER AGENCIES AND PERSONS.

To expedite consultation in response to the Notice of Preparation, the Lead Agency, a Responsible Agency, or a project applicant may request a meeting among the agencies involved to assist in determining the scope and content of the environmental information that the involved agencies may require. For any project that may affect highways or other facilities under the jurisdiction of the State Department of Transportation, the Department of Transportation can request a scoping meeting. When acting as Lead Agency, the City must convene the meeting as soon as possible but no later than thirty (30) days after a request is made. When acting as a Responsible Agency, the City should make any requests for consultation as soon as possible after receiving a Notice of Preparation.

Prior to completion of the Draft EIR, the Lead Agency shall consult with each Responsible Agency and any public agency that has jurisdiction by law over the project.

When acting as a Lead Agency, the City may fulfill this obligation by distributing the Notice of Preparation in compliance with Local Guidelines Section 7.03 and soliciting the comments of Responsible Agencies, Trustee Agencies, and other affected agencies. The City may also consult with any individual who has special expertise with respect to any environmental impacts involved with a project. The City may also consult directly with any person or organization it believes will be concerned with the environmental effects of the project, including any interested individuals and organizations of which the City is reasonably aware. The purpose of this consultation is to “scope” the EIR’s range of analysis. When a Negative Declaration or Mitigated Negative Declaration will be prepared for a project, no scoping meeting need be held, although the City may hold one if it so chooses. For private projects, the City as Lead Agency may charge and collect from the applicant a fee not to exceed the actual cost of the consultations.

In addition to soliciting comments on the Notice of Preparation, the Lead Agency may be required to conduct a scoping meeting to gather additional input regarding the impacts to be analyzed in the EIR. The Lead Agency is required to conduct a scoping meeting when:

- (a) The meeting is requested by a Responsible Agency, a Trustee Agency, OPR, or a project applicant;
- (b) The project is one of “statewide, regional or area wide significance” as defined in State CEQA Guidelines Section 15206; or
- (c) The project may affect highways or other facilities under the jurisdiction of the State Department of Transportation, and the Department of Transportation has requested a scoping meeting.

When acting as Lead Agency, the City shall provide notice of the scoping meeting to all of the following:

- (a) Any county or city that borders on a county or city within which the project is located, unless the City has a specific agreement to the contrary with that county or city;
- (b) Any Responsible Agency;
- (c) Any public agency that has jurisdiction by law over the project;

- (d) A transportation planning agency, or any public agency that has transportation facilities within its jurisdiction, that could be affected by the project; and
- (e) Any organization or individual who has filed a written request for the notice.

The requirement for providing notice of a scoping meeting may be met by including the notice of the public scoping meeting in the public meeting notice.

Government Code Section 65352 requires that before a legislative body may adopt or substantially amend a general plan, the planning agency must refer the proposed action to any city or county, within or abutting the area covered by the proposal, and any special district that may be significantly affected by the proposed action. CEQA allows that referral procedure to be conducted concurrently with the scoping meeting required pursuant to this section of the Local CEQA Guidelines.

For projects that are also subject to NEPA, a scoping meeting held pursuant to NEPA satisfies the CEQA scoping requirement as long as notice is provided to the agencies and individuals listed above, and in accordance with these Local Guidelines. (See Local Guideline 5.04 for a discussion of NEPA.)

The City shall call the scoping meeting as soon as possible but not later than 30 days after the meeting was requested. If the scoping meeting is being conducted concurrently with the procedure in Government Code Section 65352 for the consideration of adoption or amendment of general plans, each entity receiving a proposed general plan or amendment of a general plan should have 45 days from the date the referring agency mails it or delivers it in which to comment unless a longer period is specified. The commenting entity may submit its comments at the scoping meeting.

A Responsible Agency or other public agency shall only make comments regarding those activities that are within its area of expertise or that are required to be carried out or approved by the Responsible Agency. These comments must be supported by specific documentation. Any mitigation measures submitted to the City by a Responsible or Trustee Agency shall be limited to measures that mitigate impacts to resources that are within the Responsible or Trustee Agency's authority.

For projects of statewide, area-wide, or regional significance, consultation with transportation planning agencies or with public agencies that have transportation facilities within their jurisdictions shall be for the purpose of obtaining information concerning the project's effect on major local arterials, public transit, freeways, highways, overpasses, on-ramps, off-ramps, and rail transit services. Moreover, the Lead Agency should also consult with public transit agencies with facilities within one-half mile of the proposed project. Any transportation planning agency or public agency that provides information to the Lead Agency must be notified of, and provided with, copies of any environmental documents relating to the project.

(Reference: State CEQA Guidelines, §§ 15082, 15083.)

7.11 EARLY CONSULTATION ON PROJECTS INVOLVING PERMIT ISSUANCE.

When the project involves the issuance of a lease, permit, license, certificate, or other entitlement for use by one or more public agencies, the City, upon request of the applicant, shall meet with the applicant regarding the range of actions, potential alternatives, mitigation measures and significant effects to be analyzed in depth in the EIR. The City may also consult with concerned persons identified by the applicant and persons who have made written requests to be consulted. Such requests for early consultation must be made not later than thirty (30) days after the City's decision to prepare an EIR.

7.12 CONSULTATION WITH WATER AGENCIES REGARDING LARGE DEVELOPMENT PROJECTS.

For certain development projects, cities and counties must consult with water agencies. If the City is a water provider for the project, the city or county may request consultation with the City. (See Local Guidelines Sections 5.16 and 5.17 for more information on these requirements.)

(Reference: State CEQA Guidelines, § 15155.)

7.13 AIRPORT LAND USE PLAN.

When the City prepares an EIR for a project within the boundaries of a comprehensive airport land use plan, or, if such a plan has not been adopted, for a project within two (2) nautical miles of a public airport or public use airport, the City shall utilize the Airport Land Use Planning Handbook published by Caltrans' Division of Aeronautics to assist in the preparation of the EIR relative to potential airport or related safety hazards and noise problems.

(Reference: State CEQA Guidelines, § 15154.)

7.14 GENERAL ASPECTS OF AN EIR.

Both a Draft and Final EIR must contain the information outlined in Local Guidelines Sections 7.17 and 7.18. Each element must be covered, and when elements are not separated into distinct sections, the document must state where in the document each element is covered.

The body of the EIR shall include summarized technical data, maps, diagrams and similar relevant information. Highly technical and specialized analyses and data should be included in appendices. Appendices may be prepared in separate volumes, but must be equally available to the public for examination. All documents used in preparation of the EIR must be referenced. An EIR shall not include "trade secrets," locations of archaeological sites and sacred lands, or any other information subject to the disclosure restrictions of the Public Records Act (Government Code Section 6250, et seq.).

The EIR should discuss environmental effects in proportion to their severity and probability of occurrence. Effects dismissed in the Initial Study as clearly insignificant and unlikely to occur need not be discussed.

The Initial Study should be used to focus the EIR so that the EIR identifies and discusses only the specific environmental problems or aspects of the project that have been identified as potentially significant or important. A copy of the Initial Study should be attached to the EIR or included in the administrative record to provide a basis for limiting the impacts discussed.

The EIR shall contain a statement briefly indicating the reason for determining that various effects of a project that could possibly be considered significant were not found to be significant and consequently were not discussed in detail in the EIR. The City should also note any conclusion by it that a particular impact is too speculative for evaluation.

The EIR should omit unnecessary descriptions of projects and emphasize feasible mitigation measures and alternatives to projects.

7.15 USE OF REGISTERED CONSULTANTS IN PREPARING EIRS.

An EIR is not a technical document that can be prepared only by a registered consultant or professional. However, state statutes may provide that only registered professionals can prepare certain technical studies that will be used in an EIR, or that will control the detailed design, construction, or operation of the proposed project and that will be prepared in support of an EIR.

(Reference: State CEQA Guidelines, § 15149.)

7.16 INCORPORATION BY REFERENCE.

An EIR, Negative Declaration, or Mitigated Negative Declaration may incorporate by reference all or portions of another document that is a matter of public record or is generally available to the public. Any incorporated document shall be considered to be set forth in full as part of the text of the environmental document. When all or part of another document is incorporated by reference, that document shall be made available to the public for inspection at the City's offices. The environmental document shall state where incorporated documents will be available for inspection.

When incorporation by reference is used, the incorporated part of the referenced document shall be briefly summarized, if possible, or briefly described if the data or information cannot be summarized. The relationship between the incorporated document and the EIR, Negative Declaration, or Mitigated Negative Declaration shall be described. When information from an environmental document that has previously been reviewed through the state review system ("State Clearinghouse") is incorporated by the City, the state identification number of the incorporated document should be included in the summary or text of the EIR.

(Reference: State CEQA Guidelines, § 15150.)

7.17 STANDARDS FOR ADEQUACY OF AN EIR.

An EIR should be prepared with a sufficient degree of analysis to provide decision-makers with information that enables them to make a decision that takes into account the environmental consequences of the project. The evaluation of environmental effects need not be

exhaustive, but must be within the scope of what is reasonably feasible. The EIR should be written and presented in such a way that it can be understood by governmental decision-makers and members of the public. A good faith effort at completeness is necessary. The adequacy of an EIR is assessed in terms of what is reasonable in light of factors such as the magnitude of the project at issue, the severity of its likely environmental impacts, and the geographic scope of the project. CEQA does not require a Lead Agency to conduct every test or perform all research, study, and experimentation recommended or demanded by commenters, but CEQA does require the Lead Agency to make a good faith, reasoned response to timely comments raising significant environmental issues.

There is no need to unreasonably delay adoption of an EIR in order to include results of studies in progress, even if those studies will shed some additional light on subjects related to the project.

(Reference: State CEQA Guidelines, § 15151.)

7.18 FORM AND CONTENT OF EIR.

The text of the EIR should normally be less than 150 pages. For proposals of unusual scope or complexity, the EIR may be longer than 150 pages but should normally be less than 300 pages. The required contents of an EIR are set forth in Sections 15122 through 15132 of the State CEQA Guidelines. In brief, the EIR must contain:

- (a) A table of contents or an index;
- (b) A brief summary of the proposed project, including each significant effect with proposed mitigation measures and alternatives, areas of known controversy and issues to be resolved including the choice among alternatives, how to mitigate the significant effects and whether there are any significant and unavoidable impacts (generally, the summary should be less than fifteen (15) pages);
- (c) A description of the proposed project, including its underlying purpose and a list of permit and other approvals required to implement the project (see Local Guidelines Section 7.24 regarding analysis of future project expansion);
- (d) A description of the environmental setting, which includes the project's physical environmental conditions from both a local and regional perspective at the time the Notice of Preparation is published, or if no Notice of Preparation is published, at the time environmental analysis begins. (State CEQA Guidelines Section 15125.) This environmental setting will normally constitute the baseline physical conditions by which the Lead Agency determines whether an impact is significant. However, the City, when acting as Lead Agency, may choose any baseline that is appropriate as long as the City's choice of baseline is supported by substantial evidence;
- (e) A discussion of any inconsistencies between the proposed project and applicable general, specific and regional plans. Such plans include, but are not limited to, the applicable air quality attainment or maintenance plan or State Implementation Plan, area-wide waste treatment and water quality control plans, regional transportation plans, regional housing allocation, regional blueprint plans, plans for the reduction of greenhouse gas emissions, habitat conservation plans, natural community conservation plans and regional land use plans;

- (f) A description of the direct and indirect significant environmental impacts of the proposed project explaining which, if any, can be avoided or mitigated to a level of insignificance, indicating reasons that various possible significant effects were determined not to be significant and denoting any significant effects that are unavoidable or could not be mitigated to a level of insignificance. Direct and indirect significant effects shall be clearly identified and described, giving due consideration to both short-term and long-term effects;
- (g) Potentially significant energy implications of a project must be considered to the extent relevant and applicable to the project (see Local Guidelines Section 5.20);
- (h) An analysis of a range of alternatives to the proposed project that could feasibly attain the project's objectives as discussed in Local Guidelines Section 7.23;
- (i) A description of any significant irreversible environmental changes that would be involved in the proposed action should it be implemented if, and only if, the EIR is being prepared in connection with:
 - (1) The adoption, amendment, or enactment of a plan, policy, or ordinance of a public agency;
 - (2) The adoption by a Local Agency Formation Commission of a resolution making determinations; or
 - (3) A project that will be subject to the requirement for preparing an Environmental Impact Statement pursuant to NEPA;
- (j) An analysis of the growth-inducing impacts of the proposed action. The discussion should include ways in which the project could foster economic or population growth, or the construction of additional housing, either directly or indirectly, in the surrounding environment. Growth-inducing impacts may include the estimated energy consumption of growth induced by the project;
- (k) A discussion of any significant, reasonably anticipated future developments and the cumulative effects of all proposed and anticipated action as discussed in Local Guidelines Section 7.24;
- (l) In certain situations, a regional analysis should be completed for certain impacts, such as air quality;
- (m) A discussion of any economic or social effects, to the extent that they cause, or may be used to determine, significant environmental impacts;
- (n) A statement briefly indicating the reasons that various possible significant effects of a project were determined not to be significant and, therefore, were not discussed in the EIR;
- (o) The identity of all federal, state or local agencies or other organizations and private individuals consulted in preparing the EIR, and the identity of the persons, firm or agency preparing the EIR, by contract or other authorization. To the fullest extent possible, the City should integrate CEQA review with these related environmental review and consultation requirements;
- (p) A discussion of those potential effects of the proposed project on the environment that the City has determined are or may be significant. The discussion on other effects may be limited to a brief explanation as to why those effects are not potentially significant; and

- (q) A description of feasible measures, as set forth in Local Guidelines Section 7.22, which could minimize significant adverse impacts.

(Reference: State CEQA Guidelines, §§ 15120-15148.)

7.19 CONSIDERATION AND DISCUSSION OF SIGNIFICANT ENVIRONMENTAL IMPACTS.

An EIR must identify and focus on the significant effects of the proposed project on the environment. In assessing the proposed project's potential impacts on the environment, the City should normally limit its examination to comparing changes that would result from the project as compared to the existing physical conditions in the affected area as they exist when the Notice of Preparation is published. If a Notice of Preparation is not published for the project, the City should compare the proposed project's potential impacts to the physical conditions that exist at the time environmental review begins. Direct and indirect significant effects of the project on the environment must be clearly identified and described, considering both the short-term and long-term effects. The discussion should include relevant specifics of the area, the resources involved, physical changes, alterations to ecological systems, and changes induced in population distribution, population concentration, the human use of the land (including commercial and residential development), health and safety problems caused by the physical changes, and other aspects of the project that may impact resources in the project area, such as water, historical resources, scenic quality, and public services. The EIR must also analyze any significant environmental effects the project might cause or risk exacerbating by bringing development and people into the area. If applicable, an EIR should also evaluate any potentially significant direct, indirect, or cumulative environmental impacts of locating development in areas susceptible to hazardous conditions (e.g., floodplains, coastlines, wildfire risk areas), including both short-term and long-term conditions, as identified on authoritative hazard maps, risk assessments or in land use plans addressing such hazards areas.

If analysis of the project's energy use reveals that the project may result in significant environmental effects due to wasteful, inefficient, or unnecessary use of energy, or wasteful use of energy resources, the EIR shall mitigate that energy use. This analysis should include the project's energy use for all project phases and components, including transportation-related energy, during construction and operation. In addition to building code compliance, other relevant considerations may include, among others, the project's size, location, orientation, equipment use and any renewable energy features that could be incorporated into the project. This analysis is subject to the rule of reason and shall focus on energy use that is caused by the project. This analysis may be included in related analyses of air quality, greenhouse gas emissions, transportation or utilities in the discretion of the Lead Agency.

The EIR must describe all significant impacts, including those that can be mitigated but not reduced to a level of insignificance. Where there are impacts that cannot be alleviated without imposing an alternative design, their implications and the reasons why the project is being proposed, notwithstanding their effect, should be described.

The EIR must also discuss any significant irreversible environmental changes that would be caused by the project. For example, use of nonrenewable resources during the initial and continued phases of a project may be irreversible if a large commitment of such resources makes

removal or nonuse thereafter unlikely. Additionally, irreversible commitment of resources may include a discussion of how the project preempts future energy development or future energy conservation. The discussion of irreversible commitment of resources may include a discussion of how the project preempts future energy development or future energy conservation. Irretrievable commitments of resources to the proposed project should be evaluated to assure that such current consumption is justified.

(Reference: Pub. Resources Code, § 21100.)

7.20 ENVIRONMENTAL SETTING

An EIR must include a description of the physical environmental conditions in the vicinity of the project. This environmental setting will normally constitute the baseline physical conditions by which the Lead Agency determines whether an impact is significant. The description of the environmental setting shall be no longer than is necessary to provide an understanding of the significant effects of the proposed project and its alternatives. The purpose of this requirement is to give the public and decision makers the most accurate and understandable picture practically possible of the project's likely near-term and long-term impacts.

(1) Generally, the Lead Agency should describe physical environmental conditions as they exist at the time the Notice of Preparation is published, or if no Notice of Preparation is published, at the time environmental analysis is commenced, from both a local and regional perspective. Where existing conditions change or fluctuate over time, and where necessary to provide the most accurate picture practically possible of the project's impacts, the Lead Agency may define existing conditions by referencing historic conditions, or conditions expected when the project becomes operational, or both, that are supported with substantial evidence. In addition, the Lead Agency may also use baselines consisting of both existing conditions and projected future conditions that are supported by reliable projections based on substantial evidence in the record.

(2) The Lead Agency may use projected future conditions (beyond the date of project operations) as the sole baseline for analysis only if it demonstrates with substantial evidence that use of existing conditions would be either misleading or without informative value to decision-makers and the public. Use of projected future conditions as the only baseline must be supported by reliable projections based on substantial evidence in the record.

(3) An existing conditions baseline shall not include hypothetical conditions—such as those that might be allowed, but have never actually occurred, under existing permits or plans—as the baseline.

(State CEQA Guidelines, § 15125.)

7.21 ANALYSIS OF CUMULATIVE IMPACTS.

An EIR must discuss cumulative impacts when the project's incremental effect is "cumulatively considerable" as defined in Local Guidelines Section 11.14. When the City is examining a project with an incremental effect that is not "cumulatively considerable," it need

not consider that effect significant, but must briefly describe the basis for this conclusion. A project's contribution may be less than cumulatively considerable if the project is required to implement or fund its fair share of a mitigation measure designed to alleviate the cumulative impact. When relying on a fee program or mitigation measure(s), the City must identify facts and analysis supporting its conclusion that the cumulative impact is less than significant.

The City may determine that a project's incremental contribution to a cumulative effect is not cumulatively considerable if the project will comply with the requirements in a previously approved plan or mitigation program that provides specific requirements that will avoid or substantially lessen the cumulative problem in the geographic area in which the project is located. Such plans and programs may include, but are not limited to:

- (1) Water quality control plans;
- (2) Air quality attainment or maintenance plans;
- (3) Integrated waste management plans;
- (4) Habitat conservation plans;
- (5) Natural community conservation plans; and/or
- (6) Plans or regulations for the reduction of greenhouse gas emissions.

When relying on such a regulation, plan, or program, the City should explain how implementing the particular requirements of the plan, regulation or program will ensure that the project's incremental contribution to the cumulative effect is not cumulatively considerable.

A cumulative impact consists of an impact that is created as a result of the combination of the project evaluated in the EIR together with other projects causing related impacts. An EIR should not discuss impacts that do not result in part from the project evaluated in the EIR.

The discussion of cumulative impacts in an EIR must focus on the cumulative impacts to which the identified other projects contribute, rather than on the attributes of other projects that do not contribute to the cumulative impact. The discussion of significant cumulative impacts must include either of the following:

- (1) A list of past, present, and probable future projects causing related or cumulative impacts including, if necessary, those projects outside the control of the City; or
- (2) A summary of projections contained in an adopted local, regional or statewide plan, or related planning document, that describes or evaluates conditions contributing to the cumulative effect. Such plans may include: a general plan, regional transportation plan, or a plan for the reduction of greenhouse gas emissions. A summary of projections may also be contained in an adopted or certified prior environmental document for such a plan. Such projections may be supplemented with additional information such as a regional modeling program.

Documents used in creating a summary of projections must be referenced and made available to the public.

When utilizing a list, as suggested above, factors to consider when determining whether to include a related project should include the nature of each environmental resource being examined and the location and type of project. Location may be important, for example, when water quality impacts are involved since projects outside the watershed would probably not contribute to a cumulative effect. Project type may be important, for example, when the impact is specialized, such as a particular air pollutant or mode of traffic.

Public Resources Code section 21094 also states that if a Lead Agency determines that a cumulative effect has been adequately addressed in an earlier EIR, it need not be examined in a later EIR if the later project's incremental contribution to the cumulative effect is not cumulatively considerable. A cumulative effect has been adequately addressed in the prior EIR if:

- (1) it has been mitigated or avoided as a result of the prior EIR; or
- (2) the cumulative effect has been examined in a sufficient level of detail to enable the effect to be mitigated or avoided by site-specific revisions, the imposition of conditions, or other means in connection with the approval of the later project.

Public Resources Code section 21094 only applies to earlier projects that (1) are consistent with the program, plan, policy, or ordinance for which an environmental impact report has been prepared and certified, (2) are consistent with applicable local land use plans and zoning of the city, county, or city and county in which the later project would be located and (3) are not subject to Public Resources Code section 21166.

If the Lead Agency determines that the cumulative effect has been adequately addressed in a prior EIR, the Lead Agency should clearly explain the basis for its determination in the current environmental documentation for the project.

The City should define the geographic scope of the area affected by the cumulative effect and provide a reasonable explanation for the geographic limitation used.

(Reference: State CEQA Guidelines, § 15130.)

7.22 ANALYSIS OF MITIGATION MEASURES.

The discussion of mitigation measures in an EIR must distinguish between measures proposed by project proponents and other measures proposed by Lead, Responsible or Trustee Agencies. This discussion shall identify mitigation measures for each significant environmental effect identified in the EIR.

Where several measures are available to mitigate an impact, each should be disclosed and the basis for selecting a particular measure should be identified. Formulation of mitigation measures shall not be deferred until some future time. The specific details of a mitigation measure, however, may be developed after project approval when it is impractical or infeasible.

to include those details during the project's environmental review provided that the Lead Agency (1) commits itself to the mitigation, (2) adopts specific performance standards the mitigation will achieve, and (3) identifies the type(s) of potential action(s) that can feasibly achieve that performance standard and that will be considered, analyzed, and potentially incorporated in the mitigation measure. Compliance with a regulatory permit or other similar process may be identified as mitigation if compliance would result in implementation of measures that would be reasonably expected, based on substantial evidence in the record, to reduce the significant impact to the specified performance standards.

If a mitigation measure would cause one or more significant effects in addition to those that would be caused by the project as proposed, the effects of the mitigation measure shall be disclosed but in less detail than the significant effects of the project itself.

If a project includes a housing development, the City may not reduce the project's proposed number of housing units as a mitigation measure or project alternative if the City determines that there is another feasible specific mitigation measure or project alternative that would provide a comparable level of mitigation without reducing the number of housing units.

Mitigation measures must be fully enforceable through permit conditions, agreements, or other legally binding instruments. In the case of the adoption of a plan, policy, regulation, or other public project, mitigation measures can be incorporated into the plan, policy, regulation, or project design. Mitigation measures must also be consistent with all applicable constitutional requirements such as the "nexus" and "rough proportionality" standards—i.e., there must be an essential nexus between the mitigation measure and a legitimate governmental interest, and the mitigation measure must be "roughly proportional" to the impacts of the project.

Where maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation or reconstruction of a historical resource will be conducted in a manner consistent with the Secretary of the Interior's "Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings" (1995), Weeks and Grimmer, the project's impact on the historical resource shall generally be considered mitigated below a level of significance and thus not significant.

The City should, whenever feasible, seek to avoid damaging effects on any historical resource of an archaeological nature. The following must be considered and discussed in an EIR for a project involving an archaeological site:

- (a) Preservation in place is the preferred manner of mitigating impacts to archaeological sites; and
- (b) Preservation in place may be accomplished by, but is not limited to, the following:
 - (1) Planning construction to avoid archaeological sites;
 - (2) Incorporation of sites within parks, green space, or other open spaces;
 - (3) Covering the archaeological sites with a layer of chemically stable soil before building tennis courts, parking lots, or similar facilities on the site; and/or

(4) Deeding the site into a permanent conservation easement.

When data recovery through excavation is the only feasible mitigation, a data recovery plan, which makes provision for adequately recovering the scientifically consequential information from and about the historical resource, shall be prepared and adopted prior to excavation. Such studies must be deposited with the California Historical Resources Regional Information Center.

Data recovery shall not be required for a historical resource if the City determines that existing testing or studies have adequately recovered the scientifically consequential information from and about the archaeological or historical resource, provided that the determination is documented in the EIR and that the studies are deposited with the California Historical Resources Regional Information Center.

(Reference: State CEQA Guidelines, § 15126.4.)

7.23 ANALYSIS OF ALTERNATIVES IN AN EIR.

The alternatives analysis must describe and evaluate the comparative merits of a range of reasonable alternatives to the project or to the location of the project which would feasibly attain most of the basic objectives of the project, but which would avoid or substantially lessen any of the significant effects of the project. An EIR need not consider every conceivable alternative to a project, and it need not consider alternatives that are infeasible. Rather, an EIR must consider a reasonable range of potentially feasible alternatives that will foster informed decision-making and public participation.

Purpose of the Alternatives Analysis: An EIR must identify ways to mitigate or avoid the significant effects that a project may have on the environment. For this reason, a discussion of alternatives must focus on alternatives to the project or its location that are capable of avoiding or substantially lessening any significant effect of the project, even if these alternatives would impede to some degree the attainment of the project objectives or would be more costly.

Selection of a Range of Reasonable Alternatives: The range of potential alternatives to the proposed project shall include those that could feasibly accomplish most of the basic purposes of the project and could avoid or substantially lessen one or more of the significant effects, even if those alternatives would be more costly or would impede to some degree the attainment of the project's objectives. The EIR should briefly describe the rationale for selecting the alternatives to be discussed. The EIR should also identify any alternatives that were considered by the Lead Agency and rejected as infeasible during the scoping process, and it should briefly explain the reasons for rejecting those alternatives. Additional information explaining the choice of alternatives should be included in the administrative record. Among the factors that may be used to eliminate alternatives from detailed consideration in an EIR are: (a) failure to meet most of the basic project objectives; (b) infeasibility; or (c) inability to avoid significant environmental impacts.

Evaluation of Alternatives: The EIR shall include sufficient information about each alternative to allow meaningful evaluation, analysis and comparison with the proposed project. A matrix displaying the major characteristics and significant environmental effects of each

alternative may be used to summarize the comparison. The matrix may also identify and compare the extent to which each alternative meets project objectives. If an alternative would cause one or more significant effects in addition to those that would be caused by the project as proposed, the significant effects of the alternative shall be discussed but in less detail than the significant effects of the project as proposed.

The Rule of Reason: The range of alternatives required in an EIR is governed by a “rule of reason” which courts have held means that an alternatives discussion must be reasonable in scope and content. Therefore, the EIR must set forth only those alternatives necessary to permit public participation, informed decision-making, and a reasoned choice. The alternatives shall be limited to ones that would avoid or substantially lessen any of the significant effects of the project. Of those alternatives, the EIR need examine in detail only the ones the City determines could feasibly attain most of the basic objectives of the project. An EIR need not consider an alternative whose effect cannot be reasonably ascertained and whose implementation is remote and speculative.

Feasibility of Alternatives: The factors that may be taken into account when addressing the feasibility of alternatives include: site suitability; economic viability; availability of infrastructure; general plan consistency; other plans or regulatory limitations; jurisdictional boundaries (projects with a regionally significant impact should consider the regional context); and whether the proponent already owns the alternative site or can reasonably acquire, control or otherwise have access to the site. No one factor establishes a fixed limit on the scope of reasonable alternatives.

Alternative Locations: The first step in the alternative location analysis is to determine whether any of the significant effects of the project could be avoided or substantially lessened by putting the project in another location. This is the key question in this analysis. Only locations that would avoid or substantially lessen any of the significant effects of the project need be considered for inclusion in the EIR.

The second step in this analysis is to determine whether any of the alternative locations are feasible. If the City concludes that no feasible alternative locations exist, it must disclose its reasons, and it should include them in the EIR. When a previous document has sufficiently analyzed a range of reasonable alternative locations and environmental impacts for a project with the same basic purpose, the City should review the previous document and incorporate the previous document by reference. To the extent the circumstances have remained substantially the same with respect to an alternative, the EIR may rely on the previous document to help it assess the feasibility of the potential project alternative.

The “No Project” Alternative: The specific alternative of “no project” must be evaluated along with its impacts. The purpose of describing and analyzing the no project alternative is to allow decision-makers to compare the impacts of approving the proposed project with the impacts of not approving the proposed project. The no project alternative may be different from the baseline environmental conditions. The no project alternative will be the same as the baseline only if it is identical to the existing environmental setting and the Lead Agency has chosen the existing environmental setting as the baseline.

A discussion of the “no project” alternative should proceed along one of two lines:

- (a) When the project is the revision of an existing land use or regulatory plan, policy or ongoing operation, the “no project” alternative will be the continuation of the existing plan, policy or operation into the future. Typically, this is a situation where other projects initiated under the existing plan will continue while the new plan is developed. Thus, the projected impacts of the proposed plan or alternative plans would be compared to the impacts that would occur under the existing plan; or
- (b) If the project is other than a land use or regulatory plan, for example a development project on identifiable property, the “no project” alternative is the circumstance under which the project does not proceed. This discussion would compare the environmental effects of the property remaining in its existing state against environmental effects that would occur if the project is approved. If disapproval of the project would result in predictable actions by others, such as the proposal of some other project, this “no project” consequence should be discussed.

After defining the “no project” alternative, the City should proceed to analyze the impacts of the “no project” alternative by projecting what would reasonably be expected to occur in the foreseeable future if the project were not approved, based on current plans and consistent with available infrastructure and community services. If the “no project” alternative is the environmentally superior alternative, the EIR must also identify another environmentally superior alternative among the remaining alternatives.

Remote or Speculative Alternatives: An EIR need not consider an alternative whose effect cannot be reasonably ascertained and whose implementation is remote and speculative.

(Reference: State CEQA Guidelines, § 15126.6.)

7.24 ANALYSIS OF FUTURE EXPANSION.

An EIR must include an analysis of the environmental effects of future expansion (or other similar future modifications) if there is credible and substantial evidence that:

- (a) The future expansion or action is a reasonably foreseeable consequence of the initial project; and
- (b) The future expansion or action is likely to change the scope or nature of the initial project or its environmental effects.

Absent these two circumstances, future expansion of a project need not be discussed. CEQA does not require speculative discussion of future development that is unspecific or uncertain. However, if future action is not considered now, it must be considered and environmentally evaluated before it is actually implemented.

(Reference: *Laurel Heights Improvement Ass’n v. Regents of University of California* (1988) 47 Cal.3d 376, 396.)

7.25 NOTICE OF COMPLETION OF DRAFT EIR; NOTICE OF AVAILABILITY OF DRAFT EIR.

Notice of Completion. When the Draft EIR is completed, a Notice of Completion (Form “H”) must be filed with OPR in a printed hard copy or in electronic form on a diskette or by electronic mail transmission. The Notice shall contain:

- (a) A brief description of the proposed project;
- (b) The location of the proposed project including the proposed project’s latitude and longitude;
- (c) An address where copies of the Draft EIR are available and a description of how the Draft EIR can be provided in an electronic format; and
- (d) The review period during which comments will be received on the Draft EIR.

OPR has developed a model form Notice of Completion. Form H follows OPR’s model. To ensure that the documents are accepted by OPR staff, this form should be used when documents are transmitted to OPR.

Notice of Availability. At the same time it sends a Notice of Completion to OPR, the City shall provide public notice of the availability of the Draft EIR by distributing a Notice of Availability of Draft EIR (Form “K”). The Notice of Availability shall include at least the following information:

- (a) A brief description of the proposed project and its location;
- (b) The starting and ending dates for the review period during which the City will receive comments, the manner in which the City will receive those comments, and whether the review period has been shortened;
- (c) The date, time, and place of any scheduled public meetings or hearings to be held by the City on the proposed project, if the City knows this information when it prepares the Notice;
- (d) A list of the significant environmental effects anticipated as a result of the project;
- (e) The address where copies of the EIR and all documents incorporated by reference in the EIR will be available for public review, and a description of how the Draft EIR can be obtained in electronic format. This location shall be readily accessible to the public during the City’s normal working hours ; and
- (f) A statement indicating whether the project site is included on any list of hazardous waste facilities, land designated as hazardous waste property, or hazardous waste disposal site, and, if so, the information required in the Hazardous Waste and Substances Statement pursuant to Government Code Section 65962.5.

The Notice of Availability shall be provided to:

- (a) Each Responsible and Trustee Agency;
- (b) Any other federal, state, or local agency that has jurisdiction by law or exercises authority over resources affected by the project, including:
 - (1) Any water supply agency consulted under Local Guidelines Section 5.16;
 - (2) Any city or county bordering on the project area;

- (3) For a project of statewide, regional, or area-wide significance, any transportation agencies or public agencies that have major local arterials or public transit facilities within five (5) miles of the project site; or freeways, highways, or rail transit service within ten (10) miles of the project site that could be affected by the project;
 - (4) For a subdivision project located within one mile of a facility of the State Water Resources Development System, the California Department of Water Resources; and
 - (5) For a general plan amendment, a project of statewide, regional, or area-wide significance, or a project that relates to a public use airport, to any “military service” (defined in Section 11.42 of these Local Guidelines) that has provided the City with its contact office and address and notified the City of the specific boundaries of a “low-level flight path” (defined in Section 11.37 of these Local Guidelines), “military impact zone” (defined in Section 11.41 of these Local Guidelines), or “special use airspace” (defined in Section 11.67 of these Local Guidelines);
- (c) The last known name and address of all organizations and individuals who have previously filed a written request with the City to receive these Notices;
 - (d) For certain projects that may impact a low-level flight path, military impact zone, or special use airspace and that meet the other criteria of Local Guidelines Section 7.04, the specified military services contact;
 - (e) For certain projects that involve the construction or alteration of a facility anticipated to emit hazardous air emissions or handle hazardous substances within one-quarter mile of a school and that meet the other requirements of Local Guidelines Section 7.36, any potentially affected school district;
 - (f) For certain waste-burning projects that meet the requirements of Local Guidelines Section 5.11 (see also Local Guidelines Section 7.27), the owners and occupants of property within one-fourth mile of any parcel on which the project will be located; and
 - (g) For a project that establishes or amends a redevelopment plan that contains land in agricultural use, notice and a copy of the Draft EIR shall be provided to the agricultural and farm agencies and organizations specified in Health and Safety Code Section 33333.3.

The City requires requests for copies of these Notices to be in writing and to be renewed annually; moreover, the City may charge a fee for the reasonable cost of providing these Notices. A project will not be invalidated due to a failure to send a requested Notice provided there has been substantial compliance with these notice provisions.

Staff may also consult with and obtain comments from any person known to have special expertise or any other person or organization whose comments relative to the Draft EIR would be desirable.

In addition, notice shall be given to the public by at least one of the following procedures:

- (a) Publication of the Notice of Completion and/or the Notice of Availability at least once in a newspaper of general circulation in the area affected by the proposed project. If more than one area will be affected, the notice shall be published in the newspaper of largest circulation from among the newspapers of general circulation in those areas;
- (b) Posting of the Notice of Completion and/or the Notice of Availability on and off site in the area where the project is to be located; or
- (c) Direct mailing of the Notice of Completion and/or the Notice of Availability to owners and occupants of property contiguous to the project, as identified on the latest equalized assessment roll.

The Notice of Completion and Notice of Availability shall be posted in the office of the Clerk in each county in which the project is located for at least thirty (30) days. If the public review period for the Draft EIR is longer than thirty (30) days, the City may wish to leave the Notice posted until the public review period for the Draft EIR has expired.

Copies of the Draft EIR shall also be made available at the City office for review by members of the general public. The City may require any person obtaining a copy of the Draft EIR to reimburse the City for the actual cost of its reproduction. Copies of the Draft EIR should also be furnished to appropriate public library systems.

The City is encouraged to make copies of filed notices available in electronic format on the Internet. Such electronic postings are in addition to the procedures required by the CEQA Guidelines and the Public Resources Code.

(Reference: State CEQA Guidelines, §§ 15085, 15087.)

7.26 SUBMISSION OF DRAFT EIR TO STATE CLEARINGHOUSE.

A Draft EIR must be submitted to the State Clearinghouse for review by state agencies in the following situations:

- (a) A state agency is the Lead Agency for the Draft EIR;
- (b) A state agency is a Responsible Agency, Trustee Agency, or otherwise has jurisdiction by law over resources potentially affected by the project; or
- (c) The Draft EIR is for a project identified in State CEQA Guidelines Section 15206 as being a project of statewide, regional, or area-wide significance.

State CEQA Guidelines Section 15206 identifies the following types of projects as being examples of projects of statewide, regional, or area-wide significance that require submission to the State Clearinghouse for circulation:

- (1) General plans, elements, or amendments for which an EIR was prepared;
- (2) Projects that have the potential for causing significant environmental effects beyond the city or county where the project would be located, such as:
 - (a) Residential development of more than 500 units;

- (b) Commercial projects employing more than 1,000 persons or covering more than 500,000 square feet of floor space;
 - (c) Office building projects employing more than 1,000 persons or covering more than 250,000 square feet of floor space;
 - (d) Hotel or motel development of more than 500 rooms; and
 - (e) Industrial projects housing more than 1,000 persons, occupying more than 40 acres of land, or covering more than 650,000 square feet of floor area;
- (3) Projects for the cancellation of a Williamson Act contract covering more than 100 acres;
- (4) Projects in one of the following Environmentally Sensitive Areas:
- (a) Lake Tahoe Basin;
 - (b) Santa Monica Mountains Zone;
 - (c) Sacramento-San Joaquin River Delta;
 - (d) Suisun Marsh;
 - (e) Coastal Zone, as defined by the California Coastal Act;
 - (f) Areas within one-quarter mile of a river designated as wild and scenic; or
 - (g) Areas within the jurisdiction of the San Francisco Bay Conservation and Development Commission;
- (5) Projects that would affect sensitive wildlife habitats or the habitats of any rare, threatened, or endangered species;
- (6) Projects that would interfere with water quality standards; and
- (7) Projects that would provide housing, jobs, or occupancy for 500 or more people within 10 miles of a nuclear power plant.

A Draft EIR may be submitted to the State Clearinghouse when a state agency has special expertise with regard to the environmental impacts involved.

When the Draft EIR will be reviewed through the State review process handled by the State Clearinghouse, a Notice of Completion (Form "H") should be used as a cover sheet. If the City uses the State Clearinghouse's online process to submit the Notice of Completion form, the form generated on the Internet site satisfies the State Clearinghouse's requirements.

A sufficient number of copies of the documents must be sent to the State Clearinghouse for circulation. Staff should contact the State Clearinghouse to find out the correct number of printed copies required for circulation. Minimally, the City must submit one (1) copy of the Notice of Completion and fifteen (15) copies of the entire document.

The City may submit fifteen (15) hard copies of the entire draft environmental document or fifteen (15) CD-ROMs of the entire document. The document must be on a CD-ROM in a common file format such as Word or Acrobat. In addition, each CD-ROM must be accompanied by fifteen (15) printed copies of the Draft EIR summary (as described in Local Guidelines Section 6.11), executive summary, or introduction section. Form "Q" may be used as a cover

sheet for document transmittal. The summary allows both the State Clearinghouse and the various agency CEQA coordinators to distribute the documents quickly without the use of a computer.

Submission of the Draft EIR to the State Clearinghouse affects the timing of the public review period as set forth in Local Guidelines Section 7.28.

(Reference: State CEQA Guidelines, §§ 15205, 15206.)

7.27 SPECIAL NOTICE REQUIREMENTS FOR WASTE- AND FUEL-BURNING PROJECTS.

For any waste-burning project, as defined in Local Guidelines Section 5.11, in addition to the notice requirements specified in Local Guidelines Sections 7.25 and 7.26, Notice of Availability of the Draft EIR shall be given by direct mailing or any other method calculated to provide delivery of the notice to the owners and occupants of property within one-fourth mile of any parcel or parcels on which the project is located.

(Reference: Pub. Resources Code, § 21092(c).)

7.28 TIME FOR REVIEW OF DRAFT EIR; FAILURE TO COMMENT.

A period of between thirty (30) and sixty (60) days from the filing of the Notice of Completion of the Draft EIR shall be allowed for review of and comment on the Draft EIR, except in unusual situations. When a Draft EIR is submitted to the State Clearinghouse for review by state agencies, the public review period shall be at least forty-five (45) days, unless a shorter period is approved by the State Clearinghouse as discussed below.

If a state agency is a Responsible Agency, or if the Draft EIR is submitted to the State Clearinghouse, the public review period shall be at least as long as the review period established by the State Clearinghouse. The public review period and the state agency review period may, but are not required to, begin and end at the same time. The state agency review period begins (day one) on the date that the State Clearinghouse distributes the Draft EIR to state agencies. The State Clearinghouse is required to distribute the Draft EIR to state agencies within three (3) working days from the date the State Clearinghouse receives the document, as long as the Draft EIR is complete when submitted to the State Clearinghouse. If the document submitted to the State Clearinghouse is not complete, the State Clearinghouse must notify the Lead Agency. The review period for the public and all other agencies may run concurrently with the state agency review period established by the State Clearinghouse.

Under certain circumstances, a shorter review period of the Draft EIR by the State Clearinghouse can be requested by the City; however, a shortened review period shall not be less than thirty (30) days for a Draft EIR. Any request for a shortened review period must be made in writing by the City to OPR. The City may designate a person to make these requests. The City must contact all Responsible and Trustee agencies and obtain their agreement prior to obtaining a shortened review period. (See the Shortened Review Request Form “P.”)

A shortened review period is not available for any proposed project of statewide, regional or area-wide environmental significance as determined pursuant to State CEQA Guidelines

Section 15206. Any approval of a shortened review period shall be given prior to, and reflected in, the public notices.

In the event a public agency, group, or person whose comments on a Draft EIR are solicited fails to comment within the required time period, it shall be presumed that such agency, group, or person has no comment to make, unless the Lead Agency has received a written request for a specific extension of time for review and comment and a statement of reasons for the request.

Continued planning activities concerning the proposed project, short of formal approval, may continue during the period set aside for review and comment on the Draft EIR.

(Reference: State CEQA Guidelines, §§ 15203, 15205(d).)

7.29 PUBLIC HEARING ON DRAFT EIR.

CEQA does not require formal public hearings for certification of an EIR; public comments may be restricted to written communications. (However, a hearing is required to utilize the limited exemption for Transit Priority Projects as explained in Local Guidelines Section 3.16; to adopt a bicycle transportation plan as explained in Local Guidelines Section 3.19; and for certain other actions involving the replacement or deletion of mitigation measures under State CEQA Guidelines Section 15074.1.) However, if the City provides a public hearing on its consideration of a project, the City should include the project's environmental review documents as one of the subjects of the hearing. Notice of the time and place of the hearing shall be given in a timely manner in accordance with any legal requirements applicable to the proposed project. Generally, the requirements of the Ralph M. Brown Act will provide the minimum requirements for the inclusion of CEQA matters on agendas and at hearings. (Gov. Code, § 54950 et seq.) At a minimum, agendas for meetings and hearings before commissions, boards, councils, and other agencies must be posted in a location that is freely accessible to members of the public at least seventy-two (72) hours prior to a regular meeting. The agenda must contain a brief general description of each item to be discussed and the time and location of the meeting. (Gov. Code, § 54954.2.) Additionally, any legislative body or its presiding officer must post an agenda for each regular or special meeting on the local agency's Internet Web site, if the local agency has one.

(Reference: State CEQA Guidelines, § 15202.)

7.30 RESPONSE TO COMMENTS ON DRAFT EIR.

The Lead Agency shall evaluate any comments on environmental issues received during the public review period for the Draft EIR and shall prepare a written response to those comments that raise significant environmental issues.

As stated below, the City, as Lead Agency, should also consider evaluating and responding to any comments received after the public review period. The written responses shall describe the disposition of any significant environmental issues that are raised in the comments. The responses may take the form of a revision of the Draft EIR, an attachment to the Draft EIR, or some other oral or written response that is adequate under the circumstances. If the City's

position is at variance with specific recommendations or suggestions raised in the comment, the City's response must detail the reasons why such recommendations or suggestions were not accepted. The level of detail contained in the response, however, may correspond to the level of detail provided in the comment (i.e., responses to general comments may be general). A general response may be appropriate when a comment does not contain or specifically refer to readily available information, or does not explain the relevance of evidence submitted with the comment.

Moreover, the City shall respond to any specific suggestions for project alternatives or mitigation measures for significant impacts, unless such alternatives or mitigation measures are facially infeasible. The response shall contain recommendations, when appropriate, to alter the project as described in the Draft EIR as a result of an analysis of the comments received.

At least ten (10) days prior to certifying a Final EIR, the Lead Agency shall provide its proposed written response, either in printed copy or in an electronic format, to any public agency that has made comments on the Draft EIR during the public review period. The City, as Lead Agency, is not required to respond to comments received after the public review period. However, the City, as Lead Agency, should consider responding to all comments if it will not delay action on the Final EIR, since any comment received before final action on the EIR can form the basis of a legal challenge. A written response that addresses the comment or adequately explains the City's action in light of the comment may assist in defending against a legal challenge.

(Reference: State CEQA Guidelines, § 15088.)

7.31 PREPARATION AND CONTENTS OF FINAL EIR.

Following the receipt of any comments on the Draft EIR as required herein, such comments shall be evaluated by Staff and a Final EIR shall be prepared.

The Final EIR shall meet all requirements of Local Guidelines Section 7.18 and shall consist of the Draft EIR or a revision of the Draft, a section containing either verbatim or in summary the comments and recommendations received through the review and consultation process, a list of persons, organizations and public agencies commenting on the Draft, and a section containing the responses of the City to the significant environmental points raised in the review and consultation process.

(Reference: State CEQA Guidelines, §§ 15089, 15132.)

7.32 RECIRCULATION WHEN NEW INFORMATION IS ADDED TO EIR.

When significant new information is added to the EIR after notice and consultation but before certification, the Lead Agency must recirculate the Draft EIR for another public review period. The term "information" can include changes in the project or environmental setting as well as additional data or other information.

New information is significant only when the EIR is changed in a way that would deprive the public of a meaningful opportunity to comment upon a substantial adverse environmental

effect of a project or a feasible way to mitigate or avoid such an effect, including a feasible project alternative, that the project proponents decline to implement. Recirculation is required, for example, when:

- (1) New information added to an EIR discloses:
 - (a) A new significant environmental impact resulting from the project or from a new mitigation measure proposed to be implemented; or
 - (b) A significant increase in the severity of an environmental impact (unless mitigation measures are also adopted that reduce the impact to a level of insignificance); or
 - (c) A feasible project alternative or mitigation measure that clearly would lessen the significant environmental impacts of the project, but which the project proponents decline to adopt; or
- (2) The Draft EIR is so fundamentally and basically inadequate and conclusory in nature that meaningful public review and comment were precluded.

Recirculation is not required when the new information added to the EIR merely clarifies or amplifies or makes insignificant modifications in an adequate EIR. If the revision is limited to a few chapters or portions of the EIR, the City as Lead Agency need only recirculate the chapters or portions that have been modified. A decision to not recirculate an EIR must be supported by substantial evidence in the record.

When the City determines to recirculate a Draft EIR, it shall give Notice of Recirculation (Form “M”) to every agency, person, or organization that commented on the prior Draft EIR. The Notice of Recirculation must indicate whether new comments must be submitted and whether the City has exercised its discretion to require reviewers to limit their comments to the revised chapters or portions of the recirculated EIR. The City shall also consult again with those persons contacted pursuant to Local Guidelines Section 7.25 before certifying the EIR. When the EIR is substantially revised and the entire EIR is recirculated, the City may require that reviewers submit new comments and need not respond to those comments received during the earlier circulation period. In those cases, the City should advise reviewers that, although their previous comments remain part of the administrative record, the final EIR will not provide a written response to those comments, and new comments on the revised EIR must be submitted. The City need only respond to those comments submitted in response to the revised EIR.

When the EIR is revised only in part and the City is recirculating only the revised chapters or portions of the EIR, the City may request that reviewers limit their comments to the revised chapters or portions. The City need only respond to: (1) comments received during the initial circulation period that relate to chapters or portions of the document that were not revised and recirculated, and (2) comments received during the recirculation period that relate to the chapters or portions of the earlier EIR that were revised and recirculated.

When recirculating a revised EIR, either in whole or in part, the City must, in the revised EIR or by an attachment to the revised EIR, summarize the revisions made to the previously circulated draft EIR.

(Reference: State CEQA Guidelines, § 15088.5.)

7.33 CERTIFICATION OF FINAL EIR.

Following the preparation of the Final EIR, Staff shall review the Final EIR and make a recommendation to the decision-making body regarding whether the Final EIR has been completed in compliance with CEQA, the State CEQA Guidelines and the City's Local Guidelines. The Final EIR and Staff recommendation shall then be presented to the decision-making body. The decision-making body shall independently review and consider the information contained in the Final EIR and determine whether the Final EIR reflects its independent judgment. Before it approves the project, the decision-making body must certify and find that: (1) the Final EIR has been completed in compliance with CEQA, the State CEQA Guidelines and the City's Local Guidelines; (2) the Final EIR was presented to the decision-making body and the decision-making body reviewed and considered the information contained in the Final EIR before approving the project; and (3) the Final EIR reflects the City's independent judgment and analysis.

Except in those cases in which the City Council is the final decision-making body for the project, any interested person may appeal the certification or denial of certification of a Final EIR to the City Council. Appeals must follow the procedures prescribed by the City.

(Reference: State CEQA Guidelines, § 15090.)

7.34 CONSIDERATION OF EIR BEFORE APPROVAL OR DISAPPROVAL OF PROJECT.

Once the decision-making body has certified the EIR, it may then proceed to consider the proposed project for purposes of approval or disapproval.

(Reference: State CEQA Guidelines, § 15092.)

7.35 FINDINGS.

The decision-making body shall not approve or carry out a project if a completed EIR identifies one or more significant environmental effects of the project unless it makes one or more of the following written findings for each such significant effect, accompanied by a brief explanation of the rationale supporting each finding. For impacts that have been identified as potentially significant, the possible findings are:

- (a) Changes or alterations have been required in, or incorporated into, the project which mitigate or avoid the significant effects on the environment as identified in the Final EIR, such that the impact has been reduced to a less-than-significant level;
- (b) Such changes or alterations are within the responsibility and jurisdiction of another public agency and not the City. Such changes have been, or can and should be, adopted by that other agency; or
- (c) Specific economic, legal, social, technological or other considerations, including considerations for the provision of employment opportunities for highly trained workers, make infeasible the mitigation measures or alternatives identified in the Final EIR. The

decision-making body must make specific written findings stating why it has rejected an alternative to the project as infeasible.

The findings required by this Section shall be supported by substantial evidence in the record. Measures identified and relied on to mitigate environmental impacts identified in the EIR to below a level of significance should be expressly adopted or rejected in the findings. The findings should include a description of the specific reasons for rejecting any mitigation measures or project alternatives identified in the EIR that would reduce the significant impacts of the project. Any mitigation measures that are adopted must be fully enforceable through permit conditions, agreements, or other measures.

If any of the proposed alternatives could avoid or lessen an adverse impact for which no mitigation measures are proposed, the City shall analyze the feasibility of such alternative(s). If the project is to be approved without including such alternative(s), the City shall find that specific economic, legal, social, technological or other considerations, including considerations for the provision of employment opportunities for highly trained workers, make infeasible the alternatives identified in the Final EIR and shall list such considerations before such approval.

The decision-making body shall not approve or carry out a project as proposed unless: (1) the project as approved will not have a significant effect on the environment; or (2) the project's significant environmental effects have been eliminated or substantially lessened (as determined through one or more of the findings indicated above), and any remaining unavoidable significant effects have been found acceptable because of facts and circumstances described in a Statement of Overriding Considerations (see Local Guidelines Section 7.37). Statements in the Draft EIR or comments on the Draft EIR are not determinative of whether the project will have significant effects.

When making the findings required by this Section, the City as Lead Agency shall specify the location and custodian of the documents or other material which constitute the record of proceedings upon which it based its decision.

(Reference: State CEQA Guidelines, § 15091.)

7.36 SPECIAL FINDINGS REQUIRED FOR FACILITIES THAT MAY EMIT HAZARDOUS AIR EMISSIONS NEAR SCHOOLS.

Special procedural rules apply to projects involving the construction or alteration of a facility within one-quarter mile of a school when: (1) the facility might reasonably be anticipated to emit hazardous air emissions or to handle an extremely hazardous substance or a mixture containing extremely hazardous substances in a quantity equal to or greater than the threshold specified in Health and Safety Code Section 25532(j); and (2) the emissions or substances may pose a health or safety hazard to persons who would attend or would be employed at the school. If the project meets both of those criteria, the Lead Agency may not certify an EIR or approve a Negative Declaration or Mitigated Negative Declaration unless it makes a finding that:

- (a) The Lead Agency consulted with the affected school district or districts having jurisdiction over the school regarding the potential impact of the project on the school; and
- (b) The school district was given written notification of the project not less than thirty (30) days prior to the proposed certification of the EIR or approval of the Negative Declaration or Mitigated Negative Declaration.

Implementation of this Local Guideline shall be consistent with the definitions and terms utilized in State CEQA Guidelines section 15186.

Additionally, in its role as a Responsible Agency, the City should be aware that for projects involving the acquisition of a school site or the construction of a secondary or elementary school by a school district, the Negative Declaration, Mitigated Negative Declaration, or EIR prepared for the project may not be adopted or certified unless there is sufficient information in the entire record to determine whether any boundary of the school site is within 500 feet of the edge of the closest traffic lane of a freeway or other busy traffic corridor.

If it is determined that the project involves the acquisition of a school site that is within 500 feet of the edge of the closest traffic lane of a freeway, or other busy traffic corridor, the Negative Declaration, Mitigated Negative Declaration, or EIR may not be adopted or certified unless the school board determines, through a health risk assessment pursuant to Section 44360(b)(2) of the Health and Safety Code and after considering any potential mitigation measures, that the air quality at the proposed project site does not present a significant health risk to pupils.

(Reference: State CEQA Guidelines, § 15186.)

7.37 STATEMENT OF OVERRIDING CONSIDERATIONS.

Before a project that has unmitigated significant adverse environmental effects can be approved, the decision-making body must adopt a Statement of Overriding Considerations. If the decision-making body finds in the Statement of Overriding Considerations that specific benefits of a proposed project outweigh the unavoidable adverse environmental effects, the adverse environmental effects may be considered “acceptable.”

Accordingly, the Statement of Overriding Considerations allows the decision-making body to approve a project despite one or more unmitigated significant environmental impacts identified in the Final EIR. A Statement of Overriding Considerations can be made only if feasible project alternatives or mitigation measures do not exist to reduce the environmental impact(s) to a level of insignificance and the benefits of the project outweigh the adverse environmental effect(s). The feasibility of project alternatives or mitigation measures is determined by whether the project alternative or mitigation measure can be accomplished within a reasonable period of time, taking into account economic, environmental, social, legal and technological factors.

Project benefits that are appropriate to consider in the Statement of Overriding Considerations include the economic, legal, environmental, technological and social value of the project. The City may also consider region-wide or statewide environmental benefits.

Substantial evidence in the entire record must justify the decision-making body's findings and its use of the Statement of Overriding Considerations. If the decision-making body makes a Statement of Overriding Considerations, the Statement must be included in the record of the project approval and it should be referenced in the Notice of Determination.

(Reference: State CEQA Guidelines, § 15093.)

7.38 MITIGATION MONITORING OR REPORTING PROGRAM FOR EIR.

When making findings regarding an EIR, the City must do all of the following:

- (a) Adopt a reporting or monitoring program to assure that mitigation measures that are required to mitigate or avoid significant effects on the environment will be implemented by the project proponent or other responsible party in a timely manner, in accordance with conditions of project approval;
- (b) Make sure all conditions and mitigation measures are feasible and fully enforceable through permit conditions, agreements, or other measures. Such permit conditions, agreements, and measures must be consistent with applicable constitutional requirements such as the "nexus" and "rough proportionality" standards established by case law; and
- (c) Specify the location and the custodian of the documents which constitute the record of proceedings upon which the City based its decision in the resolution certifying the EIR.

There is no requirement that the reporting or monitoring program be circulated for public review; however, the City may choose to circulate it for public comments along with the Draft EIR. Any mitigation measures required to mitigate or avoid significant effects on the environment shall be adopted and made fully enforceable, such as by being imposed as conditions of project approval.

The adequacy of a mitigation monitoring program is determined by the "rule of reason." This means that a mitigation monitoring program does not need to provide every imaginable measure. It needs only to provide measures that are reasonably feasible and that are necessary to avoid significant impacts or to reduce the severity of impacts to a less-than-significant level.

The mitigation monitoring or reporting program shall be designed to assure compliance with the mitigation measures during the implementation and construction of the project. If a Responsible Agency or Trustee Agency has required that certain conditions be incorporated into the project, the City may request that agency to prepare and submit a proposed reporting or monitoring program. The City shall also require that, prior to the close of the public review period for a Draft EIR, the Responsible or Trustee Agency submit detailed performance objectives for mitigation measures, or refer the City to appropriate, readily available guidelines or reference documents. Any mitigation measures submitted to the City by a Responsible or Trustee Agency shall be limited to measures that mitigate impacts to resources that are within the Responsible or Trustee Agency's authority.

When a project is of statewide, regional, or area-wide significance, any transportation information resulting from the reporting or monitoring program required to be adopted by the City shall be submitted to the regional transportation planning agency where the project is located and to the Department of Transportation. The transportation planning agency and the

Department of Transportation are required by law to adopt guidelines for the submittal of these reporting or monitoring programs, so the City may wish to tailor its submittal to such guidelines.

Local agencies have the authority to levy fees sufficient to pay for this program. Therefore, the City may impose a program to charge project proponents fees to cover actual costs of program processing and implementation.

The City may delegate reporting or monitoring responsibilities to an agency or to a private entity that accepts the delegation; however, until mitigation measures have been completed, the City remains responsible for ensuring that implementation of the mitigation measures occurs in accordance with the program.

The City may choose whether its program will monitor mitigation, report on mitigation, or both. “Reporting” is defined as a written compliance review that is presented to the Board or an authorized staff person. A report may be required at various stages during project implementation or upon completion of the mitigation measure. Reporting is suited to projects that have readily measurable or quantitative mitigation measures or that already involve regular review. “Monitoring” is generally an ongoing or periodic process of project oversight. Monitoring is suited to projects with complex mitigation measures that may exceed the expertise of the City to oversee, are expected to be implemented over a period of time, or require careful implementation to assure compliance.

At its discretion, the City may adopt standardized policies and requirements to guide individually adopted programs.

Standardized policies or requirements for monitoring and reporting may describe, but are not limited to:

- (a) The relative responsibilities of various departments within the City for various aspects of the program;
- (b) The responsibilities of the project proponent;
- (c) Guidelines adopted by the City to govern preparation of programs;
- (d) General standards for determining project compliance with the mitigation measures and related conditions of approval;
- (e) Enforcement procedures for noncompliance, including provisions for administrative appeal; and/or
- (f) A process for informing the Board and staff of the relative success of mitigation measures and using those results to improve future mitigation measures.

When a project is of statewide, regional, or area-wide importance, any transportation information generated by a mitigation monitoring or reporting program must be submitted to the transportation planning agency in the region where the project is located, as well as to the Department of Transportation.

(Reference: State CEQA Guidelines, § 15097.)

7.39 NOTICE OF DETERMINATION.

After approval of a project for which the City is the Lead Agency, Staff shall cause a Notice of Determination (Form “F”) to be prepared, filed, and posted. The Notice of Determination shall include the following information:

- (a) An identification of the project, including its common name, where possible, and its location. If the notice of determination is filed with the State Clearinghouse, the State Clearinghouse identification number for the draft EIR shall be provided.
- (b) A brief description of the project;
- (c) The City’s name and the applicant’s name (if any). If different from the applicant, the Notice of Determination shall further provide, if applicable, the identity of the person undertaking the project that is supported, in whole or in part, through contracts, grants, subsidies, loans, or other forms of assistance from one or more public agencies, or the identity of the person receiving a lease, permit, license, certificate, or other entitlement for use from one or more public agencies.
- (d) The date when the City approved the project;
- (e) Whether the project in its approved form with mitigation will have a significant effect on the environment;
- (f) A statement that an EIR was prepared and certified pursuant to the provisions of CEQA;
- (g) Whether mitigation measures were made a condition of the approval of the project, and whether a mitigation monitoring plan/program was adopted;
- (h) Whether findings were made and/or whether a Statement of Overriding Considerations was adopted for the project; and
- (i) The address where a copy of the EIR (with comments and responses) and the record of project approval may be examined by the general public.

The Notice of Determination shall be filed with the Clerk of each county in which the project will be located within five (5) working days of project approval. (To determine the fees that must be paid with the filing of the Notice of Determination, see Local Guidelines Section 7.42 and the Staff Summary of the CEQA Process.) The County Clerk is required to post the Notice of Determination within twenty-four (24) hours of receipt. The Notice must be posted in the office of the Clerk for a minimum of thirty (30) days. Thereafter, the Clerk shall return the notice to the City with a notation of the period it was posted. The City shall retain the notice for not less than twelve (12) months.

Simultaneously with the filing of the Notice of Determination with the Clerk, Staff shall cause a copy of such Notice to be posted at City Offices. If the project requires discretionary approval from a state agency, the Notice of Determination shall also be filed with OPR within five (5) working days of project approval, along with proof that the City has paid the County Clerk the DFW fee or a completed form from DFW documenting DFW’s determination that the project will have no effect on fish and wildlife. (If the City submits the Notice of Determination in person, the City may bring an extra copy to be date stamped by OPR.)

When a request is made for a copy of the Notice of Determination prior to the date on which the City approves the project, the copy must be mailed, first class postage prepaid, within five (5) days of the City’s approval. If such a request is made following the City’s approval of

the project, then the copy should be mailed in the same manner as soon as possible. The recipients of such documents may be charged a fee reasonably related to the cost of providing the service.

The City may make copies of filed notices available in electronic format on the Internet. Such electronic notices, if provided, are in addition to the posting requirements of the CEQA Guidelines and the Public Resources Code.

For projects with more than one phase, Staff shall file a Notice of Determination for each phase requiring a discretionary approval. The filing and posting of a Notice of Determination with the Clerk, and, if necessary, with OPR, usually starts a thirty (30) day statute of limitations on court challenges to the approval under CEQA. When separate notices are filed for successive phases of the same overall project, the thirty (30) day statute of limitation to challenge the subsequent phase begins to run when the second notice is filed. Failure to file the Notice may result in a one hundred eighty (180) day statute of limitations.

(Reference: State CEQA Guidelines, § 15094.)

7.40 DISPOSITION OF A FINAL EIR.

The City shall file a copy of the Final EIR with the appropriate planning agency of any city or county where significant effects on the environment may occur. The City shall also retain one or more copies of the Final EIR as a public record for a reasonable period of time. Finally, for private projects, the City may require that the project applicant provide a copy of the certified Final EIR to each Responsible Agency.

(Reference: State CEQA Guidelines, § 15095.)

7.41 PRIVATE PROJECT COSTS.

For private projects, the person or entity proposing to carry out the project shall be charged a reasonable fee to recover the estimated costs incurred by the City in preparing, circulating, and filing the Draft and Final EIRs, as well as all publication costs incident thereto.

7.42 FILING FEES FOR PROJECTS THAT AFFECT WILDLIFE RESOURCES.

At the time a Notice of Determination for an EIR is filed with the County or Counties in which the project is located, a fee of \$3,343.25, or the then applicable fee, shall be paid to the Clerk for projects that will adversely affect fish or wildlife resources. These fees are collected by the Clerk on behalf of DFW.

Only one filing fee is required for each project unless the project is tiered or phased and separate environmental documents are prepared. For projects where Responsible Agencies file separate Notices of Determination, only the Lead Agency is required to pay the fee.

Note: County Clerks are authorized to charge a documentary handling fee for each project in addition to the Fish and Wildlife fees specified above. Refer to the Index in the Staff Summary to help determine the correct total amount of fees applicable to the project.

For private projects, the City should pass these costs on to the project applicant.

No fees are required for projects with “no effect” on fish or wildlife resources or for certain projects undertaken by the DFW and implemented through a contract with a non-profit entity or local government agency. (See Local Guidelines Section 6.24 for more information regarding a “no effect” determination.)

8. TYPES OF EIRS

8.01 EIRS GENERALLY.

This chapter describes a number of examples of various EIRs tailored to different situations. All of these types of EIRs must meet the applicable requirements of Chapter 7 of these Local Guidelines.

8.02 TIERING.

(a) Tiering Generally.

“Tiering” refers to using the analysis of general matters contained in a previously certified broader EIR in later EIRs, Negative Declarations, or Mitigated Negative Declarations prepared for narrower projects. The later EIR, Negative Declaration, or Mitigated Negative Declaration may incorporate by reference the general discussions from the broader EIR and may concentrate solely on the issues specific to the later project.

An Initial Study shall be prepared for the later project and used to determine whether a previously certified EIR may be used and whether new significant effects should be examined. Tiering does not excuse the City from adequately analyzing reasonably foreseeable significant environmental effects of a project, nor does it justify deferring analysis to a later tier EIR, Negative Declaration, or Mitigated Negative Declaration. However, the level of detail contained in a first-tier EIR need not be greater than that of the program, plan, policy, or ordinance being analyzed. When the City is using the tiering process in connection with an EIR for a large-scale planning approval, such as a general plan or component thereof (e.g., an area plan, specific plan or community plan), the development of detailed, site-specific information may not be feasible. Such site-specific information can be deferred, in many instances, until such time as the Lead Agency prepares a future environmental document in connection with a project of a more limited geographical scale, as long as deferral does not prevent adequate identification of significant effects of the planning approval at hand.

(b) Identifying New Significant Impacts.

When assessing whether there is a new significant cumulative effect for purposes of a subsequent tier environmental document, the Lead Agency shall consider whether the incremental effects of the project would be considerable when viewed in the context of past, present, and probable future projects.

A Lead Agency may use only a valid CEQA document as a first-tier document. Accordingly, the City, in its role as Lead Agency, should carefully review the first-tier environmental document to determine whether or not the statute of limitations for challenging the document has run. If the statute of limitations has not expired, the City should use the first-tier document with caution and pay careful attention to the legal status of the document. If the first-tier document is subsequently invalidated, any later environmental document may also be defective.

(c) Infill Projects and Tiering.

Certain “infill” projects may tier off of a previously certified EIR. An “infill” project is defined as a project with residential, retail, and/or commercial uses, a transit station, a school, or a public office building. It must be located in an urban area on a previously developed site or on an undeveloped site that is surrounded by developed uses. The project must be either consistent with land use planning strategies that achieve greenhouse gas (“GHG”) emission reduction targets, feature a small walkable community project, or where a sustainable communities or alternative planning strategy has not yet been adopted for the area, include a residential density of at least 20 units per acre or a floor area ratio of at least 0.75. The project must also meet a number of standards related to energy efficiency that are not yet defined but which SB 226 directs the Office of Planning and Research to prepare.

If an EIR was certified for a planning level decision by a city or county (such as a General Plan or Specific Plan), the scope of the CEQA review for a later “infill” project can be limited to those effects on the environment that: 1) are specific to the project or to the project site and were not addressed as significant effects in the prior EIR; or 2) substantial new information shows will be more significant than described in the prior EIR.

When a project meets the definition of “infill” and either of the above conditions exist but a Mitigated Negative Declaration cannot be adopted, then the subsequent EIR for such a project need not consider alternative locations, densities, and building intensities or growth-inducing impacts.

(d) Statement of Overriding Considerations.

A Lead Agency may also tier off of a previously prepared Statement of Overriding Considerations if certain conditions are met. (See Local Guidelines Section 7.37.)

(Reference: State CEQA Guidelines, § 15152.)

8.03 PROJECT EIR.

The most common type of EIR examines the environmental impacts of a specific development project and focuses primarily on the changes in the environment that would result from the development project. This type of EIR must examine all phases of the project, including planning, construction, and operation.

If the EIR for a redevelopment plan is a Project EIR, all public and private activities or undertakings pursuant to or in furtherance of the Redevelopment Plan shall constitute a single project, which shall be deemed approved at the time of the adoption of the Redevelopment Plan. Although the City will probably not act as a Lead Agency for a Redevelopment Plan, the City may act as a Responsible Agency.

(Reference: State CEQA Guidelines, §§ 15161, 15180.)

8.04 SUBSEQUENT EIR.

A Subsequent EIR is required when a previous EIR has been prepared and certified, or a Negative Declaration or Mitigated Negative Declaration has been adopted, for a project and at least one of the three following situations occur:

- (a) Substantial changes are proposed in the project which will require major revisions of a previous EIR due to the identification of new significant environmental effects or a substantial increase in the severity of previously identified significant effects;
- (b) Substantial changes occur with respect to the circumstances under which the project is to be undertaken which will require major revisions of a previous EIR due to the identification of new significant environmental effects or a substantial increase in the severity of previously identified significant effects; or
- (c) New information, which was not known and could not have been known with the exercise of reasonable diligence at the time the previous EIR was certified as complete or the Negative Declaration/Mitigated Negative Declaration was adopted, becomes available and shows any of the following:
 - (1) the project will have one or more significant effects not discussed in a previous EIR, Negative Declaration, or Mitigated Negative Declaration;
 - (2) significant effects previously examined will be substantially more severe than shown in a previous EIR;
 - (3) mitigation measures or alternatives previously found not to be feasible are in fact feasible and would substantially reduce one or more significant effects, but the project proponent declines to adopt the mitigation measures or alternatives; or
 - (4) mitigation measures or alternatives which were not considered in a previous EIR would substantially lessen one or more significant effects on the environment, but the project proponent declines to adopt the mitigation measures or alternatives.

A Subsequent EIR must receive the same circulation and review as the previous EIR received. As a potential tool to determine whether a Subsequent EIR is required, see Form J-1 of these Local Guidelines.

In instances where the City is evaluating a modification or revision to an existing use permit, the City may consider only those environmental impacts related to the changes between what was allowed under the old permit and what is requested under the new permit. Only if these differential impacts fall within the categories described above may the City require additional environmental review.

When the City is considering approval of a development project that is consistent with a general plan for which an EIR was completed, another EIR is required only if the project causes environmental effects peculiar to the parcel which were not addressed in the prior EIR or substantial new information shows the effects peculiar to the parcel will be more significant than described in the prior EIR. (Reference: State CEQA Guidelines, § 15162.)

8.05 SUPPLEMENTAL EIR.

The City may choose to prepare a Supplemental EIR, rather than a Subsequent EIR, if any of the conditions described in Local Guidelines Section 8.04 have occurred but only minor additions or changes would be necessary to make the previous EIR adequately apply to the project in the changed situation. To assist the City in making this determination, the decision-making body should request an Initial Study and/or a recommendation by Staff. The Supplemental EIR need contain only the information necessary to make the previous EIR adequate for the project as revised. The City may use Form “J-1” in evaluating whether a Supplemental EIR is appropriate.

A Supplemental EIR shall be given the same kind of notice and public review as is given to a Draft EIR but may be circulated by itself without recirculating the previous EIR.

When the decision-making body decides whether to approve the project, it shall consider the previous EIR as revised by the Supplemental EIR. Findings shall be made for each significant effect identified in the Supplemental EIR.

(Reference: State CEQA Guidelines, § 15163.)

8.06 ADDENDUM TO AN EIR.

The City shall prepare an Addendum to a previously certified EIR, rather than a Subsequent or Supplemental EIR, only if changes or additions to the EIR are necessary, but none of the conditions described in Local Guidelines Section 8.04 or 8.05 calling for preparation of a Subsequent or Supplemental EIR have occurred. Since significant effects on the environment were addressed by findings in the original EIR, no new findings are required in the Addendum.

An Addendum to an EIR need not be circulated for public review but should be included in or attached to the Final EIR. The decision-making body shall consider the Addendum with the Final EIR prior to making a decision on a project. A brief explanation of the decision not to prepare a Subsequent EIR or a Supplemental EIR should be included in the Addendum, the Lead Agency’s findings on the project, or elsewhere in the record. This explanation must be supported by substantial evidence. The City may use Form “J-1” in evaluating whether an Addendum is appropriate.

(Reference: State CEQA Guidelines, § 15164.)

8.07 STAGED EIR.

When a large capital project will require a number of discretionary approvals from governmental agencies and one of the approvals will occur more than two years before construction will begin, a Staged EIR may be prepared. The Staged EIR covers the entire project in a general form or manner. A Staged EIR should evaluate a proposal in light of current and contemplated plans and produce an informed estimate of the environmental consequences of an entire project. The particular aspect of the project before the City for approval shall be discussed with a greater degree of specificity.

When a Staged EIR has been prepared, a Supplemental EIR shall be prepared when a later approval is required for the project and the information available at the time of the later approval would permit consideration of additional environmental impacts, mitigation measures, or reasonable alternatives to the project.

(Reference: State CEQA Guidelines, § 15167.)

8.08 PROGRAM EIR.

A Program EIR is an EIR that may be prepared on an integrated series of actions that are related either:

- (a) Geographically;
- (b) As logical parts in a chain of contemplated actions;
- (c) In connection with the issuance of rules, regulations, plans or other general criteria to govern the conduct of a continuing program; or
- (d) As individual projects carried out under the same authorizing statutory or regulatory authority and having generally similar environmental effects that can be mitigated in similar ways.

An advantage of using a Program EIR is that it can “[a]llow the Lead Agency to consider broad policy alternatives and program wide mitigation measures at an early time when the agency has greater flexibility to deal with basic problems or cumulative impacts.” (State CEQA Guidelines Section 15168(b)(4).) A Program EIR is distinct from a Project EIR, as a Project EIR is prepared for a specific project and must examine in detail site-specific considerations. Program EIRs are commonly used in conjunction with the process of tiering.

Tiering is the coverage of general matters in broader EIRs (such as on general plans or policy statements) with subsequent narrower EIRs. (State CEQA Guidelines Section 15385; see also Local Guidelines Sections 8.02 and 11.73.) Tiering is proper “when it helps a public agency to focus upon the issues ripe for decision at each level of environmental review and in order to exclude duplicative analysis of environmental effects examined in previous environmental impact reports.” (Pub. Res. Code, § 21093(a).) For example, the California Supreme Court has ruled that “CEQA does not mandate that a first-tier program EIR identify with certainty particular sources of water for second-tier projects that will be further analyzed before implementation during later stages of the program. Rather, identification of specific sources is required only at the second-tier stage when specific projects are considered.” (*In re Bay-Delta etc.* (2008) 43 Cal. 4th 1143.)

Subsequent activities in the program must be examined in light of the Program EIR to determine whether additional environmental documents must be prepared. Additional environmental review documents must be prepared if the proposed later project may arguably cause significant adverse effects on the environment.

(Reference: State CEQA Guidelines, § 15168.)

8.09 USE OF A PROGRAM EIR WITH SUBSEQUENT EIRS AND NEGATIVE DECLARATIONS.

A Program EIR can be used to simplify the task of preparing environmental documents on later activities in the program. The Program EIR can:

- (a) Provide the basis for an Initial Study to determine whether the later activity may have any significant effects;
- (b) Be incorporated by reference to deal with regional influences, secondary effects, cumulative impacts, broad alternatives and other factors that apply to the program as a whole; or
- (c) Focus an EIR on a later activity to permit discussion solely of new effects which had not been considered before.

If a Program EIR is prepared for a redevelopment plan, subsequent activities in the redevelopment program will be subject to review if they would have effects that were not examined in the Program EIR. Where the later activities involve site-specific operations, the City should use a written checklist or similar device to document the evaluation of the site and the proposed activity to determine whether the environmental effects of the operation were within the scope of the Program EIR. If a later activity would have effects that were not examined in the Program EIR, a new Initial Study would need to be prepared leading to an EIR, Negative Declaration, or Mitigated Negative Declaration. That later analysis may tier from the Program EIR as provided in State CEQA Guidelines Section 15152.

If the City finds that no Subsequent EIR would be required, the City can approve the activity as being within the scope of the project covered by the Program EIR, and no new environmental document is required. (See Local Guidelines Section 8.04.) Whether a later activity is within the scope of a Program EIR is a factual question that the Lead Agency determines based on substantial evidence in the record. Factors that the Lead Agency may consider in making that determination include, but are not limited to, consistency of the later activity with the type of allowable land use, overall planned density and building intensity, geographic area analyzed for environmental impacts, and covered infrastructure, as described in the Program EIR.

(Reference: State CEQA Guidelines, § 15168.)

8.10 USE OF AN EIR FROM AN EARLIER PROJECT.

A single EIR may be used to describe more than one project when the projects involve substantially identical environmental impacts. Any environmental impacts peculiar to one of the projects must be separately set forth and explained.

(Reference: State CEQA Guidelines, § 15165.)

8.11 MASTER EIR.

A Master EIR is an EIR which may be prepared for:

- (a) A general plan (including elements and amendments);

- (b) A specific plan;
- (c) A project consisting of smaller individual projects to be phased;
- (d) A regulation to be implemented by subsequent projects;
- (e) A project to be carried out pursuant to a development agreement;
- (f) A project pursuant to or furthering a redevelopment plan;
- (g) A state highway or mass transit project subject to multiple reviews or approvals; or
- (h) A regional transportation plan or congestion management plan.

A Master EIR must do both of the following:

- (a) Describe and present sufficient information about anticipated subsequent projects within its scope, including their size, location, intensity, and scheduling; and
- (b) Preliminarily describe potential impacts of anticipated subsequent projects for which insufficient information is available to support a full impact assessment.

The City and Responsible Agencies identified in the Master EIR may use the Master EIR to limit environmental review of subsequent projects. However, the Lead Agency for the subsequent project must prepare an Initial Study to determine whether the subsequent project and its significant environmental effects were included in the Master EIR. If the Lead Agency for the subsequent project finds that the subsequent project will have no additional significant environmental effect and that no new mitigation measures or alternatives may be required, it may prepare written findings to that effect without preparing a new environmental document. When the Lead Agency makes this finding, it must provide public notice of the availability of its proposed finding for public review and comment in the same manner as if it were providing public notice of the availability of a draft EIR. (See Sections 15177(d) and 15087 of the State CEQA Guidelines and Section 7.25 of these Local Guidelines.)

A previously certified Master EIR cannot be relied upon to limit review of a subsequent project if:

- (a) A project not identified in the certified Master EIR has been approved and that project may affect the adequacy of the Master EIR for the subsequent project now under consideration; or
- (b) The Master EIR was certified more than five (5) years before the filing of an application for the subsequent project, unless the City reviews the adequacy of the Master EIR and:
 - (1) Finds that, since the Master EIR was certified, no substantial changes have occurred that would cause the subsequent project to have significant environmental impacts, and there is no new information that the subsequent project would have significant environmental impacts; or
 - (2) Prepares an Initial Study and either certifies a Subsequent or Supplemental EIR or adopts a Mitigated Negative Declaration that addresses any substantial changes or new information that would cause the subsequent project to have potentially significant environmental impacts. The certified subsequent or supplemental EIR must either be incorporated into the previously certified Master EIR or the City must

identify any deletions, additions or other modifications to the previously certified Master EIR in the new document. The City may include a section in the subsequent or supplemental EIR that identifies these changes to the previously certified Master EIR.

When the Lead Agency cannot find that the subsequent project will have no additional significant environmental effect and no new mitigation measures or alternatives will be required, it must prepare either a Mitigated Negative Declaration or an EIR for the subsequent project.

(Reference: State CEQA Guidelines, § 15175.)

8.12 FOCUSED EIR.

A Focused EIR is an EIR for a subsequent project identified in a Master EIR. It may be used only if the City finds that the Master EIR's analysis of cumulative, growth-inducing, and irreversible significant environmental effects is adequate for the subsequent project. The Focused EIR must incorporate by reference the Master EIR.

The Focused EIR must analyze additional significant environmental effects not addressed in the Master EIR and any new mitigation measures or alternatives not included in the Master EIR. "Additional significant effects on the environment" means those project-specific effects on the environment that were not addressed as significant effects on the environment in the Master EIR.

The Focused EIR must also examine the following:

- (a) Significant effects discussed in the Master EIR for which substantial new information exists that shows those effects may be more significant than described in the Master EIR;
- (b) Those mitigation measures found to be infeasible in the Master EIR for which substantial new information exists that shows the effects may be more significant than described in the Master EIR; and
- (c) Those mitigation measures found to be infeasible in the Master EIR for which substantial new information exists that shows those measures may now be feasible.

The Focused EIR need not examine the following effects:

- (a) Those that were mitigated through Master EIR mitigation measures; or
- (b) Those that were examined in the Master EIR in sufficient detail to allow project-specific mitigation or for which mitigation was found to be the responsibility of another agency.

A Focused EIR may be prepared for a multifamily residential project not exceeding 100 units or a mixed use residential project not exceeding 100,000 square feet even though the project was not identified in a Master EIR, if the following conditions are met:

- (a) The project is consistent with a general plan, specific plan, community plan, or zoning ordinance for which an EIR was prepared within five (5) years of the Focused EIR's certification;
- (b) The project does not require the preparation of a Subsequent or Supplemental EIR; and

- (c) The parcel is surrounded by immediately contiguous urban development, was previously developed with urban uses, or is within one-half mile of a rail transit station.

A Focused EIR for these projects should be limited to potentially significant effects that are project-specific and/or which substantial new information shows will be more significant than described in the Master EIR. No discussion shall be required of alternatives to the project, cumulative impacts of the project, or the growth-inducing impacts of the project.

(Reference: State CEQA Guidelines, § 15179.5.)

8.13 SPECIAL REQUIREMENTS FOR REDEVELOPMENT PROJECTS.

An EIR for a redevelopment plan may be a Master EIR, Program EIR or Project EIR. An EIR for a redevelopment plan must specify whether it is a Master EIR, a Program EIR or a Project EIR. Normally, the City will not be a Lead Agency for a redevelopment plan. However, if the City is a Responsible Agency on such a project, the City should endeavor to ensure that the county and/or applicable city as the case may be, as Lead Agency, analyzes these impacts in accordance with CEQA.

If a Program EIR is prepared for a redevelopment plan, subsequent activities in the redevelopment program will be subject to review if they would have effects that were not examined in the Program EIR. The Lead Agency should use a written checklist or similar device to document the evaluation of the site and the proposed activity to determine whether the environmental effects of the operation were indeed covered in the Program EIR. If the Lead Agency finds that no new effects could occur, no new mitigation measures would be required or that State CEQA Guidelines Sections 15162 and 15163 do not otherwise apply, the Lead Agency can approve the activity as being within the scope of the project covered by the Program EIR, and no new environmental document is required.

If the EIR for a redevelopment plan is a Project EIR, all public and private activities or undertakings pursuant to or in furtherance of the Redevelopment Plan shall constitute a single project, which shall be deemed approved at the time of the adoption of the Redevelopment Plan. Once certified, no subsequent EIRs will be needed unless required by State CEQA Guidelines sections 15162 or 15163. If a Master EIR is prepared for a redevelopment plan, subsequent projects will be subject to review if they would have effects that were not examined in the Master EIR. If no new effects could occur or no new mitigation measures would be required, the Lead Agency can approve the activity as being within the scope of the project covered by the Master EIR, and no new environmental document is required.

(Reference: State CEQA Guidelines, § 15180.)

9. AFFORDABLE HOUSING

9.01 STREAMLINED, MINISTERIAL APPROVAL PROCESS FOR AFFORDABLE HOUSING PROJECTS

The legislature has provided reforms and incentives to facilitate and expedite the approval and construction of affordable housing.

(a) An applicant may submit an application for a development that is subject to the streamlined, ministerial approval process and is not subject to a conditional use permit if the development satisfies all of the following objective planning standards:

(i) The development is a multifamily housing development that contains two or more residential units.

(ii) The development is located on a site that satisfies the following:

(A) A site that is a legal parcel or parcels located in a city if, and only if, the city boundaries include some portion of either an urbanized area or urban cluster, as designated by the United States Census Bureau, or, for unincorporated areas, a legal parcel or parcels wholly within the boundaries of an urbanized area or urban cluster, as designated by the United States Census Bureau.

(B) A site in which at least 75 percent of the perimeter of the site adjoins parcels that are developed with urban uses. For the purposes of this section, parcels that are only separated by a street or highway shall be considered to be adjoined.

(C) A site that is zoned for residential use or residential mixed-use development, or has a general plan designation that allows residential use or a mix of residential and nonresidential uses, with at least two-thirds of the square footage of the development designated for residential use. Additional density, floor area, and units, and any other concession, incentive, or waiver of development standards granted pursuant to the Density Bonus Law in Government Code section 65915 shall be included in the square footage calculation. The square footage of the development shall not include underground space, such as basements or underground parking garages.

(iii) If the development contains units that are subsidized, the development proponent already has recorded, or is required by law to record, a land use restriction or covenant providing that any lower or moderate income housing units required pursuant to subparagraph B of Paragraph (iv) of this Subsection shall remain available at affordable housing costs or rent to persons and families of lower or moderate income for the following applicable minimum durations:

(A) Fifty-five years for units that are rented.

(B) Forty-five years for units that are owned.

(iv) The development satisfies subparagraphs (A) and (B) below:

(A) The development is located in a locality that the department has determined is subject to this subparagraph on the basis that the number of units that have been issued building permits, as shown on the most recent production report received by the department, is less than the locality's share of the regional housing needs, by income category, for that reporting period. A locality shall remain eligible under this subparagraph until the department's determination for the next reporting period. A locality shall be subject to this subparagraph if it has not submitted an annual housing element report to the department pursuant to paragraph (2) of subdivision (a) of Section 65400 for at least two consecutive years before the development submitted an application for approval under this section.

(B) The development is subject to a requirement mandating a minimum percentage of below market rate housing based on one of the following:

(1) The locality did not submit its latest production report to the department by the time period required by Government Code section 65400, or that production report reflects that there were fewer units of above moderate-income housing approved than were required for the regional housing needs assessment cycle for that reporting period. In addition, if the project contains more than 10 units of housing, the project does either of the following:

A. The project dedicates a minimum of 10 percent of the total number of units to housing affordable to households making at or below 80 percent of the area median income. However, if the locality has adopted a local ordinance that requires that greater than 10 percent of the units be dedicated to housing affordable to households making below 80 percent of the area median income, that local ordinance applies.

B. If the project is located within the San Francisco Bay area, the project, in lieu of complying with subclause (A), dedicates 20 percent of the total number of units to housing affordable to households making below 120 percent of the area median income with the average income of the units at or below 100 percent of the area median income. However, a local ordinance adopted by the locality applies if it requires greater than 20 percent of the units be dedicated to housing affordable to households making at or below 120 percent of the area median income, or requires that any of the units be dedicated at a level deeper than 120 percent. In order to comply with this subclause, the rent or sale price charged for units that are dedicated to housing affordable to households between 80 percent

and 120 percent of the area median income shall not exceed 30 percent of the gross income of the household. For purposes of this subclause, “San Francisco Bay area” means the entire area within the territorial boundaries of the Counties of Alameda, Contra Costa, Marin, Napa, San Mateo, Santa Clara, Solano, and Sonoma, and the City and County of San Francisco.

(2) The locality did not submit its latest production report to the department by the time period required by Government Code Section 65400, or that production report reflects that there were fewer units of housing affordable to households making at or below 80 percent of the area median income that were issued building permits than were required for the regional housing needs assessment cycle for that reporting period, and the project seeking approval dedicates 50 percent of the total number of units to housing affordable to households making at or below 80 percent of the area median income. However, if the locality has adopted a local ordinance that requires that greater than 50 percent of the units be dedicated to housing affordable to households making at or below 80 percent of the area median income, that ordinance applies.

(3) The locality did not submit its latest production report to the department by the time period required by Government Code Section 65400, or if the production report reflects that there were fewer units of housing affordable to any income level described in clause (i) or (ii) that were issued building permits than were required for the regional housing needs assessment cycle for that reporting period, the project seeking approval may choose between utilizing clause (i) or (ii).

(C)(i) A development proponent that uses a unit of affordable housing to satisfy the requirements of subparagraph (B) may also satisfy any other local or state requirement for affordable housing, including local ordinances or the Density Bonus Law in Government Code Section 65915, provided that the development proponent complies with the applicable requirements in the state or local law.

(C)(ii) A development proponent that uses a unit of affordable housing to satisfy any other state or local affordability requirement may also satisfy the requirements of subparagraph (B), provided that the development proponent complies with applicable requirements of subparagraph (B).

(C)(iii) A development proponent may satisfy the affordability requirements of subparagraph (B) with a unit that is restricted to households with incomes lower than the applicable income limits required in subparagraph (B).

(v) The development, excluding any additional density or any other concessions, incentives, or waivers of development standards granted pursuant to the Density Bonus Law in Government Code section 65915, is consistent with objective zoning standards and objective design review standards in effect at the time that the development is submitted to the local government pursuant to this section. For purposes of this paragraph, “objective zoning standards” and “objective design review standards” mean standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal. These standards may be embodied in alternative objective land use specifications adopted by a city or county, and may include, but are not limited to, housing overlay zones, specific plans, inclusionary zoning ordinances, and density bonus ordinances, subject to the following:

(A) A development shall be deemed consistent with the objective zoning standards related to housing density, as applicable, if the density proposed is compliant with the maximum density allowed within that land use designation, notwithstanding any specified maximum unit allocation that may result in fewer units of housing being permitted.

(B) In the event that objective zoning, general plan, or design review standards are mutually inconsistent, a development shall be deemed consistent with the objective zoning standards pursuant to this section if the development is consistent with the standards set forth in the general plan.

(vi) The development is not located on a site that is any of the following:

(A) A coastal zone, as defined in Division 20 (commencing with Section 30000) of the Public Resources Code.

(B) Either prime farmland or farmland of statewide importance, as defined pursuant to United States Department of Agriculture land inventory and monitoring criteria, as modified for California, and designated on the maps prepared by the Farmland Mapping and Monitoring Program of the Department of Conservation, or land zoned or designated for agricultural protection or preservation by a local ballot measure that was approved by the voters of that jurisdiction.

(C) Wetlands, as defined in the United States Fish and Wildlife Service Manual.

(D) Within a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178, or within a high or very high fire hazard severity zone as indicated on maps adopted by the Department of Forestry and Fire Protection pursuant to Section 4202 of the Public Resources Code. This subparagraph does not apply to sites excluded from the

specified hazard zones by a local agency, pursuant to subdivision (b) of Government Code Section 51179, or sites that have adopted fire hazard mitigation measures pursuant to existing building standards or state fire mitigation measures applicable to the development.

(E) A hazardous waste site that is listed pursuant to Government Code section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code, unless the Department of Toxic Substances Control has cleared the site for residential use or residential mixed uses.

(F) Within a delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law, Health and Safety Code section 18901, and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2 of the Government Code.

(G) Within a flood plain as determined by maps promulgated by the Federal Emergency Management Agency, unless the development has been issued a flood plain development permit pursuant to Code of Federal Regulations section 59.1.

(H) Within a floodway as determined by maps promulgated by the Federal Emergency Management Agency, unless the development has received a no-rise certification in accordance with Code of Federal Regulations section 60.3(d)(3).

(I) Lands identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act, Fish and Game Code section 2800, habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), or other adopted natural resource protection plan.

(J) Habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act, Fish and Game Code section 2050, or the Native Plant Protection Act, Fish and Game Code section 1900.

(K) Lands under conservation easement.

(vii) The development is not located on a site where any of the following apply:

(A) The development would require the demolition of the following types of housing:

(1) Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.

(2) Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.

(3) Housing that has been occupied by tenants within the past 10 years.

(B) The site was previously used for housing that was occupied by tenants that was demolished within 10 years before the development proponent submits an application under this section.

(C) The development would require the demolition of a historic structure that was placed on a national, state, or local historic register.

(D) The property contains housing units that are occupied by tenants, and units at the property are, or were, subsequently offered for sale to the general public by the subdivider or subsequent owner of the property.

(viii) The applicant has done both of the following, as applicable:

(A) Certified to the locality that either of the following is true, as applicable:

(1) The entirety of the development is a public work for purposes of Labor Code section 1720.

(2) If the development is not in its entirety a public work, that all construction workers employed in the execution of the development will be paid at least the general prevailing rate of per diem wages for the type of work and geographic area, as determined by the Director of Industrial Relations pursuant to Labor Code sections 1773 and 1773.9, except that apprentices registered in programs approved by the Chief of the Division of Apprenticeship Standards may be paid at least the applicable apprentice prevailing rate. If the development is subject to this subparagraph, then for those portions of the development that are not a public work all of the following shall apply:

(I) The development proponent shall ensure that the prevailing wage requirement is included in all contracts for the performance of the work.

(II) All contractors and subcontractors shall pay to all construction workers employed in the execution of the work at least the general prevailing rate of per diem wages, except that apprentices registered in programs approved by the Chief of the Division of Apprenticeship Standards may be paid at least the applicable apprentice prevailing rate.

(III) Except as provided in subsection (V), all contractors and subcontractors shall maintain and verify payroll records pursuant to Labor Code section 1776 and make those records available for inspection and copying as provided in therein.

(IV) Except as provided in subsection (V), the obligation of the contractors and subcontractors to pay prevailing wages may be enforced by the Labor Commissioner through the issuance of a civil wage and penalty assessment pursuant to Labor Code section 1741, which may be reviewed pursuant to Labor Code section 1742, within 18 months after the completion of the development, by an underpaid worker through an administrative complaint or civil action, or by a joint labor-management committee through a civil action under Labor Code section 1771.2. If a civil wage and penalty assessment is issued, the contractor, subcontractor, and surety on a bond or bonds issued to secure the payment of wages covered by the assessment shall be liable for liquidated damages pursuant to Labor Code section 1742.1.

(V) Subsections (III) and (IV) shall not apply if all contractors and subcontractors performing work on the development are subject to a project labor agreement that requires the payment of prevailing wages to all construction workers employed in the execution of the development and provides for enforcement of that obligation through an arbitration procedure. For purposes of this clause, “project labor agreement” has the same meaning as set forth in Public Contract Code section 2500(b)(1).

(VI) Notwithstanding Labor Code section 1773.1, subdivision (c), the requirement that employer payments not reduce the obligation to pay the hourly straight time or overtime wages found to be prevailing shall not apply if otherwise provided in a bona fide collective bargaining agreement covering the worker. The requirement to pay at least the general prevailing rate of per diem wages does not preclude use of an alternative workweek schedule adopted pursuant to Labor Code section 511 or 514.

(B)(1) For developments for which any of the following conditions apply, certified that a skilled and trained workforce shall be used to complete the development if the application is approved:

(I) On and after January 1, 2018, until December 31, 2021, the development consists of 75 or more units that are not 100 percent subsidized affordable housing and will be located within a jurisdiction located in a coastal or bay county with a population of 225,000 or more.

(II) On and after January 1, 2022, until December 31, 2025, the development consists of 50 or more units that are not 100 percent subsidized affordable housing and will be located within a jurisdiction located in a coastal or bay county with a population of 225,000 or more.

(III) On and after January 1, 2018, until December 31, 2019, the development consists of 75 or more units that are not 100 percent subsidized affordable housing and will be located within a jurisdiction with a population of fewer than 550,000 and that is not located in a coastal or bay county.

(IV) On and after January 1, 2020, until December 31, 2021, the development consists of more than 50 units and will be located within a jurisdiction with a population of fewer than 550,000 and that is not located in a coastal or bay county.

(V) On and after January 1, 2022, until December 31, 2025, the development consists of more than 25 units and will be located within a jurisdiction with a population of fewer than 550,000 and that is not located in a coastal bay county.

(2) For purposes of this section, “skilled and trained workforce” has the same meaning as provided in the Public Contract Code section 2600.

(3) If the development proponent has certified that a skilled and trained workforce will be used to complete the development and the application is approved, the following shall apply:

(I) The applicant shall require in all contracts for the performance of work that every contractor and subcontractor at every tier will individually use a skilled and trained workforce to complete the development.

(II) Every contractor and subcontractor shall use a skilled and trained workforce to complete the development.

(III) Except as provided in subdivision (IV), the applicant shall provide to the locality, on a monthly basis while the development or contract is being performed, a report demonstrating compliance with Public Contract Code section 2600. A monthly report provided to the locality pursuant to this subclause shall be a public record under the

California Public Records Act, Government Code section 6250 and shall be open to public inspection. An applicant that fails to provide a monthly report demonstrating compliance with Public Contract Code section 2600 shall be subject to a civil penalty of ten thousand dollars (\$10,000) per month for each month for which the report has not been provided. Any contractor or subcontractor that fails to use a skilled and trained workforce shall be subject to a civil penalty of two hundred dollars (\$200) per day for each worker employed in contravention of the skilled and trained workforce requirement. Penalties may be assessed by the Labor Commissioner within 18 months of completion of the development using the same procedures for issuance of civil wage and penalty assessments pursuant to Labor Code section 1741, and may be reviewed pursuant to the same procedures in Labor Code section 1742. Penalties shall be paid to the State Public Works Enforcement Fund.

(IV) Subdivision (III) shall not apply if all contractors and subcontractors performing work on the development are subject to a project labor agreement that requires compliance with the skilled and trained workforce requirement and provides for enforcement of that obligation through an arbitration procedure. For purposes of this subparagraph, “project labor agreement” has the same meaning as set forth in Public Contract Code section 2500(b)(1).

(C) Notwithstanding subparagraphs (A) and (B) above, a development that is subject to approval pursuant to this section is exempt from any requirement to pay prevailing wages or use a skilled and trained workforce if it meets both of the following:

(1) The project includes 10 or fewer units.

(2) The project is not a public work for purposes of Labor Code section 1720.

(ix) The development did not or does not involve a subdivision of a parcel that is, or, notwithstanding this section, would otherwise be, subject to the Subdivision Map Act (Government Code section 66410, et seq.) or any other applicable law authorizing the subdivision of land, unless either of the following apply:

(A) The development has received or will receive financing or funding by means of a low-income housing tax credit and is subject to the requirement that prevailing wages be paid pursuant to subparagraph (A) of paragraph (viii).

(B) The development is subject to the requirement that prevailing wages be paid, and a skilled and trained workforce used, pursuant to paragraph (h).

(x) The development shall not be upon an existing parcel of land or site that is governed under the Mobilehome Residency Law, Civil Code section 798, the Recreational Vehicle Park Occupancy Law, Civil Code section 799.20, the Mobilehome Parks Act, Health and Safety Code section 18200, or the Special Occupancy Parks Act, Health and Safety Code section 18860.

(b) (i) If a local government determines that a development submitted pursuant to this section is in conflict with any of the objective planning standards specified in subdivision (a), it shall provide the development proponent written documentation of which standard or standards the development conflicts with, and an explanation for the reason or reasons the development conflicts with that standard or standards, as follows:

(A) Within 60 days of submittal of the development to the local government pursuant to this section if the development contains 150 or fewer housing units.

(B) Within 90 days of submittal of the development to the local government pursuant to this section if the development contains more than 150 housing units.

(ii) If the local government fails to provide the required documentation pursuant to paragraph (1), the development shall be deemed to satisfy the objective planning standards specified in subdivision (a).

(iii) For purposes of this section, a development is consistent with the objective planning standards specified in subdivision (a) if there is substantial evidence that would allow a reasonable person to conclude that the development is consistent with the objective planning standards.

(c) Any design review or public oversight of the development may be conducted by the local government's planning commission or any equivalent board or commission responsible for review and approval of development projects, or the city council or board of supervisors, as appropriate. That design review or public oversight shall be objective and be strictly focused on assessing compliance with criteria required for streamlined projects, as well as any reasonable objective design standards published and adopted by ordinance or resolution by a local jurisdiction before submission of a development application, and shall be broadly applicable to development within the jurisdiction. That design review or public oversight shall be completed as follows and shall not in any way inhibit, chill, or preclude the ministerial approval provided by this section or its effect, as applicable:

(i) Within 90 days of submittal of the development to the local government pursuant to this section if the development contains 150 or fewer housing units.

(ii) Within 180 days of submittal of the development to the local government pursuant to this section if the development contains more than 150 housing units.

(d) (i) Notwithstanding any other law, a local government, whether or not it has adopted an ordinance governing parking requirements in multifamily developments, shall not impose parking standards for a streamlined development that was approved pursuant to this section in any of the following instances:

(A) The development is located within one-half mile of public transit.

(B) The development is located within an architecturally and historically significant historic district.

(C) When on-street parking permits are required but not offered to the occupants of the development.

(D) When there is a car share vehicle located within one block of the development.

(ii) If the development does not fall within any of the categories described in paragraph (1), the local government shall not impose parking requirements for streamlined developments approved pursuant to this section that exceed one parking space per unit.

(e) (i) If a local government approves a development pursuant to this section, then, notwithstanding any other law, that approval shall not expire if the project includes public investment in housing affordability, beyond tax credits, where 50 percent of the units are affordable to households making at or below 80 percent of the area median income.

(ii) If a local government approves a development pursuant to this section and the project does not include 50 percent of the units affordable to households making at or below 80 percent of the area median income, that approval shall remain valid for three years from the date of the final action establishing that approval, or if litigation is filed challenging that approval, from the date of the final judgment upholding that approval. Approval shall remain valid for a project provided that vertical construction of the development construction has begun and is in progress. For purposes of this subdivision, “in progress” means one of the following:

(A) The construction has begun and has not ceased for more than 180 days.

(B) If the development requires multiple building permits, an initial phase has been completed, and the project proponent has applied for and is diligently pursuing a building permit for a subsequent phase, provided that once it has been issued, the building permit for the subsequent phase does not lapse.

(C) Notwithstanding subparagraph (ii), a local government may grant a project a one-time, one-year extension if the project proponent can provide documentation that there has been significant progress toward getting the development construction ready, such as filing a building permit application.

(iii) If a local government approves a development pursuant to this section, that approval shall remain valid for three years from the date of the final action establishing that approval and shall remain valid thereafter for a project so long as vertical construction of the development has begun and is in progress. Additionally, the development proponent may request, and the local government shall have discretion to grant, an additional one-year extension to the original three-year period. The local government's action and discretion in determining whether to grant the foregoing extension shall be limited to considerations and processes set forth in this section.

(f) (i) A local government shall not adopt or impose any requirement, including, but not limited to, increased fees or inclusionary housing requirements, that applies to a project solely or partially on the basis that the project is eligible to receive ministerial or streamlined approval pursuant to this section.

(ii) A local government shall issue a subsequent permit required for a development approved under this section if the application substantially complies with the development as it was approved pursuant to subdivision (b). Upon receipt of an application for a subsequent permit, the local government shall process the permit without unreasonable delay and shall not impose any procedure or requirement that is not imposed on projects that are not approved pursuant to this section. Issuance of subsequent permits shall implement the approved development, and review of the permit application shall not inhibit, chill, or preclude the development. For purposes of this paragraph, a "subsequent permit" means a permit required subsequent to receiving approval under subdivision (b), and includes, but is not limited to, demolition, grading, and building permits and final maps, if necessary.

(g) (i) This section shall not affect a development proponent's ability to use any alternative streamlined by right permit processing adopted by a local government, including the provisions of Government Code section 65583.2(i).

(ii) This section shall not prevent a development from also qualifying as a housing development project entitled to the protections of Government Code Section 65589.5. This paragraph does not constitute a change in, but is declaratory of, existing law.

(h) CEQA does not apply to actions taken by a state agency, local government, or the San Francisco Bay Area Rapid Transit District to:

(i) Lease, convey, or encumber land owned by the local government or the San Francisco Bay Area Rapid Transit District or to facilitate the lease, conveyance, or encumbrance of land owned by the local government, or for the lease of land owned by the San Francisco Bay Area Rapid Transit District in association with an eligible TOD project, as defined pursuant to Section 29010.1 of the Public Utilities Code, nor to any decisions associated with that lease, or to provide financial assistance to a development that receives streamlined approval pursuant to this section that is to be used for housing for persons and families of very low, low, or moderate income, as defined in Section 50093 of the Health and Safety Code.

(ii) Approve improvements located on land owned by the local government or the San Francisco Bay Area Rapid Transit District that are necessary to implement a development that receives streamlined approval pursuant to this section that is to be used for housing for persons and families of very low, low, or moderate income, as defined in Section 50093 of the Health and Safety Code.

(i) For purposes of this section the following definitions shall apply:

(1) “Department” means the Department of Housing and Community Development.

(2) “Development proponent” means the developer who submits an application for streamlined approval pursuant to this section.

(3) “Completed entitlements” means a housing development that has received all the required land use approvals or entitlements necessary for the issuance of a building permit.

(4) “Locality” or “local government” means a city, including a charter city, a county, including a charter county, or a city and county, including a charter city and county.

(5) “Moderate income housing units” means housing units with an affordable housing cost or affordable rent for persons and families of moderate income, as that term is defined in Section 50093 of the Health and Safety Code.

(6) “Production report” means the information reported pursuant to subparagraph (D) of paragraph (2) of subdivision (a) of Government Code Section 65400.

(7) “Subsidized” means units that are price or rent restricted such that the units are affordable to households meeting the definitions of very low and lower income, as defined in Sections 50079.5 and 50105 of the Health and Safety Code.

(8) “Reporting period” means either of the following:

(A) The first half of the regional housing needs assessment cycle.

(B) The last half of the regional housing needs assessment cycle.

(9) “Urban uses” means any current or former residential, commercial, public institutional, transit or transportation passenger facility, or retail use, or any combination of those uses.

(Reference: Gov. Code, § 65913.4.)

9.02 HOUSING SUSTAINABILITY DISTRICTS.

The Planning and Zoning Law requires a city or county to adopt a general plan for land use development within its boundaries. The general plan must contain seven mandatory elements, including a housing element. Existing law provides for various reforms and incentives intended to facilitate and expedite the construction of affordable housing. Senate Bill 73 authorizes a city, county, or city and county, including a charter agency, to establish by ordinance a housing sustainability district that meets specified requirements, including authorizing residential use within the district through the ministerial issuance of a permit. The agency is authorized to apply to the Department of Housing and Community Development for approval of a zoning incentive payment and requires the agency to provide specified information about the proposed housing sustainability district ordinance. The department is required to approve a zoning incentive payment if the ordinance meets the above-described requirements and the agency's housing element is in compliance with specified law.

A city, county, or city and county with a housing sustainability district would be entitled to a zoning incentive payment, subject to appropriation of funds for that purpose, and require that one-half of the amount be paid when the department approves the zone and one-half of the amount be paid when the department verifies that permits for the construction of the units have issued within the zone, provided that the city, county, or city and county has received a certificate of compliance for the applicable year. If the agency reduces the density of sites within the district from specified levels set forth in the Senate Bill 73, the agency would be required to return the full amount of zoning incentive payments it has received to the department. The bill also authorizes a developer to develop a project in a housing sustainability district in accordance with the already existing land use approval procedures that would otherwise apply to the parcel in the absence of the establishment of the housing sustainability district pursuant to its provisions, as provided.

As it relates specifically to CEQA, a Lead Agency designating a housing sustainability district is required to prepare an EIR pursuant to Government Code section 66201 to identify and mitigate, to the extent feasible, environmental impacts resulting from the designation. The EIR shall identify mitigation measures that may be undertaken by housing projects in the housing sustainability district to mitigate the environmental impacts identified in the EIR. Housing projects undertaken in the housing sustainability districts that meet specified requirements, including if the project satisfies certain design review standards applicable to development projects within the district provided the project is "complementary to adjacent buildings and structures and is consistent with the [agency's] general plan," are exempt under CEQA.

9.03 INTERIM MOTEL HOUSING PROJECTS.

"Interim motel housing projects" are statutorily exempt from CEQA. A project is exempt from CEQA as an "interim motel housing project" where the project consists of the conversion of a structure with a certificate of occupancy as a motel, hotel, residential hotel, or hostel to supportive or transitional housing and the conversion meets at least one of the following conditions: (1) the conversion does not result in the expansion of more than 10 percent of the floor area of any individual living unit in the structure; and (2) the conversion does not result in any significant effects relating to traffic, noise, air quality, or water quality.

If the City determines that a project is exempt from CEQA as an interim motel housing project, it must file a Notice of Exemption with the State Clearinghouse.

(Reference: Pub. Resources Code, § 21080.50 [in effect until January 1, 2025].)

9.04 SUPPORTIVE HOUSING AND “NO PLACE LIKE HOME” PROJECTS.

A decision by the City to seek funding from, or the Department of Housing and Community Development’s awarding of funds pursuant to, the “No Place Like Home Program” (set forth in Part 3.9 of Division 5 of the Welfare and Institutions Code, commencing with Section 5849.1) does not constitute a “project” under CEQA.

“Supportive housing” in areas where multifamily and mixed uses are permitted may be a “use by right” and thus exempt from CEQA if the supportive housing project meets certain criteria set forth in Government Code section 65651. A “supportive housing” project is a project that provides housing with no limit on length of stay, that is occupied by persons within the target population—i.e., persons with disabilities, families who are homeless, or homeless youth—and that is linked to onsite or offsite services that assist the supportive housing resident to retain housing, improve their health status, and maximize their ability to live and, when possible, work in the community. A policy by a city or county to approve as a use by right proposed housing developments with a limit higher than 50 units does not constitute a “project” under CEQA. To see the requirements of the exemptions relating to supportive housing, please see Government Code section 65651.

If a No Place Like Home project is not exempt from CEQA under Government Code section 65651, the development applicant may request, within 10 days after the City determines the type of environmental documentation required for the project under CEQA, that the City prepare and certify the record of proceeding for the environmental review of the No Place Like Home project in accordance with Public Resources Code section 21186.

If the City approves or determines to carry out a No Place Like Home project that is subject to CEQA, the City shall file a notice of that approval or determination in accordance with the requirements of Public Resources Code section 21151, subdivision (a), except that the Notice of Determination shall be filed within two working days after the approval or determination becomes final. Likewise, if the City approves or determines to carry out a No Place Like Home project that is not subject to CEQA, the City shall file a Notice of Exemption in accordance with the requirements of Public Resources Code section 21152, subdivision (b), except that the Notice of Exemption shall be filed within two working days after the approval or determination becomes final.

(Reference: Pub. Resources Code, § 21163, *et seq.*; Gov. Code, § 65651; Health & Safety Code, § 50675.14.)

9.05 SHELTER CRISIS AND EMERGENCY HOUSING.

An action taken by certain cities, counties, or state agencies to lease, convey, or encumber land owned by a city or county—or an action to facilitate the lease, conveyance, or encumbrance of land owned by the local government—for, or to provide financial assistance to,

a homeless shelter constructed pursuant to the provisions of Government Code section 8698.4 is statutorily exempt from CEQA. This narrow exception applies to specified efforts to assist specified cities or counties that have declared a shelter crisis and seek to build a homeless shelter. To see all the requirements of this exemption, please see Government Code section 8698.4.

(Reference: Gov. Code, § 8698.4 [in effect until January 1, 2023].)

10. CEQA LITIGATION

10.01 TIMELINES.

When a CEQA lawsuit is filed, there are numerous and complex time requirements that must be met. Pressing deadlines begin to run in the days immediately after a CEQA lawsuit has been filed with the Court. For example, within ten (10) business days of the public agency being served with a petition or complaint alleging a violation of CEQA, the City, if it was the Lead Agency, must provide the petitioner with a list of Responsible Agencies and public agencies with jurisdiction by law over any natural resource affected by the project at issue. There are a variety of other deadlines that apply in CEQA litigation.

If a CEQA lawsuit is filed, CEQA counsel should be contacted immediately in order to ensure that all the applicable deadlines are met.

10.02 MEDIATION AND SETTLEMENT.

After Litigation Has Been Filed. The parties in a CEQA lawsuit are required to meet and discuss settlement. Within twenty (20) days of being served with a CEQA legal challenge, the public agency named in the lawsuit must file a notice with the court setting forth the time and place for a settlement meeting. The meeting must be scheduled and held not later than forty-five (45) days from the date of service of the petition or complaint upon the public agency. Usually the main parties to the litigation (such as the Lead Agency, the developer of the project if there is one, and those challenging the project and their respective attorneys) meet to discuss settlement; there is no requirement to hire a professional mediator. The settlement meeting is usually subject to a confidentiality agreement.

If the parties in a CEQA lawsuit are in settlement or mediation, that attempt is intended to occur concurrently with the litigation. This means that the respondent public agency will be required to comply with all existing litigation timelines and requirements (for example, preparing and lodging the administrative record discussed below) while simultaneously conducting settlement or mediation, unless the parties enter into an alternate agreement to stay the litigation and that agreement is approved by the court.

10.03 ADMINISTRATIVE RECORD.

A. **Contents of Administrative Record.**

When the Lead Agency's CEQA finding(s) and/or action is challenged in a lawsuit, the Lead Agency must certify the administrative record that formed the basis of the Lead Agency's decision. To the extent the documents listed below exist and are not subject to a privilege that exempts them from disclosure, the following items should be included in the administrative record:

- (1) All project application materials;

- (2) All staff reports and related documents prepared by the public agency with respect to its compliance with the substantive and procedural requirements of CEQA and with respect to the action on the project;
- (3) All staff reports and related documents prepared by the public agency and written testimony or documents submitted by any person relevant to any findings or statement of overriding considerations adopted by the public agency pursuant to CEQA or these Local Guidelines;
- (4) Any transcript or minutes of the proceedings at which the decision-making body of the public agency heard testimony on or considered any environmental document on the project, and any transcript or minutes of proceedings before any advisory body to the respondent public agency that were presented to the decision-making body prior to action on the environmental documents or on the project;
- (5) All notices issued by the public agency to comply with CEQA or with any other law governing the processing and approval of the project;
- (6) All written comments received in response to, or in connection with, environmental documents prepared for the project, including responses to the notice of preparation;
- (7) All written evidence or correspondence submitted to, or transferred from, the public agency with respect to compliance with CEQA or with respect to the project;
- (8) Any proposed decisions or findings submitted to the decision-making body of the public agency by its staff or the project proponent, project opponents, or other persons, to the extent such documents are subject to public disclosure;
- (9) The documentation of the final public agency decision, including the final environmental impact report, mitigated negative declaration, or negative declaration, and all documents, in addition to those referenced in paragraph (3) above, cited or relied on in the findings or in a statement of overriding considerations adopted pursuant to CEQA;
- (10) Any other written materials relevant to the respondent public agency's compliance with CEQA or to its decision on the merits of the project, including the initial study; any drafts of any environmental document, or portions thereof, that were released for public review; copies of studies or other documents relied upon in any environmental document prepared for the project and either made available to the public during the public review period or included in the public agency's files on the project; and internal agency communications related to the project or to compliance with CEQA, to the extent such documents are subject to public disclosure; and

- (11) The full written record before any inferior administrative decision-making body whose decision was appealed prior to the filing of the lawsuit.

B. Organization of Administrative Record.

The administrative record should be organized as follows:

- (1) Index. A detailed index must be included at the beginning of the administrative record listing each document in the order presented. Each entry must include the document's title, date, brief description, and the volume and page where the document begins;
- (2) The Notice of Determination;
- (3) The resolutions or ordinances adopted by the Lead Agency approving the project;
- (4) The findings required by Public Resources Code section 21081, including any statement of overriding considerations;
- (5) The Final EIR, including the Draft EIR or a revision of the draft, all other matters included in the Final EIR (such as traffic studies and air quality studies), and other types of environmental documents prepared under CEQA, such as a negative declaration, mitigated negative declaration, or addenda;
- (6) The initial study;
- (7) Staff reports prepared for the administrative bodies providing subordinate approvals or recommendations to the Lead Agency, in chronological order;
- (8) Transcripts and minutes of hearings, in chronological order; and
- (9) All other documents appropriate for inclusion in the administrative record, in chronological order.

Each section listed above must be separated by tabs or marked with electronic bookmarks. Oversized documents (such as building plans and maps) must be presented in a manner that allows them to be easily unfolded and viewed.

The court may issue an order allowing the documents to be organized in a different manner.

C. Preparation of Administrative Record.

The administrative record can be prepared: (1) by the petitioner, if the petitioner elects to do so, or (2) by the Lead Agency. The petitioner and the Lead Agency can also agree on any alternative method of preparing the record. However, when a third party such as the project applicant prepares or assists with the preparation of the administrative record, the Lead Agency

may not be able to recover fees incurred by the third party unless petitioner has agreed to this method of preparation.

Notwithstanding the above, upon the written request of a project applicant received no later than 30 days after the date that the Lead Agency makes a determination pursuant to Public Resources Code section 21080.1, 21094.5, or Chapter 4.2 (commencing with Public Resources Code section 21155) and with the written consent of the Lead Agency sent within 10 business days from receipt of the written request, the Lead Agency may prepare the administrative record concurrently with the administrative process. Should the Lead Agency and the project applicant so desire to pursue concurrent record preparation, the parties must comply with the provisions of Public Resources Code section 21167.6.2.

D. Special Circumstances For Environmental Leadership Projects.

Special timing considerations and requirements apply if the Project is certified by the Governor as an Environmental Leadership Project pursuant to the “Jobs and Economic Improvement Through Environmental Leadership Act of 2011.” For example, the administrative record must be finished and certified within five (5) days of project approval. See Public Resources Code Section 21186 for a complete discussion of the special requirements related to the preparation of an administrative record for an Environmental Leadership Project.

11. DEFINITIONS

Whenever the following terms are used in these Local Guidelines, they shall have the following meaning unless otherwise expressly defined:

11.01 “Agricultural Employee” means a person engaged in agriculture, which includes farming in all its branches, and, among other things, includes: (1) the cultivation and tillage of the soil, (2) dairying, (3) the production, cultivation, growing, and harvesting of any agricultural or horticultural commodities, (4) the raising of livestock, bees, furbearing animals, or poultry, and (5) any practices (including any forestry or lumbering operations) performed by a farmer or on a farm as an incident to or in conjunction with such farming operations, including preparation for market and delivery to storage or to market or to carriers for transportation to market.

This definition does not include any person covered by the National Labor Relations Act as agricultural employees pursuant to Section 2(3) of the Labor Management Relations Act (Section 152(3), Title 29, United States Code) and Section 3(f) of the Fair Labor Standards Act (Section 203(f), Title 29, United States Code). This definition does not apply to employees who perform work to be done at the site of the construction, alteration, painting, or repair of a building, structure, or other work (as these terms have been construed under Section 8(e) of the Labor Management Relations Act, 29 United States Code Section 158(e)) or logging or timber-clearing operations in initial preparation of land for farming, or who does land leveling or only land surveying for any of the above. As used in this definition, “land leveling” shall include only major land moving operations changing the contour of the land, but shall not include annual or seasonal tillage or preparation of land for cultivation. (State CEQA Guidelines Section 15191(a).)

11.02 “Applicant” means a person who proposes to carry out a project that requires a lease, permit, license, certificate, or other entitlement for use, or requires financial aid from one or more public agencies when applying for governmental approval or assistance.

11.03 “Approval” means a decision by the decision-making body or other authorized body or officer of the City which commits the City to a definite course of action with regard to a particular project. With regard to any project to be undertaken directly by the City, approval shall be deemed to occur on the date when the decision-making body adopts a motion or resolution determining to proceed with the project, which in no event shall be later than the date of adoption of plans and specifications. As to private projects, approval shall be deemed to have occurred upon the earliest commitment to provide service or the issuance by the City of a discretionary contract, subsidy, or other form of financial assistance, lease, permit, license, certificate, or other entitlement for use of the project. The mere acquisition of land by the City shall not, in and of itself, be deemed to constitute approval of a project.

For purposes of these Local Guidelines, all environmental documents must be completed as of the time of project approval.

- 11.04** “Baseline” refers to the pre-project environmental conditions. By comparing the project’s potential impacts to the baseline, the Lead Agency determines whether the project’s impacts are substantial enough to be significant under the relevant thresholds of significance. Generally, the baseline is the environmental conditions existing on the date the environmental analysis begins, such as the date the Notice of Preparation is published for an EIR or the date the Notice of Intent to Adopt a Negative Declaration is published. However, in certain circumstances, an earlier or later date may provide a more accurate environmental analysis. The City may establish any baseline that is appropriate, including an earlier or later date, as long as the choice of baseline can be supported by substantial evidence.
- 11.05** “California Native American Tribe” means a Native American tribe located in California that is on the contact list maintained by the Native American Heritage Commission for the purposes of Chapter 905 of the Statutes of 2004.
- 11.06** “Categorical Exemption” means an exemption from CEQA for a class of projects based on a finding by the Secretary of the Resources Agency that the class of projects does not have a significant effect on the environment.
- 11.07** “Census-Defined Place” means a specific unincorporated land area within boundaries determined by the United States Census Bureau in the most recent decennial census.
- 11.08** “CEQA” means the California Environmental Quality Act, codified at California Public Resources Code Sections 21000, et seq.
- 11.09** “City” means the City of Santee.
- 11.10** “Clerk” means either the “Clerk of the Board” or the “County Clerk” depending upon the county. Please refer to the “Index to Environmental Filing by County” in the Staff Summary to determine which applies.
- 11.11** “Community-Level Environmental Review” means either (1) or (2) below:
- (1) An EIR certified for any of the following:
 - (a) A general plan;
 - (b) A revision or update to the general plan that includes at least the land use and circulation elements;
 - (c) An applicable community plan;
 - (d) An applicable specific plan; or
 - (e) A housing element of the general plan, if the Environmental Impact Report analyzed the environmental effects of the density of the proposed project;
 - (2) A Negative Declaration or Mitigated Negative Declaration adopted as a subsequent environmental review document, following and based upon an EIR on a general plan, an applicable community plan or specific plan, provided that the subsequent environmental review document is allowed by

CEQA following a Master EIR or a Program EIR or is required pursuant to Public Resource Section 21166.

11.12 “Consultation” means the meaningful and timely process of seeking, discussing, and considering carefully the views of others, in a manner that is cognizant of all parties’ cultural values and, where feasible, seeking agreement. Consultation between government agencies and Native American tribes shall be conducted in a way that is mutually respectful of each party’s sovereignty. Consultation shall also recognize the tribes’ potential needs for confidentiality with respect to places that have traditional tribal cultural significance.

11.13 “Cumulative Impacts” means two or more individual effects which, when considered together, are considerable or which compound or increase other environmental impacts. The individual effects may be changes resulting from a single project or a number of separate projects, whether past, present or future.

The cumulative impact from several projects is the change in the environment which results from the incremental impact of the project when added to other closely related past, present and reasonably foreseeable future projects. Cumulative impacts can result from individually minor but collectively significant projects taking place over a period of time.

11.14 “Cumulatively Considerable” means that the incremental effects of an individual project are significant when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.

11.15 “Decision-Making Body” means the body within the City, e.g. the City Council, which has final approval authority over the particular project.

11.16 “Developed Open Space” means land that meets each of the following three criteria:

- (1) Is publicly owned, or financed in whole or in part by public funds;
- (2) Is generally open to, and available for use by, the public; and
- (3) Is predominantly lacking in structural development other than structures associated with open spaces, including, but not limited to, playgrounds, swimming pools, ball fields, enclosed child play areas, and picnic facilities.

Developed Open Space may include land that has been designated for acquisition by a public agency for developed open space purposes, but does not include lands acquired by public funds dedicated to the acquisition of land for housing purposes.

11.17 “Development Project” means any project undertaken for the purpose of development, including any project involving the issuance of a permit for construction or reconstruction but not a permit to operate. It does not include any ministerial projects proposed to be carried out or approved by public agencies. (Government Code Section 65928.)

11.18 “Discretionary Project” means a project for which approval requires the exercise of independent judgment, deliberation, or decision-making on the part of the City. To determine whether a project is discretionary, the key question is whether the public agency can use its subjective judgment to decide whether and how to carry out or approve a project.

11.19 “EIR” means Environmental Impact Report, a detailed written statement setting forth the environmental effects and considerations pertaining to a project. EIR may mean a Draft or a Final version of an EIR, a Project EIR, a Subsequent EIR, a Supplemental EIR, a Tiered EIR, a Staged EIR, a Program EIR, a Redevelopment EIR, a Master EIR, or a Focused EIR.

11.20 “Emergency” means a sudden, unexpected occurrence, involving a clear and imminent danger, demanding immediate action to prevent or mitigate loss of, or damage to, life, health, property, or essential public services. Emergency includes such occurrences as fire, flood, earthquake, landslide or other natural disaster, as well as such occurrences as riot, war, terrorist incident, accident or sabotage.

11.21 “Endangered, Rare or Threatened Species” means certain species or subspecies of animals or plants. A species or subspecies of animal or plant is “Endangered” when its survival and reproduction in the wild are in immediate jeopardy from one or more causes, including loss of habitat, change in habitat, overexploitation, predation, competition, disease, or other factors. A species or subspecies of animal or plant is “Threatened” when it is listed as a threatened species pursuant to the California Endangered Species Act or the Federal Endangered Species Act. A species or subspecies of animal or plant is “Rare” when either:

- (1) Although not presently threatened with extinction, the species is existing in such small numbers throughout all or a significant portion of its range that it may become endangered if its environment worsens; or
- (2) The species is likely to become endangered within the foreseeable future throughout all or a significant portion of its range and may be considered “threatened” as that term is used in the Federal Endangered Species Act.

For purposes of analyzing impacts to biological resources, a species of animal or plant shall be presumed to be endangered, rare or threatened if it is listed under the California Endangered Species Act or the Federal Endangered Species Act.

This definition shall not include any species of the Class Insecta which is a pest whose protection under the provisions of CEQA would present an overwhelming and overriding risk to man as determined by the Director of Food and Agriculture (with regard to economic pests) or the Director of Health Services (with regard to health risks).

11.22 “Environment” means the physical conditions which exist in the area which will be affected by a proposed project, including land, air, water, minerals, flora, fauna, ambient noise, and objects of historic or aesthetic significance. The area involved

shall be the area in which significant effects would occur either directly or indirectly as a result of the project. The “environment” includes both natural and man-made conditions.

11.23 “Feasible” means capable of being accomplished in a successful manner within a reasonable period of time, taking into account economic, environmental, social and technological factors.

11.24 “Final EIR” means an EIR containing the information contained in the Draft EIR, comments either verbatim or in summary received in the review process, a list of persons commenting, and the response of the City to the comments received.

11.25 “Greenhouse Gases” include, but are not limited to, carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, and sulfur hexafluoride.

11.26 “Guidelines” or “Local Guidelines” means the City’s Local Guidelines for implementing the California Environmental Quality Act.

11.27 “Highway” shall have the same meaning as defined in Section 360 of the Vehicle Code.

11.28 “Historical Resources” include:

Resources listed in, or eligible for listing in, the California Register of Historical Resources shall be considered historical resources.

A resource may be listed in the California Register if it meets any of the following National Register of Historic Places criteria:

- (a) Is associated with events that have made a significant contribution to the broad patterns of California’s history and cultural heritage;
- (b) Is associated with the lives of persons important in our past;
- (c) Embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values; or
- (d) Has yielded, or may be likely to yield, information important in prehistory or history.

A resource may also be listed in the California Register if it is identified as significant in an historical resource survey that meets all of the following criteria:

- (a) The survey has been or will be included in the State Historic Resources Inventory;
- (b) The survey and the survey documentation were prepared in accordance with office procedures and requirements; and
- (c) The resource is evaluated and determined by the office to have a significance rating of Category 1 to 5 on DPR Form 523.

Resources included on a list of properties officially designated or recognized as historically significant by a local government pursuant to a local ordinance or resolution, or identified as significant in a historical resource survey (as described above) are presumed to be historically or culturally significant, unless a preponderance of evidence demonstrates that they are not historically or culturally significant.

Any of the following may be considered historically significant: any object, building, structure, site, area, place, record or manuscript which a Lead Agency determines, based upon substantial evidence in light of the whole record, to be historically significant or significant in the architectural, engineering, scientific, economic, agricultural, educational, social, political, military or cultural annals of California.

The Lead Agency is not precluded from determining that a resource is a historical resource, as defined in Public Resources Code Sections 5020.1(j) or 5024.1, even if it is: (a) not listed in, or is not determined to be eligible for listing in, the California Register of Historical Resources; (b) not included in a local register of historical resources; or (c) not identified in a historical resources survey.

11.29 “Infill Site” means a site in an urbanized area that meets either of the following criteria:

- (1) The site has been previously developed for qualified urban uses; or
- (2) The site has not been previously developed for qualified urban uses and both (a) and (b) are met:
 - (a) the site is immediately adjacent to parcels that are developed with qualified urban uses, or
 1. at least 75 percent of the perimeter of the site adjoins, or is separated only by an improved public right-of-way from, parcels that are developed with existing qualified urban uses at the time the Lead Agency receives an application for an approval; and
 2. the remaining 25 percent of the perimeter of the site adjoins parcels that had been previously developed for qualified urban uses;
 - (b) No parcel within the site has been created within the past 10 years unless the parcel was created as a result of the plan of a redevelopment agency.

(Public Resources Code Section 21061.3.)

11.30 “Initial Study” means a preliminary analysis conducted by the City to determine whether an EIR, a Negative Declaration, or a Mitigated Negative Declaration must be prepared or to identify the significant environmental effects to be analyzed in an EIR.

- 11.31** “Jurisdiction by Law” means the authority of any public agency to grant a permit or other entitlement for use, to provide funding for the project in question or to exercise authority over resources which may be affected by the project.
- The City will have jurisdiction by law over a project when the City has primary and exclusive jurisdiction over the site of the project, the area in which the major environmental effects will occur, or the area in which reside those citizens most directly concerned by any such environmental effects.
- 11.32** “Land Disposal Facility” means a hazardous waste facility where hazardous waste is disposed in, on, or under land. (Health and Safety Code Section 25199.1(d).)
- 11.33** “Large Treatment Facility” means a treatment facility which treats or recycles one thousand (1,000) or more tons of hazardous waste during any one month of the current reporting period commencing on or after July 1, 1991. (Health and Safety Code Section 25205.1(d).)
- 11.34** “Lead Agency” means the public agency which has the principal responsibility for preparing environmental documents and for carrying out or approving a project when more than one public agency is involved with the same underlying activity.
- 11.35** “Low- and Moderate-Income Households” means persons and families of low or moderate income as defined in Section 50093 of the Health and Safety Code—i.e., persons and families whose income does not exceed 120% of area median income, adjusted for family size by the Department of Housing and Community Development, in accordance with adjustment factors adopted and amended from time to time by the United States Department of Housing and Urban Development pursuant to Section 8 of the United States Housing Act of 1937. (Public Resources Code Section 21159.20(d); State CEQA Guidelines Section 15191(f).)
- 11.36** “Low-Income Households” means households of persons and families of very low and low income. Low-income persons or families are those eligible for financial assistance from governmental agencies for occupants of state-funded housing. Very low income persons are those whose incomes do not exceed the qualifying limits for very low income families as established and amended pursuant to Section 8 of the United States Housing Act of 1937. Such limits are published and updated in the California Code of Regulations. (Public Resources Code Section 21159.20(c); Health and Safety Code Sections 50105 and 50106; State CEQA Guidelines Section 15191(g).)
- 11.37** “Low-Level Flight Path” means any flight path for any aircraft owned, maintained, or under the jurisdiction of the United States Department of Defense that flies lower than 1,500 feet above ground level, as indicated in the United States Department of Defense Flight Information Publication, “Area Planning Military Training Routes: North and South America (AP/1B)” published by the United States National Imagery and Mapping Agency or its successor.

- 11.38** “Lower Income Households” is defined in Health and Safety Code Section 50079.5 to mean any of the following:
- (1) “Lower income households” means persons and families whose income does not exceed the qualifying limits for lower income families as established and amended from time to time pursuant to Section 8 of the United States Housing Act of 1937;
 - (2) “Very low income households” means persons and families whose incomes do not exceed the qualifying limits for very low income families as defined in Health and Safety Code 50105; or
 - (3) “Extremely low income households” means persons and families whose incomes do not exceed the qualifying limits for extremely low income families as defined in Health and Safety Code Section 50106.
- 11.39** “Major Transit Stop” means a site containing an existing rail or bus rapid transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of fifteen (15) minutes or less during the morning and afternoon peak commute periods. (Pub. Resources Code, § 21064.3; see also Pub. Resources Code, § 21060.2; State CEQA Guidelines Section 15191(i).)
- 11.40** “Metropolitan Planning Organization” or “MPO” means a federally-designated agency that provides transportation planning and programming in metropolitan areas. A MPO is designated for each urban area that has been defined in the most recent federal census as having a population of more than 50,000 people. There are 18 federally-designated MPOs in California. Non-urbanized (rural) areas do not have a designated MPO.
- 11.41** “Military Impact Zone” means any area, including airspace, that meets both of the following criteria:
- (1) Is located within two miles of a military installation, including, but not limited to, any base, military airport, camp, post, station, yard, center, homeport facility for a ship, or any other military activity center that is under the jurisdiction of the United States Department of Defense; and
 - (2) Covers greater than 500 acres of unincorporated land, or greater than 100 acres of city incorporated land.
- 11.42** “Military Service” means the United States Department of Defense or any branch of the United States Armed Forces.
- 11.43** “Ministerial” describes a governmental decision involving little or no personal judgment by the public official as to the wisdom or manner of carrying out the project. The public official merely applies the law to the facts as presented but uses no special discretion or standards or objective measurements, and the public official

- cannot use personal, subjective judgment in deciding whether or how the project should be carried out. Common examples of ministerial permits include automobile registrations, dog licenses, and marriage licenses. A building permit is ministerial if the ordinance requiring the permit limits the public official to determining whether the zoning allows the structure to be built in the requested location, the structure would meet the strength requirements in the Uniform Building Code, and the applicant has paid his fee. (Public Resources Code Section 21080(b)(1).)
- 11.44** “Mitigated Negative Declaration” or “MND” means a Negative Declaration prepared for a Project when the Initial Study has identified potentially significant effects on the environment, but: (1) revisions in the project plans or proposals made, or agreed to, by the applicant before the proposed Negative Declaration and Initial Study are released for public review would avoid the effects or mitigate the effects to a point where clearly no significant effect on the environment would occur, and (2) there is no substantial evidence in light of the whole record before the public agency that the project, as revised, may have a significant effect on the environment.
- 11.45** “Mitigation” includes avoiding the environmental impact altogether by not taking a certain action or parts of an action, minimizing impacts by limiting the degree or magnitude of the action and its implementation, rectifying the impact by repairing, rehabilitating or restoring the impacted environment, reducing or eliminating the impact over time by preservation and maintenance operations during the life of the action, or compensating for the impact by replacing or providing substitute resources or environments, including through permanent protection of such resources in the form of conservation easements.
- 11.46** “Negative Declaration” or “ND” means a written statement by the City briefly describing the reasons that a proposed project, not exempt from CEQA, will not have a significant effect on the environment and, therefore, does not require the preparation of an EIR.
- 11.47** “Notice of Completion” means a brief report filed with the Office of Planning and Research by the City when it is the Lead Agency as soon as it has completed a Draft EIR and is prepared to send out copies for review.
- 11.48** “Notice of Determination” means a brief notice to be filed by the City when it approves or determines to carry out a project which is subject to the requirements of CEQA.
- 11.49** “Notice of Exemption” means a brief notice which may be filed by the City when it has approved or determined to carry out a project, and it has determined that the project is exempt from the requirements of CEQA. Such a notice may also be filed by an applicant where such a determination has been made by a public agency which must approve the project.
- 11.50** “Notice of Preparation” means a brief notice sent by a Lead Agency to notify the Responsible Agencies, Trustee Agencies, the Office of Planning and Research, and

involved federal agencies that the Lead Agency plans to prepare an EIR for a project. The purpose of this notice is to solicit guidance from those agencies as to the scope and content of the environmental information to be included in the EIR. Public agencies are free to develop their own formats for this notice.

- 11.51** “Oak” means a native tree species in the genus *Quercus*, not designated as Group A or Group B commercial species pursuant to regulations adopted by the State Board of Forestry and Fire Protection pursuant to Public Resources Code Section 4526, and that is five (5) inches or more in diameter at breast height. (Public Resources Code Section 21083.4(a).)
- 11.52** “Oak Woodlands” means an oak stand with a greater than 10 percent canopy cover or that may have historically supported greater than 10 percent canopy cover. (Fish & Game Code Section 1361(h).)
- 11.53** “Offsite Facility” means a facility that serves more than one generator of hazardous waste. (Public Resources Code Section 21151.1(h).)
- 11.54** “Person” includes any person, firm, association, organization, partnership, business, trust, corporation, company, city, county, city and county, town, the state, and any of the agencies which may be political subdivisions of such entities, and, to the extent permitted by federal law, the United States, or any of its agencies or political subdivisions.
- 11.55** “Pipeline” as defined in these Local Guidelines depends on the context. Please see Local Guidelines Sections 3.11 and 3.12 for specific definitions.
- 11.56** “Private Project” means a project which will be carried out by a person other than a governmental agency, but which will need a discretionary approval from the City. Private projects will normally be those listed in subsections (2) and (3) of Local Guidelines Section 11.57.
- 11.57** “Project” means the whole of an action or activity which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect change in the environment, and is any of the following:
- (1) A discretionary activity directly undertaken by the City including but not limited to public works construction and related activities, clearing or grading of land, or improvements to existing public structures;
 - (2) A discretionary activity which involves a public agency’s issuance to a person of a lease, permit, license, certificate, or other entitlement for use, or which is supported, in whole or in part, through contracts, grants, subsidies, loans or other forms of assistance by the City; or
 - (3) A discretionary project proposed to be carried out or approved by public agencies, including but not limited to the enactment and amendment of local General Plans or elements thereof, the enactment of zoning ordinances, the

issuance of zoning variances, the issuance of conditional use permits and the approval of tentative subdivision maps.

The presence of any real degree of control over the manner in which a project is completed makes it a discretionary project.

The term “project” refers to the activity which is being approved and which may be subject to several discretionary approvals by governmental agencies. The term “project” does not mean each separate governmental approval.

11.58 “Project-Specific Effects” means all the direct or indirect environmental effects of a project other than cumulative effects and growth-inducing effects. (Public Resources Code Section 21065.3; State CEQA Guidelines Section 15191(j).)

11.59 “Public Water System” means a system for the provision of piped water to the public for human consumption that has 3,000 or more service connections. A public water system includes all of the following: (A) Any collection, treatment, storage, and distribution facility under control of the operator of the system which is used primarily in connection with the system; (B) Any collection or pretreatment storage facility not under the control of the operator that is used primarily in connection with the system; (C) Any person who treats water on behalf of one or more public water systems for the purpose of rendering it safe for human consumption. (State CEQA Guidelines Section 15155.)

11.60 “Qualified Urban Use” means any residential, commercial, public institutional, transit or transportation passenger facility, or retail use, or any combination of those uses. (Public Resources Code Section 21072; State CEQA Guidelines Section 15191(k).)

11.61 “Residential” means a use consisting of either residential units only or residential units and primarily neighborhood-serving goods, services, or retail uses that do not exceed 15% of the total floor area of the project. (State CEQA Guidelines Section 15191(l).) Residential, pursuant to Public Resources Code Section 21159.24, shall mean a use consisting of either of the following:

(1) Residential units only.

(2) Residential units and primarily neighborhood-serving goods, services, or retail uses that do not exceed 25 percent of the total building square footage of the project.

11.62 “Responsible Agency” means a public agency which proposes to carry out or approve a project for which a Lead Agency has prepared the environmental documents. For the purposes of CEQA, the term “Responsible Agency” includes all federal, state, regional and local public agencies other than the Lead Agency which have discretionary approval power over the project.

11.63 “Riparian areas” mean those areas transitional between terrestrial and aquatic ecosystems and that are distinguished by gradients in biophysical conditions,

- ecological processes, and biota. A riparian area is an area through which surface and subsurface hydrology connect waterbodies with their adjacent uplands. A riparian area includes those portions of terrestrial ecosystems that significantly influence exchanges of energy and matter with aquatic ecosystems. A riparian area is adjacent to perennial, intermittent, and ephemeral streams, lakes, and estuarine-marine shorelines.
- 11.64** “Roadway” means a roadway as defined pursuant to Section 530 of the Vehicle Code and the previously graded and maintained shoulder that is within a roadway right-of-way of no more than five feet from the edge of the roadway.
- 11.65** “Significant Effect” means a substantial, or potentially substantial, adverse change in any of the physical conditions within the area affected by the activity including land, air, water, minerals, flora, fauna, ambient noise, and objects of historic or aesthetic significance. A social or economic change related to a physical change may be considered in determining whether the physical change is significant.
- 11.66** “Significant Value as a Wildlife Habitat” includes wildlife habitat of national, statewide, regional, or local importance; habitat for species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531, et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code); habitat identified as candidate, fully protected, sensitive, or species of special status by local, state, or federal agencies; or habitat essential to the movement of resident or migratory wildlife.
- 11.67** “Special Use Airspace” means the land area underlying the airspace that is designated for training, research, development, or evaluation for a military service, as that land area is established by the United States Department of Defense Flight Information Publication, “Area Planning: Special Use Airspace: North and South America (AP/1A)” published by the United States National Imagery and Mapping Agency or its successor.
- 11.68** “Staff” means the City Manager or his or her designee.
- 11.69** “Standard” means a standard of general application that is all of the following:
- (1) A quantitative, qualitative or performance requirement found in a statute, ordinance, resolution, rule, regulation, order, or other standard of general application;
 - (2) Adopted for the purpose of environmental protection;
 - (3) Adopted by a public agency through a public review process;
 - (4) Governs the same environmental effect which the change in the environment is impacting; and

- (5) Governs the jurisdiction where the project is located.

The definition of “standard” includes any thresholds of significance adopted by the City which meet the requirements of this Section.

If there is a conflict between standards, the City shall determine which standard is appropriate based upon substantial evidence in light of the whole record.

11.70 “State CEQA Guidelines” means the Guidelines for Implementation of the California Environmental Quality Act as adopted by the Secretary of the California Natural Resources Agency as they now exist or hereafter may be amended. (California Administrative Code, Title 14, Sections 15000, et seq.)

11.71 “Substantial Evidence” means reliable information on which a fair argument can be based to support an inference or conclusion, even though another conclusion could be drawn from that information. “Substantial evidence” includes facts, reasonable assumptions predicated upon facts, and expert opinion supported by facts. “Substantial evidence” does not include argument, speculation, unsubstantiated opinion or narrative, evidence which is clearly inaccurate or erroneous, or evidence of social or economic impacts which do not contribute to, or are not caused by, physical impacts on the environment.

11.72 “Sustainable Communities Strategy” is an element of a Regional Transportation Plan, which must be adopted by the Metropolitan Planning Organization for the region. (See Local Guidelines Section 11.40.) The Sustainable Communities Strategy is an integrated land use and transportation plan intended to reduce greenhouse gases. The Sustainable Communities Strategy includes various components such as: consideration of existing densities and uses within the region, identification of areas within the region that can accommodate an eight-year projection of the region’s housing needs, development of projections for growth in the region, identification of existing transportation networks, and preparation of a forecast for development pattern for the region that can be integrated with transportation networks.

11.73 “Tiering” means the coverage of general matters in broader EIRs (such as on general plans or policy statements) with subsequent narrower EIRs or ultimately site-specific EIRs incorporating by reference the general discussions and concentrating solely on the issues specific to the EIR subsequently prepared. Tiering is appropriate when the sequence of EIRs is:

- (a) From a general plan, policy, or Program EIR to a program, plan, or policy EIR of lesser scope or to a site-specific EIR; or
- (b) From an EIR on a specific action at an early stage to a subsequent EIR or a supplement to an EIR at a later stage. Tiering in such cases is appropriate when it helps the Lead Agency to focus on the issues which are ripe for decision and exclude from consideration issues already decided or not yet ripe.

(Public Resources Code Sections 21003, 21061 and 21100.)

11.74 “Transit Priority Area” means an area within one-half mile of a major transit stop that is existing or planned, if the planned stop is scheduled to be completed within the planning horizon included in a Transportation Improvement Program adopted pursuant to Section 450.216 or 450.322 of Title 23 of the Code of Federal Regulations.

11.75 “Transit Priority Project” means a mixed use project that is consistent with the general use designation, density, building intensity, and applicable policies specified for the project area in either a sustainable communities strategy or an alternative planning strategy for which the California Air Resources Board has accepted a Metropolitan Planning Organization’s determination that the sustainable communities strategy or the alternative planning strategy would, if implemented, achieve the greenhouse gas emission reduction targets. Such a project may be exempt from CEQA if a detailed laundry list of requirements is met. To qualify for the exemption, the Transit Priority Project must:

- (1) contain at least 50 percent residential use based on total building square footage;
- (2) if the project contains between 26 percent and 50 percent non-residential uses, the floor-to-area ratio (FAR) must be at least 0.75;
- (3) have a minimum net density of 20 dwelling units per acre;
- (4) be located within a half mile of a major transit stop or high-quality transit corridor included in a regional transportation plan; and
- (5) meet all the requirements of Public Resources Code Section 21155.1.

11.76 “Transportation Facilities” includes major local arterials and public transit within five (5) miles of the project site, and freeways, highways, and rail transit service within ten (10) miles of the project site.

11.77 “Tribal Cultural Resources” are either of the following:

- (1) Sites, features, places, cultural landscapes, sacred places, and objects with cultural value to a California Native American tribe that are either of the following:
 - (a) Included or determined to be eligible for inclusion in the California Register of Historical Resources.
 - (b) Included in a local register of historic resources as defined in subdivision (k) of Public Resources Code Section 5020.1.
- (2) A resource determined by the Lead Agency, in its discretion and supported by substantial evidence, to be significant pursuant to criteria set forth in subdivision (c) of Public Resources Code Section 5024.1. In applying the criteria set forth in subdivision (c) of Section 5024.1 for the purposes of this

definition, the Lead Agency shall consider the significance of the resource to a California Native American tribe.

A cultural landscape that meets the criteria set forth above is a tribal cultural resource to the extent that the landscape is geographically defined in terms of the size and scope of the landscape.

A historic resource described in Public Resources Code Section 21084.1, a unique archaeological resource as defined in subdivision (g) of Public Resources Code Section 21083.2, or a "nonunique archaeological resource" as defined in subdivision (h) of Public Resources Code Section 21083.2 may also be a tribal cultural resource if it conforms with the criteria of Tribal cultural resources.

11.78 "Trustee Agency" means a State agency having jurisdiction by law over natural resources affected by a project which are held in trust for the people of the State of California. Trustee Agencies may include, but are not limited to, the following:

- (a) The California Department of Fish and Wildlife ("DFW") with regard to the fish and wildlife of the state, designated rare or endangered native plants, and game refuges, ecological reserves, and other areas administered by DFW;
- (b) The State Lands Commission with regard to state owned "sovereign" lands such as the beds of navigable waters and state school lands;
- (c) The State Department of Parks and Recreation with regard to units of the State Park System;
- (d) The University of California with regard to sites within the Natural Land and Water Reserve System; and/or
- (e) The State Water Resources Control Board with respect to surface waters.

11.79 "Urban Growth Boundary" means a provision of a locally adopted general plan that allows urban uses on one side of the boundary and prohibits urban uses on the other side of the boundary.

11.80 "Urbanized Area" means either of the following:

- (1) An incorporated city that either by itself or in combination with two contiguous incorporated cities has a population of at least one hundred thousand (100,000) persons;
- (2) An unincorporated area that meets both of the following requirements:
 - (a) The unincorporated area is either:
 - (i) completely surrounded by one or more incorporated cities, has a population of at least 100,000 persons either by itself or in combination with the surrounding incorporated city or cities, and has a population density that at least equals the population density of the surrounding city or cities; or

- (ii) located within an urban growth boundary and has an existing residential population of at least five thousand (5,000) persons per square mile. An “urban growth boundary” means a provision of a locally adopted general plan that allows urban uses on one side of the boundary and prohibits urban uses on the other side.
- (b) The board of supervisors with jurisdiction over the unincorporated area has taken all three of the following steps:
 - 1. Prepared a draft document by which the board would find that the general plan, zoning ordinance, and related policies and programs applicable to the unincorporated area are consistent with principles that encourage compact development in a manner that promotes efficient transportation systems, economic growth, affordable housing, energy efficiency, and an appropriate balance of jobs and housing, and protects the environment, open space and agricultural areas;
 - 2. Submitted the draft document to the Office of Planning and Research and allowed OPR thirty (30) days to submit comments on the draft finding to the board; and
 - 3. At least thirty (30) days after submitting the draft document to OPR, the board has adopted a final finding in substantial conformity with the draft finding described in the draft document.

(Public Resources Code Sections 21083, 21159.20-21159.24; State CEQA Guidelines Section 15191(m).)

11.81 “Water Acquisition Plans” means any plans for acquiring additional water supplies prepared by the public water system or a city or county Lead Agency pursuant to subdivision (a) of section 10911 of the Water Code.

11.82 “Water Assessment” or “Water Supply Assessment” means the water supply assessment that must be prepared by the governing body of a public water system, or a city or county, pursuant to and in compliance with sections 10910 to 10915 of the Water Code, and that includes, without limitation, the elements of the assessment required to comply with subdivisions (d), (e), (f), and (g) of section 10910 of the Water Code.

11.83 “Water Demand Project” means any one of the following:

- (A) A residential development of more than 500 dwelling units;
- (B) A shopping center or business establishment employing more than 1,000 persons or having more than 500,000 square feet of floor space;
- (C) A commercial office building employing more than 1,000 persons or having more than 250,000 square feet of floor space;

- (D) A hotel or motel, or both, having more than 500 rooms;
- (E) An industrial, manufacturing, or processing plant, or industrial park planned to house more than 1,000 persons, occupying more than 40 acres of land, or having more than 650,000 square feet of floor area;

Except, a proposed photovoltaic or wind energy generation facility approved on or after October 8, 2011, is not a Water Demand Project if the facility would demand no more than 75 acre-feet of water annually.

- (F) A mixed-use project that includes one or more of the projects specified in subdivisions (A); (B), (C), (D), (E), or (G) of this section;
- (G) A project that would demand an amount of water equivalent to, or greater than, the amount of water required by a 500 dwelling unit project; or
- (H) For public water systems with fewer than 5,000 service connections, a project that meets the following criteria:
 - (1) A proposed residential, business, commercial, hotel or motel, or industrial development that would account for an increase of 10 percent or more in the number of a public water system's existing service connections; or
 - (2) A mixed-use project that would demand an amount of water equivalent to, or greater than, the amount of water required by residential development that would represent an increase of 10 percent or more in the number of the public water system's existing service connections.

(State CEQA Guidelines Section 15155.)

11.84 "Waterway" means a bay, estuary, lake, pond, river, slough, or a perennial, intermittent, or ephemeral stream, lake, or estuarine-marine shoreline.

11.85 "Wetlands" has the same meaning as that term is construed in the regulations issued by the United States Army Corps of Engineers pursuant to the Clean Water Act. Thus, "wetlands" means areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. (Public Resources Code Section 21159.21(d), incorporating Title 33, Code of Federal Regulations, Section 328.3.)

11.86 "Wildlife Habitat" means the ecological communities upon which wild animals, birds, plants, fish, amphibians, and invertebrates depend for their conservation and protection. (Public Resources Code Section 21159.21.)

11.87 “Zoning Approval” means any enactment, amendment, or appeal of a zoning ordinance; granting of a conditional use permit or variance; or any other form of land use, subdivision, tract, or development approval required from the city or county having jurisdiction to permit the particular use of the property.

12. **FORMS**

See forms A – S which accompany these Guidelines.

13. COMMON ACRONYMS

A. *****

ADEIR – Administrative Draft Environmental Impact Report
AQMD – Air Quality Management District
AQMP – Air Quality Management Plan
AR – Administrative Record
ARB – Air Resources Board

B. *****

BMP – Best Management Practices
BO – Biological Opinion

C. *****

Cal EPA – California Environmental Protection Agency
CAP – Climate Action Plan
CCAA – California Clean Air Act
CCR – California Code of Regulations (Title 14 Sections 15000 et seq. are also known as the State CEQA Guidelines.)
CE – Categorical Exclusion (NEPA)
CESA – California Endangered Species Act
CEQA – California Environmental Quality Act
CFR – Code of Federal Regulations
CMP – Congestion Management Plan
CRWQCB – California Regional Water Quality Control Board

D. *****

DEIR – Draft Environmental Impact Report
DFW – Department of Fish and Wildlife

E. *****

EA – Environmental Assessment (NEPA term)
EIR – Environmental Impact Report
EIS – Environmental Impact Statement (NEPA term)
EPA – Environmental Protection Agency
ESA – Endangered Species Act; Environmental Site Assessment

F. *****

FCAA – Federal Clean Air Act
FEIR – Final Environmental Impact Report
FOIA – Freedom of Information Act (Federal)
FONSI – Finding of No Significant Impact (NEPA term)
FWS – Fish and Wildlife Service

G. *****

GHG – Greenhouse Gas
GW – Ground Water

H. *****

HH&E – Human Health and Environment
HRA – Health Risk Assessment
HS – Hazardous Substance

I. *****

IS – Initial Study

J. *****

K. *****

L. *****

LADD – Lifetime Average Daily Dose; Lowest Acceptable Daily Dose
LEA – Local Enforcement Agency
LESA – Land Evaluation and Site Assessment
LUFT – Leaking Underground Fuel Tank
LUST – Leaking Underground Storage Tanks. Reference Part 213 of Public Act 451 of 1994.

M. *****

MEIR – Master Environmental Impact Report
MMRP – Mitigation Monitoring and Reporting Plan
MPO – Metropolitan Planning Organization
MND – Mitigated Negative Declaration

N. *****

ND – Negative Declaration
NEPA – National Environmental Policy Act
NOA – Notice of Availability
NOC – Notice of Completion
NOD – Notice of Determination
NOE – Notice of Exemption
NOI – Notice of Intent
NOP – Notice of Preparation
NOV – Notice of Violation

O. *****

OPR – Office of Planning and Research

- P.** *****
PEIR – Program Environmental Impact Report. Sometimes also used to describe a
Project Environmental Impact Report
PM – Particulate Matter
PRA – Public Records Act
PSA – Permit Streamlining Act
- Q.** *****
- R.** *****
RCRA – Resource Conservation and Recovery Act (1976) Governs definition, handling,
and disposal of hazardous waste.
- S.** *****
SCH – State Clearinghouse
SEIR – Supplemental or Subsequent Environmental Impact Report
SMARA – Surface Mining and Reclamation Act
SWMP – Stormwater Monitoring Program
SWPPP – Stormwater Pollution Prevention Program
- T.** *****
TCM – Transportation Control Measure
TCP – Transportation Control Plan
TDS – Total Dissolved Solids
TMP – Transportation Management Plan
Title V – refers to Title V of the Clean Air Act related to ambient air quality provisions
TLV – Threshold Limit Value
- U.** *****
UBC – Uniform Building Code
UFC – Uniform Fire Code
UGST – Underground Storage Tank
USDW – Underground Source of Drinking Water
UWMP – Urban Water Management Plan
- V.** *****
VOC – Volatile Organic Compounds (Health & Safety Code, Section 25123.6.)
VOS – Vehicle Operating Survey
- W.** *****
WQS – Water Quality Standard
WSA – Water Supply Assessment
WTP – Water Treatment Plant. A facility designed to provide treatment to water.
WWTP – Wastewater Treatment Plan

- X.** *****
- Y.** *****
- Z.** *****

City of Santee
COUNCIL AGENDA STATEMENT

Item 7

MEETING DATE June 24, 2020

AGENDA ITEM NO.

ITEM TITLE **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, ACCEPTING THE MAST PARK IMPROVEMENTS (CIP 2008-53) AS COMPLETE AND APPROPRIATING PARK IN LIEU FUNDS**

DIRECTOR/DEPARTMENT Melanie Kush, Development Services 

SUMMARY

This item requests City Council accept the Mast Park Improvements (CIP 2008-53) as complete. This project reconstructed the entire 28-acre Mast Park site to include new playgrounds, fitness equipment, shade shelters, basketball court, a 3-section dog park, restroom building, concession building, disc golf restroom building, table tennis, bean bag toss, drought tolerant landscape planting, walkway lighting, water quality treatment basins, and realigned the San Diego River Trail.

City Council awarded the construction contract for the Mast Park Improvements (CIP 2008-53) project to 3-D Enterprises on September 26, 2018 in the amount of \$9,771,125.00 and authorized the Director of Development Services to approve change orders totaling \$830,545.63. A Notice to Proceed was issued on December 4, 2018. Twenty-two construction change orders were issued for unforeseen items and additional improvements totaling \$751,875.31, bringing the total contract amount to \$10,523,000.31 The additional improvements included walkway lighting, enlarging the concession building, the disc golf restroom building, play equipment, bike racks, cable rail fencing, CCTV security cameras, and communication upgrades. The additional items totaled to \$550,820.80, 75% of total change orders approved. The park was opened to the public on February 1, 2020; however, the remainder of minor work deliveries and completion delayed acceptance of the contract until June 17, 2020 due to the COVID-19 pandemic.

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

FINANCIAL STATEMENT 

Funding for this project was provided by Park In-Lieu Fees, Public Facility Fees, a Developer Contribution by Pardee Homes, two Proposition 1 Grants, the Storm Drain Trash Diversion Program, a County of San Diego Neighborhood Reinvestment Grant and Housing Related Parks Program grant totaling \$12,421,116.96. An appropriation of Park in Lieu funds in the amount of \$20,285.00 is required to close out the project.

Design and Bidding	\$ 1,300,400.38
Original Construction Contract	9,771,125.00
Construction Change Orders	751,875.31
Construction Engineering/Management	590,216.27
Project Close Out	<u>7,500.00</u>
Total Project Cost	<u>\$ 12,421,116.96</u>

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION 

Adopt the attached Resolution accepting the Mast Park Improvements (CIP 2008-53) as complete, directing the City Clerk to file a Notice of Completion and appropriating \$20, 285.00 in Park in Lieu funds.

ATTACHMENT

Resolution

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
ACCEPTING THE MAST PARK IMPROVEMENTS
(CIP 2008-53) AS COMPLETE AND APPROPRIATING PARK IN LIEU FUNDS**

WHEREAS, the City Council awarded the construction contract for the Mast Park Improvements (CIP 2008-53) to 3-D Enterprises, Inc. on September 26, 2018 for \$9,771,125.00; and

WHEREAS, City Council authorized staff to approve construction change orders not to exceed \$830,545.63; and

WHEREAS, Staff approved twenty-two construction change orders totaling \$751,875.31 and

WHEREAS, the project was completed for a total contract amount of \$10,523,000.31; and

WHEREAS, 3-D Enterprises, Inc. has completed the project in accordance with the contract plans and specifications; and

WHEREAS, an appropriation of Park in Lieu funds is required to close out the project.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Santee, California, that the work for the construction of the Mast Park Improvements (CIP 2008-53) is accepted as complete on this date the City Clerk is directed to record a "Notice of Completion" and an appropriation of Park in Lieu funds in the amount of \$20,285.00 is approved.

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 24th day of June, 2020, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

City of Santee
COUNCIL AGENDA STATEMENT

Item 8

MEETING DATE June 24, 2020

AGENDA ITEM NO.

ITEM TITLE **RESOLUTIONS CALLING FOR A NOVEMBER 3, 2020 GENERAL MUNICIPAL ELECTION**

DIRECTOR/DEPARTMENT Annette Ortiz, City Clerk 

SUMMARY

The City of Santee is scheduled to conduct a General Municipal Election on November 3, 2020, for the purpose of electing one (1) Mayor and two (2) Members of the City Council, and submitting to the voters measures relating to (1) amending the General Plan to require voter approval of certain development actions, (2) establishing a three-term lifetime limit on City Council service and Mayoral service, and (3) establishing a three-term lifetime limit on City Council service and a separate two-term lifetime limit on Mayoral service. The candidate Filing Period for the November election is from 8:00 a.m. on Monday, July 13, 2020 through 5:00 p.m. on Thursday, August 13, 2020. If an incumbent does not file, the period is extended to Tuesday, August 18, at 5:00 p.m. for candidates other than the incumbent to file for that office.

Adoption of the attached four (4) Resolutions is required to begin the election process and consolidate with the statewide election to be held on the same date.

The Resolutions are:

1. Calling and giving notice of the November 3, 2020 election for one (1) Mayor and two (2) Members of the City Council, and for the submission to the voters of three measures.
2. Requesting the Board of Supervisors to conduct and consolidate the General Municipal Election with the Statewide General Election and authorizing the Registrar of Voters to provide services.
3. Pertaining to a prepaid Candidate's Statement. Candidates may file a Candidate's Statement for the Voter's Pamphlet and Council determines if the statement is to be 200 or 400 words. Historically, Council has designated a 200-word statement, which is one-half of a page and a lesser cost. This Resolution continues to reflect a 200-word statement. The Registrar of Voters estimates a cost of approximately \$1,300 for a 200-word statement. The Federal Voting Rights Act requires voters' pamphlets be translated in other languages as specified by the Registrar of Voters (Spanish, Vietnamese, Filipino and Chinese).
4. Regarding tie votes is **OPTIONAL** and is being provided to Council at this time for consideration. Resolution of a tie vote may be decided either by lot (e.g., tossing a coin, etc.) or by conducting a special runoff election involving only those candidates who receive an equal number of votes. If by lot, adoption of this Resolution would be appropriate. If Council should decide a Special Runoff Election be conducted, then the appropriate Resolution would be brought back at the next meeting. A Special Election would cost in excess of \$400,000.

FINANCIAL STATEMENT 

There is \$32,000 budgeted for election costs. The Registrar of Voters Office has estimated their fee to conduct the election will fall between \$95,000 and \$195,000. Final costs are not known until after the completion of the election.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION 

Adopt the 4 Resolutions.

ATTACHMENTS

Resolutions (4)

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO CHARTER CITIES, AND FOR THE SUBMISSION TO THE VOTERS OF MEASURES RELATING TO 1) AMENDING THE CITY OF SANTEE GENERAL PLAN TO REQUIRE VOTER APPROVAL FOR DEVELOPMENT ACTIONS THAT WOULD INCREASE RESIDENTIAL DENSITY OR INTENSIFY LAND USE OVER THAT CURRENTLY PERMITTED BY THE GENERAL PLAN, 2) ESTABLISHING A THREE-TERM LIFETIME LIMIT FOR MAYORAL AND CITY COUNCIL SERVICE, AND 3) ESTABLISHING A THREE-TERM LIFETIME LIMIT ON CITY COUNCIL SERVICE, AND A SEPARATE TWO-TERM LIFETIME LIMIT ON MAYORAL SERVICE, AND SETTING RULES FOR ARGUMENTS AND REBUTTALS FOR AND AGAINST SAID MEASURES

WHEREAS, under the provisions of the laws relating to Charter cities in the State of California, a General Municipal Election shall be held on Tuesday, November 3, 2020, for election of Municipal Officers; and

WHEREAS, pursuant to authority provided by statute, a petition has been filed with the City Council of the City of Santee, California, signed by more than ten percent (10%) of the number of registered voters of the City, to submit to the qualified electors a proposed initiative measure amending the City of Santee Municipal Code to establish a three-term lifetime limit on City Council and Mayoral service, and the City Clerk has examined the records of registration and ascertained that, pursuant to Elections Code section 9215, the petition is signed by the requisite number of voters, and has so certified, and on August 22, 2018, the City Council adopted Resolution 108-2018 submitting the proposed measure to the voters; and

WHEREAS, pursuant to authority provided by statute, a petition has been filed with the City Council of the City of Santee, California, signed by more than ten percent (10%) of the number of registered voters of the City, to submit to the qualified electors a proposed initiative measure amending the City of Santee General Plan to require voter approval for development actions that would increase residential density or intensify land use over that currently permitted by the General Plan, and the City Clerk has examined the records of registration and ascertained that, pursuant to Elections Code section 9215, the petition is signed by the requisite number of voters, and has so certified, and on September 5, 2018, the City Council adopted Resolution 112-2018 submitting the proposed measure to the voters; and

WHEREAS, on June 10, 2020, pursuant to Elections Code section 9222, the City Council adopted Resolution 050-2020 submitting to the qualified electors its own measure amending the Santee Municipal Code to establish a three-term lifetime limit on City Council service, and a separate two-term lifetime limit on Mayoral service; and

WHEREAS, the City Council desires to submit to the voters at the General Municipal Election the three measures described above; and

RESOLUTION NO. _____

WHEREAS, pursuant to Elections Code sections 9285 and 9286, the City Council further desires to establish rules and regulations for the preparation, submittal and printing of arguments and rebuttals for and against the measures described herein.

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

SECTION 1. That pursuant to the laws of the State of California relating to Charter Cities there is called and ordered to be held in the City of Santee, California on Tuesday, November 3, 2020, a General Municipal Election for the purpose of electing one (1) Member of the City Council residing in District 3 and one (1) Member of the City Council residing in District 4, each for the full term of four years, electing one (1) Mayor at-large, for the full term of four years, and submitting to the voters three measures, as describe herein.

SECTION 2. That the City Council, pursuant to its right and authority, does hereby order submitted to the voters at the General Municipal Election the following question/measure relating to amendment of the Santee General Plan to require voter approval for development actions that would increase residential density or intensify land use over that currently permitted by the General Plan:

"Shall an ordinance amending the Santee General Plan requiring voter approval for development actions that would increase residential density or intensify land use over that currently permitted by the General Plan be adopted?"	Yes
	No

SECTION 3. That the City Council, pursuant to its right and authority, does hereby order submitted to the voters at the General Municipal Election the following question/measure relating to a three-term lifetime limit on City Council and Mayoral service:

"Shall the measure amending the Santee Municipal Code to require that no person shall serve as an "Elected Official," defined to include the offices of Mayor and Member of the City Council, for more than twelve years, or three terms, whichever is less, with any portion of term, whether by election or appointment, counting as a full term, be adopted?"	Yes
	No

SECTION 4. That the City Council, pursuant to its right and authority, does hereby order submitted to the voters at the General Municipal Election the following question/measure relating to a three-term lifetime limit on City Council service and a separate two-term lifetime limit on Mayoral service:

"Shall an ordinance amending the Santee Municipal Code to establish a three-term lifetime limit on City Council service and a separate two-term lifetime limit on Mayoral service, be adopted?"	Yes
	No

RESOLUTION NO. _____

SECTION 5. That the proposed complete text of the measure proposing to amend the Santee General Plan is attached as Exhibit A, the proposed complete text of the measure proposing to establish a three-term lifetime limit for City Council and Mayoral service is attached as Exhibit B, and the proposed complete text of the measure proposing to establish a three-term lifetime limit for City Council service and a separate two-term limit for Mayoral service, is attached as Exhibit C.

SECTION 6. That the Ballots to be used at the election shall be in such form and content as required by law.

SECTION 7. That the City Clerk is authorized, instructed and directed to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 8. That the polls for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until eight o'clock p.m. of the same day when the polls shall be closed, pursuant to Election Code Section 10242, except as provided in Section 14401 of the Elections Code of the State of California.

SECTION 9. That in all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 10. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 11. That the City Clerk shall certify to the passage and adoption of this Resolution and shall enter it into the book of original Resolutions.

SECTION 12. That the City Council hereby authorizes the City Clerk to administer said election and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

SECTION 13. Arguments and Analysis.

A. The City Council authorizes (i) the City Council or any member(s) of the City Council, (ii) any individual voter eligible to vote on the above measures, (iii) a bona fide association of such citizens or (iv) any combination of voters and associations, to file a written argument in favor of or against any of the measures, in accordance with Article 4, Chapter 3, Division 9 of the Elections Code of the State of California and may change the argument until and including **August 19, 2020** after which no arguments for or against the measures may be submitted to the City Clerk. Arguments in favor of or against a measure shall each not exceed 300 words in length. Each argument shall be

RESOLUTION NO. _____

filed with the City Clerk, signed, and include the printed name(s) and signature(s) of the author(s) submitting it, or if submitted on behalf of an organization, the name of the organization, and the printed name and signature of at least one of its principal officers who is the author of the argument.

- B. The City Clerk shall comply with all provisions of law establishing priority of arguments for printing and distribution to the voters, and shall take all necessary actions to cause the selected arguments to be printed and distributed to the voters.

- C. Pursuant to Section 9280 of the Elections Code, the City Council directs the City Clerk to transmit a copy of each measure to the City Attorney. The City Attorney shall prepare an impartial analysis of each measure, not to exceed 500 words in length, showing the effect of the measure on the existing law and the operation of the measure. The City Attorney shall transmit such impartial analysis to the City Clerk, who shall cause the analysis to be published in the ballot pamphlet along with the ballot measure as provided by law. The impartial analysis shall be filed by the deadline set for filing of primary arguments as set forth in subsection (A) above. The impartial analysis shall include a statement indicating whether the measure was placed on the ballot by a petition signed by the requisite number of voters or by the City Council. In the event the entire text of the measure is not printed on the ballot, nor in the voter information portion of the sample ballot, there shall be printed immediately below the impartial analysis, in no less than 10-font bold type, the following: **“The above statement is an impartial analysis of Ordinance or Measure _____. If you desire a copy of the ordinance or measure, please call the election official’s office at (insert phone number) and a copy will be mailed at no cost to you.”**

SECTION 14. Rebuttals.

- A. That pursuant to Section 9285 of the Elections Code of the State of California, when the City Clerk has selected the arguments for and against the various measures which will be printed and distributed to the voters, the City Clerk shall send copies of the argument in favor of the measures to the authors of the argument against, and copies of the argument against to the authors of the argument in favor. The authors or persons designated by them may prepare and submit rebuttal arguments not exceeding 250 words. The rebuttal arguments shall be filed with the City Clerk not later than **August 27, 2020**. Rebuttal arguments shall be printed in the same manner as the direct arguments. Each rebuttal argument shall immediately follow the direct argument which it seeks to rebut.

- B. That all previous resolutions providing for the filing of rebuttal arguments for City measures are repealed.

RESOLUTION NO. _____

C. That the provisions herein shall apply only to the election to be held on November 3, 2020, and shall then be repealed.

SECTION 15. Placement on the Ballot. The full text of each measure shall be printed in the voter pamphlet, and a statement shall be printed in the ballot pursuant to Elections Code section 9223 advising voters that they may obtain a copy of a measure, at no cost, upon request made to the City Clerk.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 24th day of June, 2020, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

RESOLUTION NO. _____

EXHIBIT "A"

GENERAL PLAN INITIATIVE MEASURE

[ATTACHED BEHIND THIS COVER PAGE]

SANTEE GENERAL PLAN PROTECTION INITIATIVE

To the honorable Clerk of the City of Santee: We, the undersigned, registered and qualified voters of the City of Santee, hereby propose an Initiative measure to amend and protect the City of Santee General Plan. We petition you to submit this measure to the City Council for the City of Santee for adoption without change, or for submission of the measure to the voters of the City of Santee at the earliest regular or special election for which it qualifies. The measure provides as follows:

SANTEE GENERAL PLAN PROTECTION INITIATIVE

The people of the City of Santee hereby ordain as follows:

Section 1: Purpose And Findings

- A. Purpose:** The purposes of the Santee General Plan Protection Initiative (“Initiative”) are (1) to protect the Santee General Plan from unwise densification and intensification amendments and (2) to protect the residents of Santee from overdevelopment with resultant traffic gridlock. The Initiative does so by amending the City’s General Plan as adopted on August 27, 2003, and amended through April 6, 2018 (“General Plan”), to require a vote of the people for certain development projects.
- B. The Importance of Protecting the General Plan:** Campaign contributions from special interests can influence or pressure City Council members to approve projects that overburden Santee streets and highways with traffic. The California Fair Political Practices Commission (FPPC) has levied fines in Santee for laundering of campaign contributions when a proposed Fanita Ranch development project requested a density intensifying General Plan Amendment, which Council members approved. Currently, voters do not have a right to vote on controversial projects that threaten overdevelopment.
- C. Effect of the Initiative:** The Santee General Plan Protection Initiative helps protect Santee from overdevelopment, and prevents resultant traffic gridlock by requiring a vote of the people before certain General Plan amendments are adopted.

Section 2: Amendment of the General Plan

- A.** The Land Use Element of the General Plan of the City of Santee shall be amended as hereinafter set forth. This amendment shall not be modified or rescinded without the approval of a simple majority of the voters of the City voting at a special or general election.

- B.** The following shall be added to the General Plan under the Land Use Element “7.0 Objectives and Policies” as “Objective 12.0 Maintain the Integrity and Consistency of the General Plan.”

“Policy 12.1 Permitted land uses in the City shall be intensified only when the voters approve such changes. No General Plan amendment, Planned Development Area or new Specific Planning Area shall be adopted which would:

- 1) increase the residential density permitted by law,
- 2) change, alter, or increase the General Plan Residential Land Use categories if the change intensifies use; or
- 3) change any residential designation to commercial or industrial designation on any property, or visa versa, if the change intensifies use;

unless and until such action is approved and adopted by the voters of the City at a special or general election, or approved first by the City Council and then adopted by the voters in such an election.”

“Policy 12.2 No change to the slope criteria and minimum parcel sizes and lot averaging provisions of this General Plan which would permit increased density or intensity of use shall be adopted unless and until such change is approved by ordinance adopted by the voters of the City at a special or general election, or approved first by the City Council and then adopted by the voters in such an election.”

“Policy 12.3 The City Council shall set any election required by this Initiative to the next available general municipal election at no cost to the proponent of the land use change, or set a special election, the cost of which shall be borne by the proponent.”

“Policy 12.4 The voter approval requirement of subsection (a) shall not apply where the General Plan amendment is necessary to comply with state or federal law governing the provision of housing, including, but not limited to affordable housing requirements. This exception applies only if the City Council first makes each of the following findings based on substantial evidence in the record:

- (1) a specific provision of state or federal law requires the City to accommodate the housing that will be permitted by the amendment;
- (2) the amendment permits no greater density than that necessary to accommodate the required housing; and
- (3) an alternative site that is not subject to the voter approval requirement in this Policy is not available to satisfy the specific state or federal housing law.”

Section 3: Conforming Amendments

In order to promote internal consistency among the various sections of the General Plan amended by this Initiative, this Initiative makes the following conforming amendments. Text to be inserted in the relevant document is indicated in **bold type**, and text to be deleted is indicated in ~~strike through~~ type. Non-bolded text currently appears in the General Plan and is not changed or readopted by this Initiative. The language adopted in the following amendments may be further amended as appropriate without a vote of the people, during the course of further updates and revisions to the General Plan.

- A. Land Use Element, 8.1 Land Use Classifications, Residential Density Ranges, page 1-24 is amended as follows:

Project approval at any density is subject to obtaining all requested agency approvals. **Densities that require a general plan amendment under section 7.0 Objectives and Policies will also require majority approval of voters at a special or general election.**

- B. Housing Element, 5. DEVELOPMENT PERMIT PROCEDURES, page 3-24 is amended as follows:

GENERAL PLAN AMENDMENT AND/OR REZONE

A proposed housing project may include a general plan amendment and/or rezone. This type of approval is discretionary, requiring approval of the City Council at a public hearing **or depending on the nature of the general plan amendment and/or rezone, a vote of the people.** Approval of a rezone or general plan amendment would depend on the applicant's ability to show that the proposal would further and not detract from the City's established land use goals. General Plan Amendments and Zone Code Amendments are generally processed concurrently with required project entitlements to save time.

Section 4: Implementation

- A. The effective date means the date that the Santee General Plan Protection Initiative becomes effective pursuant to State law.
- B. Upon the effective date of this Initiative, the provisions of this Initiative are inserted into the Santee General Plan as amendments thereof, except that if the four amendments permitted by State law for any given calendar year have already been utilized in 2018 prior to the effective date of this Initiative, the General Plan amendments shall be the first inserted into the Santee General Plan on January 1, 2019. At such time as the General Plan amendments are inserted in the Santee General Plan, any provisions of City law inconsistent with those amendments shall be unenforceable to the extent of such inconsistency.

C. The Santee General Plan in effect at the time the Notice of Intent to propose this Initiative measure was submitted to the City Clerk, and the Santee General Plan as amended by this Initiative measure, comprise an integrated, internally consistent and compatible statement of policies for the City. To ensure that the Santee General Plan remains an integrated, internally consistent and compatible statement of policies for the City, the General Plan provisions adopted by this Initiative shall prevail over any conflicting revisions to the General Plan adopted between April 6, 2018 and the date the amendments adopted by this Initiative measure are inserted into the General Plan.

D. Interim Amendments: The Santee General Plan in effect on the Submittal Date as amended by this Initiative comprises an integrated, internally consistent, and compatible statement of policies for the City of Santee. In order to ensure that nothing in this Initiative would prevent the General Plan from being an integrated, internally consistent, and compatible statement of the policies of the City, as required by State law, and to ensure that the actions of the voters in enacting this Initiative are given effect, any amendment or update to the General Plan that is adopted between the Submittal Date and the date that the General Plan is amended by this Initiative shall, to the extent that such interim-enacted provision is inconsistent with the General Plan provisions adopted by this Initiative, be amended as soon as possible to ensure consistency between the provisions adopted by this Initiative and other provisions of the General Plan.

E. Other City Plans, Ordinances, and Policies: The City of Santee is hereby authorized and directed to amend the City of Santee General Plan, Santee Municipal Code, and other plans, ordinances, and policies affected by this Initiative as soon as possible and periodically thereafter as necessary to ensure consistency between the provisions adopted in this Initiative and other sections of the City of Santee General Plan, Santee Municipal Code, and other City plans, ordinances, and policies.

F. Reorganization: The General Plan may be reorganized or readopted in different format, and individual provisions may be renumbered or reordered in the course of ongoing updates of the General Plan, provided that the provisions of Section 2 of this Initiative shall remain in the General Plan, unless earlier repealed or amended by a vote of the people of the City of Santee.

G. Implementing Ordinances: The City Council is authorized, after a duly noticed public hearing, to adopt implementing ordinances, guidelines, rules, and/or regulations, as necessary, to further the purposes of this Initiative.

H. Enforcement and Defense of Initiative: The City Council shall take all steps reasonably necessary to enforce this Initiative and to defend it against any challenge to its validity.

Section 5: Construction

Nothing contained in this Initiative shall be construed to make illegal any lawful use presently being made of any property, or to prohibit further development of any property in accordance with that property's present zoning and general plan designation at a density and intensity presently permitted by existing zoning and general plan standards. Nothing contained in this Initiative is intended to limit or impact affordable housing laws. Nothing contained in this Initiative shall be construed to require more than a simple majority vote for the adoption of this Initiative or for the approval of any future measure

required by this Initiative. Nothing in this Initiative shall be construed to:

- a) Interfere with rights to obtain density bonuses or other entitlements available under affordable housing laws, or,
- b) Limit rights, entitlements or obligations required by the state under affordable housing laws.

Section 6: Effect of Competing or Alternative Measure on the Same Ballot

By voting for this Initiative, the voters expressly declare their intent that any other measure that appears on the same ballot as this Initiative and addresses voter approval for such General Plan amendments, or conflicts with any provision of this Initiative, shall be deemed to conflict with this Initiative. Because of this conflict, if this Initiative and any such other City of Santee measure that appears on the same ballot as this Initiative and addresses voter approval for such General Plan amendments, or conflicts with any provision of this Initiative, both receive a majority of votes by the voters voting thereon at the same election, then the measure receiving the most votes in favor shall prevail and no provision of the other measure shall take effect. For the purposes of this Section 6, any other measure that appears on the same ballot as this Initiative and purports to amend any provision of this Initiative shall be deemed to directly conflict with this entire Initiative.

Section 7: Severability and Interpretation

This Initiative shall be broadly construed in order to achieve its purpose. This Initiative shall be interpreted so as to be consistent with all applicable Federal, State, and City laws, rules, and regulations. If any section, subsection, paragraph, subparagraph, sentence, clause, phrase, part, or portion of this Initiative is held to be invalid or unconstitutional by a final judgment of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Initiative. The voters hereby declare that this Initiative and each section, subsection, paragraph, subparagraph, sentence, clause, phrase, part, or portion thereof would have been adopted or passed even if one or more sections, subsections, paragraphs, subparagraphs, sentences, clauses, phrases, parts, or portions were declared invalid or unconstitutional. If any provision of this Initiative is held invalid as applied to any person or circumstance, such invalidity shall not affect any application of this Initiative that can be given effect without the invalid application. Any singular term shall include the plural and any plural term shall include the singular. The title and captions of the various sections in this Initiative are for convenience and organization only, and are not intended to be referred to in construing the provisions of this Initiative.

Section 8: Amendment or Repeal

This Initiative may be amended or repealed only by a simple majority of the voters at a City election.

RESOLUTION NO. _____

EXHIBIT "B"

TERM LIMITS INITIATIVE MEASURE

[ATTACHED BEHIND THIS COVER PAGE]

SECTION 2: AMENDMENT OF THE CITY OF SANTEE MUNICIPAL CODE

NOW, THEREFORE, THE PEOPLE OF THE CITY OF SANTEE, CALIFORNIA, DO ORDAIN AS FOLLOWS:

Title 2 Administration And Personnel. Chapter 2.08 City Council, a new Section "2.08.030 Term Limits For Mayor And City Council" is added to Title 2 of the Santee Municipal Code to read, in its entirety, as follows:

2.08.030 TERM LIMITS FOR MAYOR AND CITY COUNCIL

Section 2.08.03010. Elected Official

The term "elected official" as used in this Chapter includes the offices of:

- A. Mayor, and
- B. Member of the City Council.

Section 2.08.03020. Partial Terms of Office.

Any portion of a term, whether by election or appointment, shall count as a full term.

Section 2.08.03030. Term Limits.

The Santee Term Limits Initiative requires that no person shall serve as an elected official more than twelve years, or three four-year terms as a member of the Santee City Council, with any portion of a term, whether by election or appointment, counting as a full term.

Section 2.08.03040. Application.

The term limits described in this Chapter shall apply to terms of office beginning on or after the general election held on November 6, 2018.

SECTION 3: IMPLEMENTATION

A. Effective Date. The effective date means the date that the Santee Term Limits Initiative becomes effective pursuant to State law.

B. Severability. If any subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance or any part thereof is for any reason held to be unconstitutional or otherwise unenforceable, such decision shall not affect the validity of the remaining portion of this ordinance or any part thereof. The People of the City of Santee hereby declare that they would have passed each subsection, subdivision, paragraph, sentence, clause, or phrase thereof, irrespective of the fact that any one or more subsection, subdivision, paragraph, sentence, clause, or phrase be declared unconstitutional or otherwise unenforceable.

C. Amendment or Repeal. This initiative may be amended or repealed only by a simple majority of the voters at a City election.

D. Enforcement and Defense of Initiative. The Mayor and City Council shall take all steps necessary to enforce this Initiative and to defend it against any challenge to its validity.

RESOLUTION NO. _____

EXHIBIT "C"

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, ADDING SECTION 2.02.060 TO CHAPTER 2.02 ("CITY COUNCIL") OF THE SANTEE MUNICIPAL CODE TO ESTABLISH A THREE-TERM LIFETIME LIMIT ON CITY COUNCIL SERVICE, AND A SEPARATE TWO-TERM LIFETIME LIMIT ON MAYORAL SERVICE

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

SECTION 1. Subject to the approval of a majority of the voters of the City of Santee at the scheduled election so designated by the City Council in a separate resolution placing the proposal on the ballot for such election, Section 2.02.060 is hereby added to Chapter 2.02 of the Santee Municipal Code and shall read as follows:

2.02.060 Separate Term Limits for City Council and Mayor

- A. City Council. No person shall serve as a City Council member for more than three four-year terms, regardless of district represented. If for any reason a person serves as a City Council member for a partial term in excess of two years, that partial term shall be considered to be a full term for purposes of this City Council term limit.
- B. Mayor. No person shall serve as Mayor for more than two four-year terms. If for any reason a person serves as Mayor for a partial term in excess of two years, that partial term shall be considered a full term for purposes of this Mayoral term limit. The term limit for Mayor is separate from and in addition to the term limit that applies to service as a City Council member.
- C. Prospective Application Only. The separate term limits for Mayor and City Council members established in this section shall apply prospectively only, with the first term for any person commencing with any term that starts on or after the November 3, 2020 general election, regardless of any prior service as Mayor or as a City Council member.
- D. Nomination Papers. The City Clerk, or other election official authorized by law, shall not accept or verify the signatures on any nomination paper for any person, including any paper for the purpose of seeking election as a write-in candidate, nor shall he or she certify or place on the list of certified candidates, nor print or cause to be printed on any ballot, ballot pamphlet, sample ballot or ballot label, the name of any person whose candidacy, if successful, will result in a new Mayoral or City Council term that exceeds the limits set forth herein.

RESOLUTION NO. _____

SECTION 2. If any portion of this Ordinance is declared invalid by a court of law or other legal body with applicable authority, the invalidity shall not affect or prohibit the force and effect of any other provision or application of the Ordinance that is not deemed invalid. The voters of the City hereby declare that they would have circulated for qualification and/or voted for the adoption of this Section, and each portion thereof, regardless of the fact that any portion of the initiative may be subsequently deemed invalid.

SECTION 3. To the fullest extent allowed by law, the provisions of this Ordinance shall prevail over, and supersede, all other provisions of the Municipal Code and any ordinances, resolutions or administrative policies of the City of Santee which are in conflict with any provision of this Ordinance.

SECTION 4. This Section shall not be repealed or amended except by a measure approved by a majority of the electors voting on the issue at a General Municipal Election, or at a special election called for that purpose.

SECTION 5. This Ordinance shall take effect only if approved by a majority of the eligible voters of the City of Santee voting at a General Municipal Election to be held on November 3, 2020, and shall take effect ten (10) days after the City Council has certified the results of the General Municipal Election by resolution.

SECTION 6. The Mayor is hereby authorized to attest to the adoption of this Ordinance by the People voting thereon on November 3, 2020, by signing where indicated below.

I hereby certify that the foregoing Ordinance was PASSED, APPROVED AND ADOPTED by the People of the City of Santee on the 3rd day of November, 2020.

JOHN W. MINTO, MAYOR

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN DIEGO
CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD IN THE CITY OF
SANTEE ON TUESDAY, NOVEMBER 3, 2020, WITH THE STATEWIDE GENERAL
ELECTION TO BE HELD ON THE SAME DAY**

WHEREAS, the City Council of the City of Santee has called a General Municipal Election to be held in this City on Tuesday, November 3, 2020, for the purpose of electing one (1) Mayor and two (2) Members of the City Council, and submitting to the voters three measures relating to (1) amending the General Plan to require voter approval of certain development actions, (2) establishing a three-term lifetime limit on City Council service and Mayoral service, and (3) establishing a three-term lifetime limit on City Council service and a separate two-term lifetime limit on Mayoral service; and

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

WHEREAS, Section 439.1 of the Administrative Code of the County of San Diego authorizes the Registrar of Voters of the County of San Diego to render specified services relating to the conduct of an election to any city or district which has by resolution requested the Board of Supervisors to permit the Registrar to render the services, subject to requirements set forth in that section.

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

SECTION 1. That pursuant to the requirements of Section 10403 of the Elections Code, the City Council of the City of Santee does hereby request the Board of Supervisors of the County of San Diego to consent and agree to the consolidation of the General Municipal Election for the election of one (1) Mayor and two (2) Members of the City Council, and for the submission to the voters of three measures relating to (1) amending the General Plan to require voter approval of certain development actions, (2) establishing a three-term lifetime limit on City Council service and Mayoral service, and (3) establishing a three-term lifetime limit on City Council service and a separate two-term lifetime limit on Mayoral service, with the Statewide General Election to be held Tuesday, November 3, 2020, in the City of Santee, and thereby authorize the Registrar of Voters to perform and render all services and proceedings necessary to conduct said election in the manner provided by Section 10418 of the Elections Code.

SECTION 2. That the Registrar of Voters is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only form of one ballot shall be used.

RESOLUTION NO. _____

SECTION 3. That the County of San Diego shall be reimbursed in full by the City of Santee for the services performed by the Registrar of Voters for the said election upon presentation of a bill.

SECTION 4. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

SECTION 5. That the City Clerk is hereby directed to file a certified copy of this Resolution with both the San Diego County Board of Supervisor and the Registrar of Voters of County of San Diego.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 24th day of June, 2020, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE
PERTAINING TO CANDIDATE STATEMENTS SUBMITTED TO THE VOTERS AT A
GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020**

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

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

SECTION 1. GENERAL PROVISIONS. That pursuant to Section 13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at the General Municipal Election to be held in the City of Santee on November 3, 2020, may prepare a candidate's statement on an appropriate form provided by the City Clerk. Such statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. Such statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in the Office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 2. FOREIGN LANGUAGE POLICY.

- A. Pursuant to the Federal Voting Rights Act, candidate statements will be translated into all languages required by the Registrar of Voters Office of the County of San Diego. The County is required to translate candidate's statements into the following languages: Spanish, Vietnamese, Tagalog and Chinese.
- B. All translations shall be provided by professionally-certified translators.
- C. The Registrar of Voters will print and mail separate sample ballots and candidates' statements in Spanish, Vietnamese, Tagalog and Chinese to only those voters who are on the County voter file as having requested a sample ballot in a particular language. The Registrar of Voters will make the sample ballots and candidates' statements in the required languages available at all polling places, on the County's website and in the Election Official's office.

SECTION 3. ADDITIONAL MATERIALS. No candidate will be permitted to include additional materials in the sample ballot package.

RESOLUTION NO. _____

SECTION 4. PAYMENT. The City Clerk shall estimate the total cost of printing, handling, translating as specified, and mailing the candidate's statements filed pursuant to the Elections Code, including costs incurred as a result of complying with the Federal Voting Rights Act and require each candidate filing a statement to pay in advance his or her estimated pro rata share of \$1,300.00 as a condition of having his or her statement included in the voter's pamphlet.

SECTION 5. All previous Resolutions establishing Council policy on payment for candidate's statements are repealed.

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

SECTION 7. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

SECTION 8. The City Clerk is hereby directed to file a certified copy of this Resolution with the Registrar of Voters of the County of San Diego.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 24th day of June, 2020, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
ADOPTING A PROCEDURE TO RESOLVE TIE VOTES BY LOT**

WHEREAS, pursuant to Section 15651(b) of the Elections Code of the State of California, the City Council may adopt a procedure to resolve a tie vote by lot or by conducting a special runoff election involving only those candidates who received an equal number of votes and the highest number of votes.

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

SECTION 1. Pursuant to Elections Code 15651(b) of the Elections Code of the State of California, if at any election, two or more persons receive an equal and the highest number of votes for an office to be voted upon in the City of Santee, the tie shall be resolved by lot.

SECTION 2. Upon a tie vote, the City Council shall forthwith summon the candidates who have received the tie votes, whether upon the canvass of the returns or upon a recount by a court, to appear before Council at such time and place as may be designated by Council. The Council shall at that time and place determine the tie by lot.

SECTION 3. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolution.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 24th day of June, 2020, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

City of Santee
COUNCIL AGENDA STATEMENT

Item 9

MEETING DATE June 24, 2020

AGENDA ITEM NO.

ITEM TITLE REJECTION OF BIDS FOR IRRIGATION SUPPLIES (RFB #20/21-20045)

DIRECTOR/DEPARTMENT Bill Maertz, Community Services

SUMMARY

The current contract for Irrigation Supplies will expire on June 30, 2020. In compliance with Santee Municipal Code 3.24.100, the Finance Department issued a request for bids (RFB) for Fiscal Year 2020-21 Irrigation Supplies on April 17, 2020 (RFB #20/21-20045). Bids were due on May 26, 2020 and two (2) bids were received.

Per RFB #20/21-20045 Instructions for Bidders Section 8, the City reserves the right to reject all bids for any or no reason or not to contract for the work.

Staff recommends that the City Council reject all bids received. An error in the RFB Bid Form required to be submitted by each bidder prevents the City from properly comparing the submitted bids' Total Bid amount. Staff will correct the error and re-issue the RFB.

FINANCIAL STATEMENT ^{jm} None with this action.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION ^{MSB}
Reject all bids received for Irrigation Supplies (RFB #20/21-20045).

ATTACHMENTS
None

City of Santee
COUNCIL AGENDA STATEMENT

Item 10

MEETING DATE June 24, 2020

AGENDA ITEM NO.

ITEM TITLE CLAIMS AGAINST THE CITY BY DAVID CASTRO AND CHARLES CUSHMAN

DIRECTOR/DEPARTMENT Erica Hardy, Director of Human Resources *EH*

SUMMARY

Two claims were filed against the City by David Castro and Charles Cushman. The claims have been reviewed by the City's Director of Human Resources prior to bringing them forward for consideration. The Director of Human Resources recommends the claims be rejected as provided in Government Code Section 913.

The claim documents are on file in the Office of the City Clerk for Council reference.

EH
FINANCIAL STATEMENT There is no financial impact to the City by rejecting claims.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

Reject claims as per Government Code Section 913.

ATTACHMENTS

None

City of Santee
COUNCIL AGENDA STATEMENT

Item 11

MEETING DATE June 24, 2020

AGENDA ITEM NO.

ITEM TITLE PUBLIC HEARING ON A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, APPROVING THE STAFF REPORT AND AUTHORIZING A SPECIAL ASSESSMENT ON CERTAIN PARCELS OF LAND THAT RECEIVED ADMINISTRATIVE CITATIONS FOR MUNICIPAL CODE VIOLATIONS AND/OR ADMINISTRATIVE FEES FOR WHICH COSTS HAVE NOT BEEN PAID BY THE OWNER(S) OF RECORD OF SAID PARCELS

DIRECTOR/DEPARTMENT Melanie Kush, Development Services 

BACKGROUND

The City of Santee Municipal Code Section 1.14 provides for the issuance of administrative citations and the collection of administrative fines for Municipal Code violations. Fiscal year to date, approximately 405 investigations have been conducted by staff in the Storm Water and Code Enforcement Divisions. This item addresses two past-due administrative citations that remain unpaid which are associated with two Assessor's Parcel Numbers and subject to the special assessment process.

This is an annual process to collect past due fines that were imposed when property owner(s) willingly allowed code violations to exist at their properties. For each citation that is issued, multiple Courtesy Notices and Notices of Violation are issued, guidance is provided, and ample opportunity is provided to correct the violation and bring the property into compliance with the Municipal Code. When corrective actions are not implemented within the timeline provided, an Administrative Citation (monetary penalty) is issued. A cited party has the right to appeal and request an administrative hearing within thirty (30) days from the date of the citation. No appeals were filed.

In accordance with the Municipal Code, staff recommends that City Council approve all past due fines, late fees, and interest be added to the tax roll as identified in Exhibit "A." With Council approval past due balances will be added to the tax roll as a special assessment/lien for each respective parcel and will be paid at the same time and manner as property taxes.

ENVIRONMENTAL REVIEW N/A

FINANCIAL STATEMENT 

Collection of these past-due citations will total \$615.00

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION 

1. Conduct and close public hearing; and
2. Adopt Resolution authorizing special assessments.

ATTACHMENTS

Staff Report
Resolution
Exhibit "A"
Site Location Map

STAFF REPORT

PUBLIC HEARING ON A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, APPROVING THE STAFF REPORT AND AUTHORIZING A SPECIAL ASSESSMENT ON CERTAIN PARCELS OF LAND THAT RECEIVED ADMINISTRATIVE CITATIONS FOR MUNICIPAL CODE VIOLATIONS AND/OR ADMINISTRATIVE FEES FOR WHICH COSTS HAVE NOT BEEN PAID BY THE OWNER(S) OF RECORD OF SAID PARCELS

**CITY COUNCIL MEETING
June 24, 2020**

ADMINISTRATIVE CITATION REGULATIONS AND PROGRAM STATUS

In accordance with Chapter 1.14 of the Santee Municipal Code entitled "Administrative Citations and Fines," Code Enforcement Staff responds to complaints and inspects and identifies properties that have Municipal Code Violations. As a part of this process, property owners are given specific timelines to take corrective actions, pay the citation, and/or appeal the Administrative Citations(s). The majority of property owners responded promptly to notices alerting them to comply with Municipal Codes. Of over 405 investigations/inspections conducted, 34 citations were issued (17 specific to storm water and 17 for all other code violations). Of the 34 citations issued, two remain unpaid which are associated with two Assessor's Parcel Numbers and are subject to the special assessment process.

Both commercial and residential properties comprise this list and include the following:

- One (1) storm water specific code violation
- One (1) code violation case

The owners subject to assessment were notified individually by U.S. Mail on May 27, 2020. Additionally, a Notice of Public Hearing was published in the East County Californian on June 12, 2020.

SPECIAL ASSESSMENT

Exhibit "A" provides an itemized report showing the past due Administrative Citation plus late fees and interest for all two (2) properties. None of the parties listed have paid the Citation or responded to multiple reminder notices which were sent by City Staff. Copies of each Administrative Citation are available for public review.

If approved, the amounts due become special assessments upon respective parcels of land and are required to be paid at the same time and same manner as regular property taxes. The funds collected through the tax roll will be reimbursed to the City.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE,
CALIFORNIA, APPROVING THE STAFF REPORT AND AUTHORIZING A SPECIAL
ASSESSMENT ON CERTAIN PARCELS OF LAND THAT RECEIVED
ADMINISTRATIVE CITATIONS FOR MUNICIPAL CODE VIOLATIONS AND/OR
ADMINISTRATIVE FEES FOR WHICH COSTS HAVE NOT BEEN PAID BY THE
OWNER(S) OF RECORD OF SAID PARCELS**

WHEREAS, the Santee Municipal Code Chapter 1.14 provides for the issuance of Administrative Citations for Municipal Code Violations; and

WHEREAS, any person who violates the Municipal Code, any condition of approval of a Permit or Entitlement, any condition or provision of an Environmental Review, or any term or condition of any City Agreement may be issued an Administrative Citation (Chapter 1.14, SMC); and

WHEREAS, each and every day that a violation of any provision of the Municipal Code, any condition of approval of a Permit or Entitlement, any condition or provision of an Environmental Review, or any term or condition of any City Agreement continues to exist constitutes a separate and distinct offense. A separate citation may be issued for each day such violation continues to exist (Chapter 1.14, SMC); and

WHEREAS, the owner of record of each parcel was notified in writing on multiple occasions to correct the on-site violation(s) from their respective parcel(s) of land; and

WHEREAS, a civil fine was assessed by means of an Administrative Citation issued by the Enforcement Officer to each property owner of each parcel payable directly to the City of Santee (Chapter 1.14, SMC); and

WHEREAS, courtesy reminders were mailed indicating that if the Administrative Citation(s) was not paid, then late fees and interest would be incurred and an invoice was mailed to the owner of record and payment has not been made; and

WHEREAS, notices of pending tax lien were mailed to the owners of record by U.S. Mail on May 27, 2020.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Santee, California the two (2) properties as shown below, failed to comply with the mandatory requirements of the ordinances of the City of Santee and were subsequently issued an Administrative Citation and/or fine(s) in accordance with Chapter 1.14 of the Municipal Code.

RESOLUTION NO. _____

BE IT FURTHER RESOLVED that the fines listed in the following table have not been paid are hereby approved to be added as a special tax assessment/lien upon the respective parcels of land, as shown upon the last available assessment roll until paid in full.

Parcel Number	Assessed Amount
381-041-38-00	\$390.00
383-414-19-00	\$225.00
TOTAL PARCELS	2
TOTAL ASSESSMENT	\$615.00

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized to take all steps necessary to certify and record this resolution with the appropriate agency.

ADOPTED by the City Council of the City of Santee, California, at a regular meeting thereof held this 24th day of June 2020, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

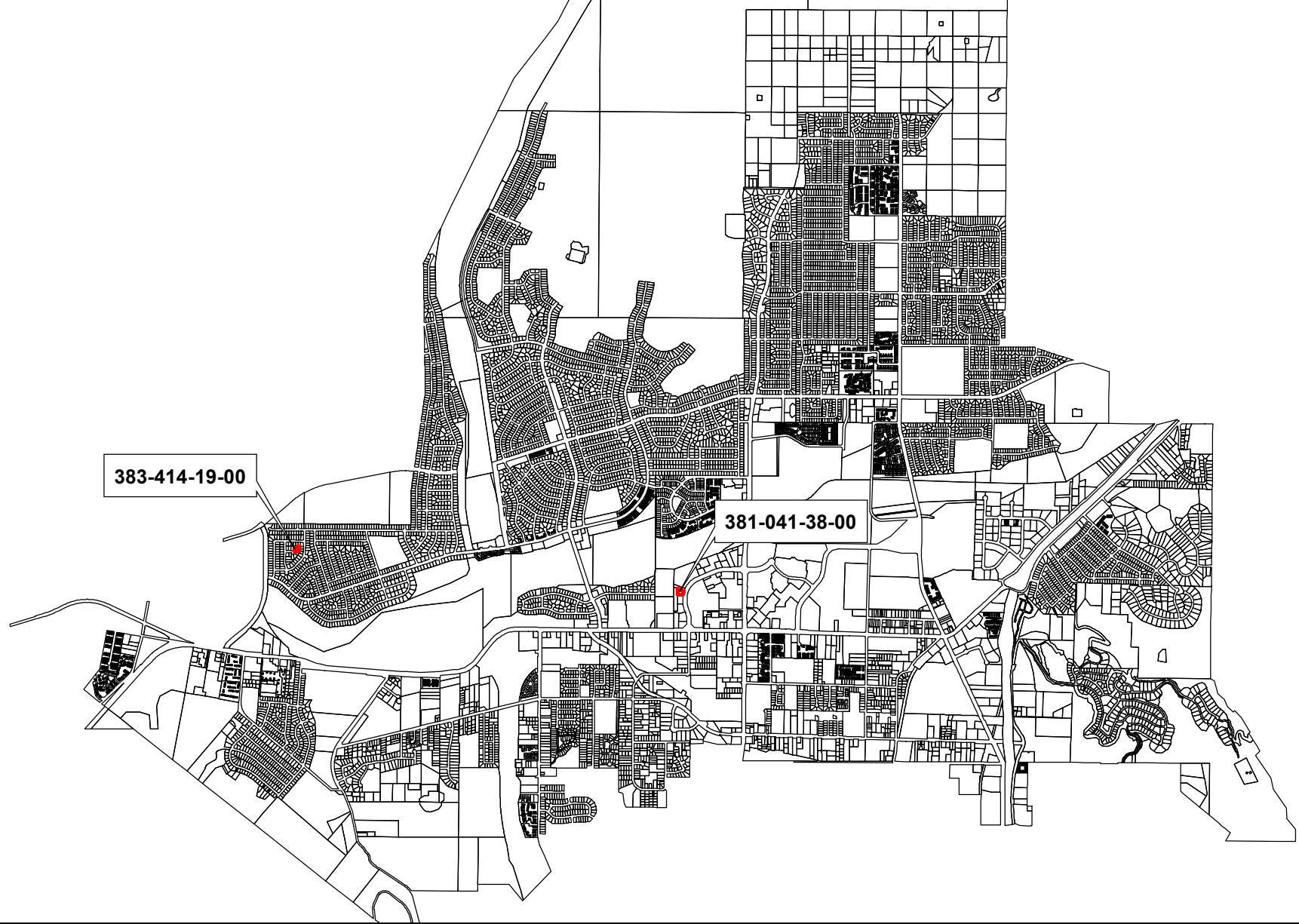
ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

EXHIBIT "A"
Santee Administrative Citation Program
Account of Unpaid Administrative Citations
Fiscal Year 2019-2020

Parcel	Site Address	Assessed Amount	Storm Water or Code Compliance	Violation
381-041-38-00	140 Town Center Parkway	\$390.00	Storm Water	Failure to comply with corrective action report
383-414-19-00	8328 Ruelle Court	\$225.00	Code Compliance	Dried weeds and grasses over four inches in height
TOTAL	2 Properties	\$615.00		

**Special Assessment
Administrative Citations
Fiscal Year 2019-2020**



City of Santee
COUNCIL AGENDA STATEMENT

Item 12

MEETING DATE June 24, 2020

AGENDA ITEM NO.

ITEM TITLE **PUBLIC HEARING ON A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, ESTABLISHING A SPECIAL ASSESSMENT ON CERTAIN PARCELS OF LAND THAT WERE SUBJECT TO INVOLUNTARY WEED ABATEMENT AND/OR ADMINISTRATIVE FEES BY THE CITY AND FOR WHICH COSTS HAVE NOT BEEN PAID BY THE OWNER(S) OF RECORD OF SAID PARCELS**

DIRECTOR/DEPARTMENT Melanie Kush, Development Services 

BACKGROUND

The City of Santee conducts a Citywide fire prevention program to identify properties that are overgrown with dead weeds and dry grasses. These activities are conducted by Fire Prevention Services, Inc. (FPS), a City-hired private contractor. The Santee Weed Abatement Report for Fiscal Year 2019-20 indicated that 398 properties were brought into compliance. Of these, 387 were owner-abated and eight (8) were abated by the City's contractor. Three (3) properties (of the 398 above) were eventually brought into compliance by the owners, but subject to an administrative fee.

A public hearing becomes necessary when costs are incurred in the implementation of the fire prevention program and remain unpaid by the property owner. As such, the purpose of this public hearing is for the City Council to hear and consider any objections to the cost accounting report for the City of Santee, to declare that the abatement costs are a special assessment, and to authorize the recording of a lien on the properties with unpaid administrative and abatement costs. Costs remain unpaid for abatement of eleven (11) residential properties. These properties include eight (8) forced abatements and three (3) properties subject to the administrative fee only. Refer to the Staff Report for more information.

FINANCIAL STATEMENT 

There is no direct fiscal impact of this action to the City. The assessments identified in the Resolution would be imposed as liens on the listed properties. Santee Municipal Code chapter 1.12.060 and the Government Code (sections 38773 and 39580 through 39585) provide that the abatement costs, including administrative costs for enforcement, are recoverable and constitute a special assessment against the parcels that are abated. After the assessments are finalized, the assessments will be submitted to the County Assessor for entry on the 2019-20 tax roll upon which general City taxes are to be collected. The assessments total \$18,493.92. Payments are only issued to FPS after funds are collected through the tax roll from the affected property owners. A full accounting of the charges on each property is on file with the Department of Development Services. FPS cost sheets for each property are also attached.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION 

1. Conduct and close public hearing; and
2. Approve the cost report and account of unpaid weed abatement invoices (Exhibit A); and
3. Adopt Resolution confirming report, and ordering abatement costs to be a special assessment on the properties referenced in the report and as shown on the attached itemized list of properties.

ATTACHMENTS

Staff Report Resolution Exhibit "A" Site Location Map Cost Sheets

STAFF REPORT

PUBLIC HEARING ON A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, ESTABLISHING A SPECIAL ASSESSMENT ON CERTAIN PARCELS OF LAND THAT WERE SUBJECT TO INVOLUNTARY WEED ABATEMENT AND/OR ADMINISTRATIVE FEES BY THE CITY AND FOR WHICH COSTS HAVE NOT BEEN PAID BY THE OWNER(S) OF SAID PARCELS

**CITY COUNCIL MEETING
JUNE 24, 2020**

WEED AND RUBBISH ABATEMENT PROGRAM

In accordance with Chapter 1.10 of the Santee Municipal Code entitled "Nuisance Abatement," Fire Prevention Services (FPS) inspects and identifies properties that contain vegetation hazards, responds to citizen complaints, and notifies property owner(s) to abate hazards. As part of the process, property owners are given specific deadlines to appeal the declared fire hazard, as well as a date by which the hazard is to be abated to avoid administrative charges.

With heightened awareness of the importance of adequately maintained properties to minimize the threat of fire, many property owners respond promptly to notices alerting them to the need to clear debris, remove overgrowth, and cut back weeds. As such, of the 398 notices that were issued, 387 were owner-abated. Eleven (11) properties were subject to assessments and remain unpaid.

PROGRAM STATUS

The eleven (11) properties subject to assessments are all residential properties:

- Eight did not abate in accordance with the Santee Municipal Code, thereby causing abatement by the City through FPS.
- Three property owners cleared the property after the final notice deadline, thereby only incurring administrative costs.

Notice: The owners subject to assessment were notified individually by U.S. Mail on May 27, 2020. Additionally, a Notice of Public Hearing was published in East County Californian on June 12, 2020.

SPECIAL ASSESSMENT

The attached Resolution and Exhibit "A" include an itemized report showing the cost of weed abatement on a per lot basis for eleven (11) properties. None of the affected property owners requested an appeal hearing or paid the invoice which was sent to them by FPS in Fiscal Year 2019-2020, and the cost of removing the weeds has been documented on these properties. Detailed records of the weed abatement performed for each parcel are available for public review.

The amounts so approved become special assessments upon the respective parcels of land and are required to be paid at the same time and in the same manner as regular municipal taxes.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, ESTABLISHING A SPECIAL ASSESSMENT ON CERTAIN PARCELS OF LAND THAT WERE SUBJECT TO INVOLUNTARY WEED ABATEMENT AND/OR ADMINISTRATIVE FEES BY THE CITY AND FOR WHICH COSTS HAVE NOT BEEN PAID BY THE OWNER(S) OF RECORD OF SAID PARCELS

WHEREAS, the City of Santee ("City") has taken a very aggressive stance on the abatement of dry grasses, dead shrubs, rubbish and other dry growing material and have enforced this by inclusion of Chapter 1.10 of the Santee Municipal Code, which declares such materials to be a nuisance; and

WHEREAS, the City sent a notice to abate to the owners of record of 398 properties during Fiscal Year 2019-2020; and

WHEREAS, the City did not receive an appeal from the notice to abate from any owners of record of the 398 properties; and

WHEREAS, owners of 387 properties with nuisances voluntarily abated weeds; and

WHEREAS, owners of record of three of these properties voluntarily abated weeds after the final notice deadline, thereby incurring only administrative costs; and

WHEREAS, the City abated nuisances on the remaining eight properties; and

WHEREAS, the owners of record of properties who were subject to the City's abatement process failed to complete abatement of nuisances within the prescribed deadlines and regulations, and failed to remit the fees and/or costs incurred with the abatement process; and

WHEREAS, the City Council of the City of Santee, California, has received the cost report and account of unpaid weed abatement invoices for Fiscal Year 2019-2020 and considered all testimony and objections offered on the matter; and

WHEREAS, Santee Municipal Code Section 1.12.060 provides for a special assessment on the property to be collected with other municipal taxes which includes an administrative charge; and

WHEREAS, abatement and/or administrative fees incurred and an invoice was mailed to the owners of record for payment of abatement services and payment has not been made.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Santee, California, does hereby determine that weeds, grasses, dead trees, dead shrubs, and waste matter constitute a public nuisance.

RESOLUTION NO. _____

BE IT FURTHER RESOLVED that the City Council of the City of Santee, California, does hereby determine that the costs of abatement and administrative costs of abatement for certain parcels of land, being eleven parcels as shown below, have not been paid and that same shall become a special assessment upon the respective parcels of land as they are shown upon the last available assessment roll until paid in full.

Parcel Number	Assessed Amount
378-113-03-00	\$837.40
380-522-18-00	\$1,186.60
380-580-24-00	\$832.32
381-032-28-00	\$2,229.60
381-181-08-00	\$3,280.14
381-482-01-00	\$823.18
383-360-33-00	\$922.68
386-360-53-00	\$1,270.52
383-360-68-00	\$2,940.56
386-360-79-00	\$2,536.24
386-360-80-00	\$1,634.68
TOTAL PARCELS	11
TOTAL ASSESSMENT	\$18,493.92

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized to take all steps necessary to certify and record this Resolution with the appropriate agency.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 24th day of June, 2020, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

EXHIBIT "A"

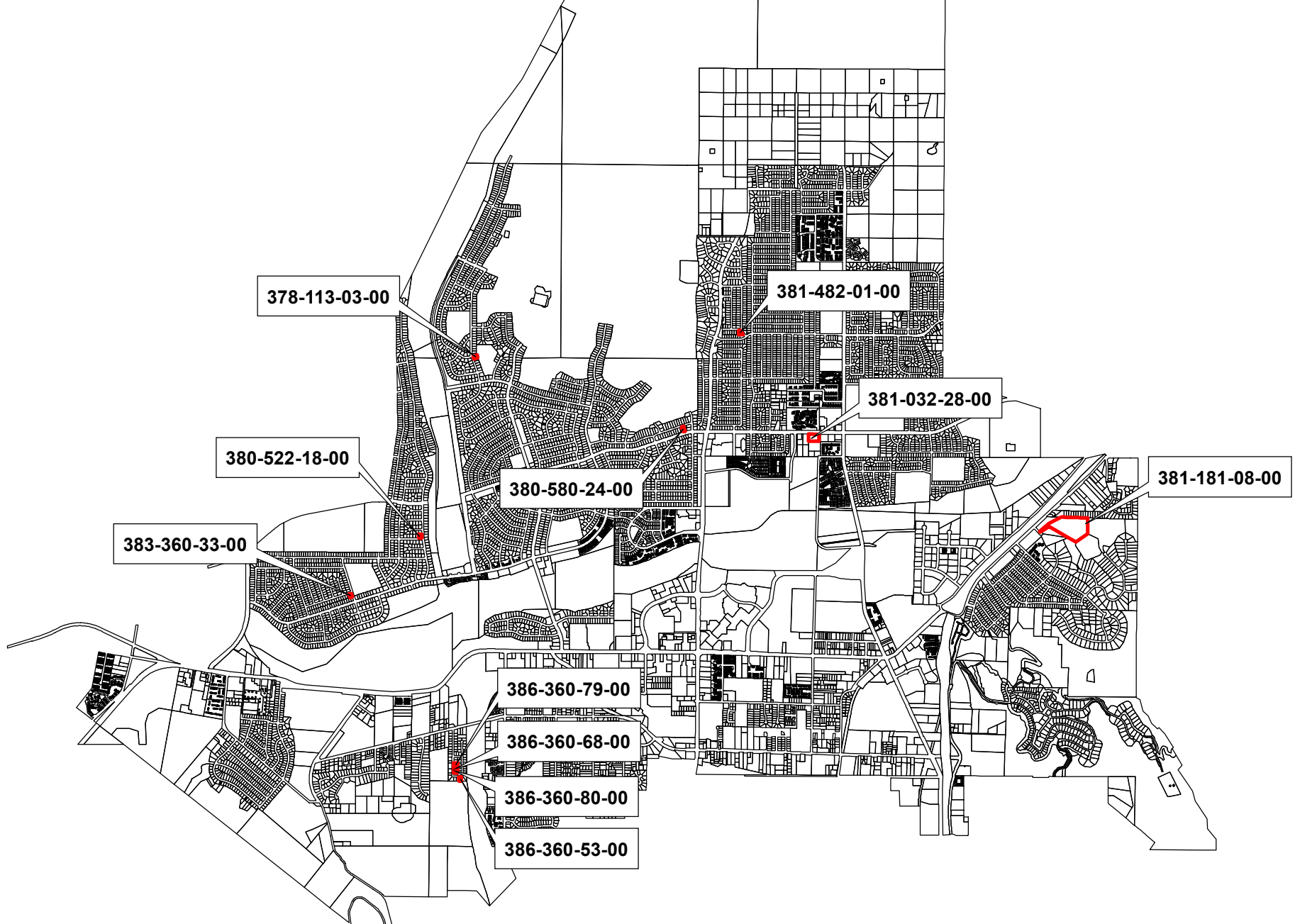
Santee Weed Abatement Program

Cost Report and Account of Unpaid Weed Abatement Invoices

Fiscal Year 2019-2020

Parcel	Site Address	Assessed Amount	Owner	Area Cleared / Prior Offender?
378-113-03-00	10023 Settle Road	\$837.40	Jarrett	Yes/No
380-522-18-00	8840 Cherry Hills Road	\$1,186.60	Cabral	Yes/No
380-580-24-00	9785 Lutheran Way	\$832.32	Skeen	Yes/No
381-032-28-00	10251 Mast Boulevard	\$2,229.60	Deluca	Yes/No
381-181-08-00	9321 Creekside Court	\$3,280.14	Mehran	Yes/Yes
381-482-01-00	9959 Shoredale Drive	\$823.18	Grayson	Yes/No
383-360-33-00	8553 De Vos Drive	\$922.68	Nguyen	Yes/No
386-360-53-00	8845 Carmir Drive	\$1,270.52	Brooks	Yes/Yes
386-360-68-00	Placid View (Vacant lot)	\$2,940.56	True Gem	Yes/Yes
386-360-79-00	Placid View Drive (Vacant Lot)	\$2,536.24	True Gem	Yes/Yes
386-360-80-00	8515 Placid View Drive (Vacant lot)	\$1,634.68	True Gem	Yes/Yes
Total Parcels	11			
TOTAL	\$18,493.92			

**Special Assessment
Weed Abatement Program
Fiscal Year 2019-2020**



Cost Reports

10023 Settle Road
378-113-03-00

SUMMARY REPORT FOR APN 378-113-03-00

04/16/19 Initial inspection was made, property was found to be in violation.

04/18/19 Mailed 30 day courtesy notice to the owner.

05/22/19 Re-inspection was made, property was found to be in violation.

05/24/19 Mailed 10 day final notice to the owner, certified mail.

06/12/19 Final inspection was made, property was found to be in violation.

06/24/19 Verified ownership information with the County of San Diego.

07/09/19 Work order authorization signed by City Official for Admin fee.

07/10/19 The owner was mailed an Administrative bill at the contracted rates.

07/29/19 The owner was mailed a final bill.

08/15/19 A Notice of Abatement was filed on the property.

Fire Prevention Services, Inc.

P.O. Box 1720 : El Cajon, CA 92022-1720

(619) 562-1058 : fax (619) 445-6336

<http://fireprevention.net>

ADMINISTRATIVE BILL

7/10/2019

COPY

Jarrett Margaret Trust
3636 N Central Ave #10
Phoenix, AZ 85012

Parcel # 378 113 03 00
Location: 10023 Settle Rd

-

Dear Jarrett Margaret Trust,

Fire Prevention Services has been contracted by the City of Santee to help reduce potential fire hazards / public nuisances, thus improving the safety of its citizens.

Your property was re-inspected on 6/12/2019 and found to still be in violation of Santee Municipal Code Chapter 8.48. As stated in the notice, if the violation is not corrected prior to the deadline you will be charged an administrative fee.

A final inspection was performed on the above referenced parcel, as of 7/9/2019 this parcel is in compliance with the Santee Municipal Code Chapter 8.48.

Due to the abatement not being completed by the deadline, you are being charged the administrative fee. Thus far your bill is \$350 and if paid within fifteen (15) days of this notice no further costs will be incurred by you.

Please make check payable to F.P.S.I. and please include the File # 378 113 03 00 on the check.

City Hall is also able to receive checks on behalf of Fire Prevention Services. Please still make checks payable to F.P.S.I. and include the file number. You can drop the check off at 10601 Magnolia Avenue, Building 4, to the attention of the Code Enforcement Officer. City Hall is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m.

If you have any questions please call us direct at (619) 562-1058, or call the City of Santee Code Enforcement Officer at (619) 258-4100 ext. 167.

Sincerely,

Fire Prevention Services, Inc.
<http://fireprevention.net>
rev.05/19/06

Fire Prevention Services, Inc.

P.O. Box 1720 : El Cajon, CA 92022-1720

(619) 562-1058 : fax (619) 445-6336

<http://fireprevention.net>

Final Bill

7/29/2019

Jarrett Margaret Trust
3636 N Central Ave #10
Phoenix, AZ 85012

COPY

Ref: Parcel # 378 113 03 00
10023 Settle Rd

Dear Jarrett Margaret Trust,

You have failed to pay the bill dated 7/10/2019, to date we have not received payment.

If we do not receive payment within 10 days in the amount of \$350 we will be forced to bring appropriate action to collect these monies.

The further action will include the filing of an abatement lien on the property in question, as well as the forwarding to our collection agency. Under state and local law the costs of these actions will be added to the amount referenced above.

To avoid this action please pay now.

Make check payable to F.P.S.I., and please include the File # 378 113 03 00 on the check.

City Hall is also able to receive checks on behalf of Fire Prevention Services. Please still make checks payable to F.P.S.I. and include the file number. You can drop the check off at 10601 Magnolia Avenue, Building 4, to the attention of the Code Enforcement Officer. City Hall is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m.

If you have any questions please call us direct at (619) 562-1058, or call the City of Santee Code Enforcement Officer at (619) 258-4100 ext. 167.

Sincerely,

Fire Prevention Services, Inc.

<http://fireprevention.net>

rev.05/19/06

RECORDING REQUESTED BY

Fire Prevention Services, Inc.
PO Box 2012
Alpine, CA 91903-2012
(619) 562-1058 fax (619) 445-6336

DOC# 2019-0373613



Aug 30, 2019 08:32 AM

OFFICIAL RECORDS
Ernest J. Dronenburg, Jr.,
SAN DIEGO COUNTY RECORDER
FEES: \$0.00 (SB2 Atkins: \$0.00)

AND WHEN RECORDED MAIL TO

Fire Prevention Services, Inc.
PO Box 2012
Alpine, CA 91903-2012

PAGES: 1

NOTICE OF ABATEMENT

**TO THE CURRENT OWNER OF RECORD AND ANY FUTURE OWNERS/PURCHASERS OF THE
HEREIN DESCRIBED PROPERTY**

WHEREAS it was determined that a violation of Santee Municipal Code Chapter 8.48 did exist, and

WHEREAS such violation was ordered abated on 7/9/2019, and

WHEREAS representatives of the City of Santee abated the violation (s) on 7/9/2019, and


WHEREAS the charge for such abatement amounted to \$420.00;

THEREFORE be it known that an abatement obligation exists on the property regardless of owner until paid. The current owner of the property is Jarrett Margaret Trust at 3636 N Central Ave #10, Phoenix, AZ 85012 described as follows:

APN # 378 113 03 00
ADDRESS: 10023 Settle Rd
MAP PAGE: , LEGAL DESCRIPTION: LOT 1137 TR 4364

This abatement obligation shall attach to the property, not the owner, and may not be extinguished by a tax sale under the California Revenue and Taxation Code Section 3712. After confirmation by the City it may become a special assessment on the property tax bill. If not paid pursuant to State Law and State Tax Lien Law, the property may be sold to satisfy that obligation. The amount of such claim shall be \$420.00 plus interest and other costs which may hereafter become due. This filing does not preclude the filing of legal action for collection. Should such actions be required or determined to be appropriate, reasonable legal fees will be incurred and added to said obligation.

DATED: August 15, 2019

BY: 
Ken Osborn, Fire Prevention Services, Inc.,
Designee for City of Santee

Certificate Of Acknowledgment

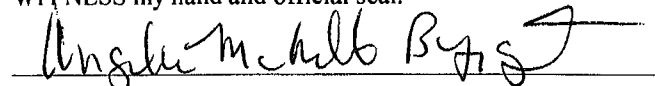
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of San Diego)

On August 15, 2019 before me, Angelina Michelle Byington, Notary Public, personally appeared Ken Osborn, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.





(Seal)

CITY OF SANTEE FIRE DEPARTMENT CONTRACTED ABATEMENT FEES

Tractor Mowing

		quantity	sub total
A. per parcel, sized 1 to 7,500 square feet	\$250.00	_____	_____
B. per parcel, sized 7,501 to 15,000 square feet	\$325.00	_____	_____
C. per parcel, sized 15,001 square feet to 30,000 square feet	\$400.00	_____	_____
D. per parcel, sized 30,001 square feet to one acre	\$450.00	_____	_____
E. per square foot over one acre	\$00.02	_____sq. ft.	_____

Hand Labor

A. per square foot of area abated	\$0.10	_____sq. Ft.	_____
-----------------------------------	--------	--------------	-------

Dozer Operation

A. hourly rate	\$150.00	_____	_____
B. move-on fee	\$150.00	_____	_____

COPY

Debris Remediation (includes chipping, grinding, and/or shredding)

A. per cubic yard of material prior to chipping, and or compacting	\$38.00	X _____cu.yds =	_____
B. dump fees (reimbursement of cost)		_____	_____

Administrative Fee (failure to comply by deadline of notice)

A. per parcel	\$350.00	1 _____	<u>350.00</u>
---------------	----------	---------	---------------

Attorney Services

A. per parcel, per hour	\$200.00	_____	_____
-------------------------	----------	-------	-------

Assessment Fees (includes preparing reports, attending hearings, etc.)

A. cost confirmation fee, per parcel	\$275.00	_____	_____
--------------------------------------	----------	-------	-------

Miscellaneous Fees Per Parcel

A. special inspection fee	\$50.00	_____	_____
B. abatement lien	\$50.00	_____	_____
C. Interest on lien (apr)	10%	_____	_____
D. release of abatement lien	\$50.00	_____	_____
E. public notary	\$20.00	_____	_____
F. file duplication fee	\$50.00	_____	_____
G. unscheduled Labor per man hour	\$50.00	_____	_____
H. unscheduled fees (reimbursement of cost)		_____	_____

FILE # <u>4761</u>	APN # <u>378-113-03-00</u>	TOTAL	<u>350.00</u>
--------------------	----------------------------	--------------	---------------

CITY OF SANTEE FIRE DEPARTMENT CONTRACTED ABATEMENT FEES

If your property is abated by the Fire Department, the following fees will be charged.

SCHEDULE OF FEES

1. Tractor Mowing
 - A. per parcel, sized 1 to 7,500 square feet \$250.00
 - B. per parcel, sized 7,501 to 15,000 square feet \$325.00
 - C. per parcel, sized 15,001 square feet to 30,000 square feet \$400.00
 - D. per parcel, sized 30,001 square feet to one acre \$450.00
 - E. Per square foot over one acre \$ 00.02

2. Hand Labor
 - A. per square foot of area abated \$ 00.10

3. Dozer Operation
 - A. hourly rate \$150.00
 - B. move-on fee \$150.00

4. Debris Remediation (includes chipping, grinding, and/or shredding)
 - A. per cubic yard of material prior to chipping, and or compacting \$ 38.00
 - B. dump fees (reimbursement of cost)

5. Administrative Fee (failure to comply with final notice)
 - A. per parcel \$350.00

6. Attorney Services
 - A. per parcel, per hour \$200.00

7. Assessment Fees (includes preparing reports, attending hearings, etc.)
 - A. Cost confirmations fee, per parcel \$275.00

8. Miscellaneous Fees
 - A. special inspection fee \$ 50.00
 - B. abatement lien \$ 50.00
 - C. Interest on lien (apr) 10%
 - D. release of abatement lien \$ 50.00
 - E. public notary \$ 20.00
 - F. File duplication fee \$ 50.00
 - G. Unscheduled Labor per man hour \$ 50.00
 - H. unscheduled fees (reimbursement of cost)

FIRE PREVENTION SERVICES, INC.*

* Fire Prevention Services, Inc., is a contracted agent for the City of Santee

P.O. Box 1720 El Cajon, CA 92022

1-866-779-3774 ext. 304 or <http://fireprevention.net> : fax (619) 445-6336

NOTICE TO ABATE PUBLIC NUISANCE

Santee Municipal Code. § 8.48.050

378 113 03 00 SANTEE Date: 4/18/2019

Dear: Jarrett Margaret Trust
3636 N Central Ave #10
Phoenix AZ 85012

COPY

PROPERTY ADDRESS

Location of Hazard: 10023 Settle Rd.

WHY AM I RECEIVING THIS NOTICE?

This notice is to inform you that weeds or other material on your property violate the City of Santee's Municipal Code and constitute a public nuisance under Santee Municipal Code sections 8.48.030 and/or 8.48.040. These sections generally declare the following to be a public nuisance:

- All Weeds or dry grasses over four inches in height;
- Dead shrubs, dead trees or tree limbs within ten feet of a chimney, rubbish, or any material growing or discarded upon the streets, parking areas, sidewalks, or upon private property within the City which bear seeds of a wingy or downy nature, which by reason of their size, manner of growth and location constitute a fire hazard to any building, improvement, crops or other property; and
- Weeds or grasses which, when dry, will in reasonable probability constitute such a fire hazard.
- Waste matter, which by reason of its location and character would materially hamper or interfere with the prevention or suspension or suppression of fire upon any lot, property or premises, or the abatement of a nuisance. Waste matter means unused or discarded matter having no substantial market value, which is exposed to the elements and is not enclosed in any structure or otherwise concealed from public view, including but not limited to rubble, asphalt, concrete, plaster, tile, rubbish, crates, cartons, metal and glass containers.

During an inspection of the above identified parcels on 4/16/2019 the inspector made the following notes specific to the condition of your property: Tall dead weeds and dead vegetation throughout property.

You are receiving this notice because the most recent San Diego County property records show that you are the owner of the identified parcel (parcel number is the number above your name on this notice). If you do not own this property and have received this notice in error, please call Fire Prevention Services as soon as possible: 1-866-779-3774 ext. 304 or go to <http://fireprevention.net>. You may also contact the City directly at 619-258-4100 ext. 167, and speak with the City's Code Compliance Officer.

WHAT DO I NEED TO DO?

Within 30 days from the date on this Notice, you must remove the vegetation or waste matter which is creating a nuisance. The work required to remove the fire hazard is described below. You may also go to the Fire Prevention Services' website for additional information.

Instructions for abatement: Please clear a 100 foot fuel modification zone from any structures or adjacent structures. (This is for weeds, brush, native vegetation, sumac, bamboo/arundo and annual grasses.) Clear a 30 foot fuel modification zone along all roadways, driveways or access roads. All weeds, sumac, brush, dead vegetation, trash, debris and arundo must be cleared from these fuel modification zones. All piles of vegetation must be removed from entire property.

If you have read the information available on the Fire Prevention Services' website and read the abatement instructions included with this Notice, but you remain unclear about what to do, please contact Fire Prevention Services or the City immediately. The City and Fire Prevention Services can work with you to establish a work plan and to adjust deadlines in consideration of property-specific conditions.

WHAT HAPPENS IF I DO NOT CLEAR MY PROPERTY WITHIN 30 DAYS?

If you do not voluntarily clear the nuisance from your property within 30 days, you will be sent a final Notice, providing 10 days to abate the nuisance before the City initiates forced abatement procedures. If the City completes or causes another to complete the required work, you will be responsible for the costs incurred per Santee Municipal Code Chapter 8.48.

WHAT IS THE APPEAL PROCESS?

If you disagree with any of the requirements for abatement of your property, you may appeal within 20 days from the date on this Notice, 4/18/2019. The appeal must be in writing, addressed to the City of Santee Fire Chief and sent with an administrative fee of twenty-five dollars (\$25.00). Mail the written appeal to: City Clerk, 10601 Magnolia Avenue, Santee, CA 92071.

*Fire Prevention Services, Inc., is a contracted agent of the City of Santee for the purpose of inspection, notification and abatement of public nuisances under Santee Municipal Code Chapter 8.48. The agreement between Fire Prevention Services Inc., and the City is on file at the City Clerk's office, 10601 Magnolia Avenue, Santee, CA 92071.

Thank you for your effort to maintain a fire safe community.

Weed Abatement Inspector

1-866-779-3774 ext. 304 or <http://fireprevention.net>

rev. 03/27/06 rev. 05/19/06 rev. 07/13/07 rev. 07/11 rev. 05/12

Cost Reports

8840 Cherry Hills Road
380-522-18-00

SUMMARY REPORT FOR APN 380-522-18-00

05/06/19 Received citizen complaint.

05/09/19 Initial inspection was made, property was found to be in violation.

05/10/19 Mailed 30 day courtesy notice to the owner.

06/12/19 Re-inspection was made, property was found to be in violation.

06/13/19 Mailed 10 day final notice to the owner, certified mail.

06/25/19 Final inspection was made, property was found to be in violation.

06/28/19 Verified ownership information with the County of San Diego.

07/09/19 Work order authorization signed by City Official.

08/08/19 F.P.S.I. crews abated the property.

08/13/19 The owner was mailed a bill at our contracted rates.

09/03/19 The owner was mailed a final bill.

09/19/19 A Notice of Abatement was filed on the property.

FIRE PREVENTION SERVICES, INC.*

* Fire Prevention Services, Inc. is a contracted agent for the City of Santee

P.O. Box 1720 El Cajon, CA 92022

1-866-779-3774 ext. 304 or <http://fireprevention.net> : fax (619) 445-6336

FINAL NOTICE TO ABATE PUBLIC NUISANCE

Owner: Cabral Consuelo M
Address: 8840 Cherry Hills Rd
Santee CA 92071

Date: 6/13/2019 SANTEE

COPY

Parcel Number: **380 522 18 00**

Location of Hazard/Nuisance: **8840 Cherry Hills Rd**

WHY AM I RECEIVING THIS NOTICE?

You are receiving this final Notice to Abate Public Nuisance, because a reinspection of the property listed above on 6/12/2019, revealed a continuing public nuisance, as defined in Santee Municipal Code sections 8.48.030 and/or 8.48.040 and set forth in the for Notice to Abate Public Nuisance dated 5/10/2019, a copy of which is enclosed for your reference.

WHAT DO I NEED TO DO?

Within 10 days from the date on this Notice, you must abate the nuisance as described in the included abatement instructions, in the first Notice to Abate Public Nuisance, and as documented on Fire Prevention Services, Inc.'s, website: <http://fireprevention.net>.

The inspector made the following specific notes regarding your property: Tall dead weeds and dead vegetation throughout property.

Abatement Instructions: Please clear a 100 foot fuel modification zone from any structures or adjacent structures. (This is for weeds, brush, native vegetation, sumac, bamboo/arundo and annual grasses.) Clear a 30 foot fuel modification zone along all roadways, driveways or access roads. All weeds, sumac, brush, dead vegetation, trash, debris and arundo must be cleared from these fuel modification zones. All piles of vegetation must be removed from entire property.

If you have already cleared the property please inform Fire Prevention Services or the City within 10 days from the date of this Notice. If, after checking Fire Prevention Services' website for additional information, reviewing the first Notice to Abate Public Nuisance, and reading the abatement instructions, you remain unclear about what should be done, please contact Fire Prevention Services or the City immediately. The City and Fire Prevention Services are able to work with you to establish a work plan and to adjust deadlines in consideration of property-specific conditions.

WHAT HAPPENS IF I DO NOT ABATE THE PUBLIC NUISANCE?

If the nuisance is not abated within 10 days, a \$350 administrative fee will be charged and the case will be assigned to the City's Contractor for forced abatement. All costs of the forced abatement, costs for collections, attorney fees and administrative fees will be charged to the property owner per Santee Municipal Code Chapter 8.48. If the indicated fire hazard/nuisance is abated within 10 days of this Notice, please call 1-866-779-3774 ext. 304 or <http://fireprevention.net> to confirm that no further action is required.

WHOM DO I CONTACT?

When the Hazard/Nuisance has been abated, or if you have any questions, please call 1-866-779-3774 ext. 304, fill out a contact form at <http://fireprevention.net/inspfbnsantee.htm> or call the City of Santee, at 619-258-4100 ext. 167 to speak with the City's Code Compliance Officer.

*Fire Prevention Services, Inc., is a contracted agent of the City of Santee for the purpose of inspection, notification and abatement of public nuisances pursuant to Santee Municipal Code Chapter 8.48.

Thank you for your effort to maintain a fire safe community.

Weed Abatement Inspector
1-866-779-3774 ext. 304 or <http://fireprevention.net>

Abatement Notice Date 5/10/2019
Final Notice 6/13/2019
File # 4890
rev.03/27/06 rev.05/19/06 rev.07/13/07 rev.07/11 rev.10/11 rev.05/12

Fire Prevention Services, Inc.

P.O. Box 1720 : El Cajon, CA 92022-1720
(619) 562-1058 : fax (619) 445-6336

<http://fireprevention.net>

8/13/2019

Cabral Consuelo M
8840 Cherry Hills Rd
Santee, CA 92071

Parcel # 380 522 18 00
Location: 8840 Cherry Hills Rd

-

Dear Cabral Consuelo M,

COPY

This letter is to inform you that the Violation on the above referenced property has been abated per the Santee Fire Departments order, and prior notices to abate.

Fire Prevention Services has been contracted by the City of Santee to help reduce potential fire hazards thus improving the safety of its citizens.

The abatement of the Violation on your property was performed as mandated per Santee Municipal Code Chapter 8.48. The charges thus far total \$662.90 and if paid within fifteen (15) days of this notice no further costs will be incurred by you.

Please make check payable to F.P.S.I. and please include the File # 380 522 18 00 on the check.

City Hall is also able to receive checks on behalf of Fire Prevention Services. Please still make checks payable to F.P.S.I. and include the file number. You can drop the check off at 10601 Magnolia Avenue, Building 4, to the attention of the Code Enforcement Officer. City Hall is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m.

If you have any questions please call us direct at **(619) 562-1058**, or call the City of Santee Code Enforcement Officer at (619) 258-4100 ext. 167.

Sincerely,

Fire Prevention Services, Inc.

<http://fireprevention.net>

rev.05/19/06

**CITY OF SANTEE FIRE DEPARTMENT
CONTRACTED ABATEMENT FEES**

COPY

Tractor Mowing

		quantity	sub total
A.	per parcel, sized 1 to 7,500 square feet	_____	_____
B.	per parcel, sized 7,501 to 15,000 square feet	_____	_____
C.	per parcel, sized 15,001 square feet to 30,000 square feet	_____	_____
D.	per parcel, sized 30,001 square feet to one acre	_____	_____
E.	per square foot over one acre	_____ sq. ft.	_____

Hand Labor

A.	per square foot of area abated	\$0.10	3,129 sq. Ft.	\$312.90
----	--------------------------------	--------	---------------	----------

Dozer Operation

A.	hourly rate	\$150.00	_____	_____
B.	move-on fee	\$150.00	_____	_____

Debris Remediation (includes chipping, grinding, and/or shredding)

A.	per cubic yard of material prior to chipping, and or compacting	\$38.00	X _____ cu.yds =	_____
B.	dump fees (reimbursement of cost)		_____	_____

Administrative Fee (failure to comply by deadline of notice)

per parcel	\$350.00	1	\$350.00
------------	----------	---	----------

Attorney Services

A.	per parcel, per hour	\$200.00	_____	_____
----	----------------------	----------	-------	-------

Assessment Fees (includes preparing reports, attending hearings, etc.)

A.	cost confirmation fee, per parcel	\$275.00	_____	_____
----	-----------------------------------	----------	-------	-------

Miscellaneous Fees Per Parcel

A.	special inspection fee	\$50.00	_____	_____
B.	abatement lien	\$50.00	_____	_____
C.	Interest on lien (apr)	10%	_____	_____
D.	release of abatement lien	\$50.00	_____	_____
E.	public notary	\$20.00	_____	_____
F.	file duplication fee	\$50.00	_____	_____
G.	unscheduled Labor per man hour	\$50.00	_____	_____
H.	unscheduled fees (reimbursement of cost)		_____	_____

FILE # 4890 APN # 380-522-18-00 **TOTAL** \$662.90

RECORDING REQUESTED BY

Fire Prevention Services, Inc.

PO Box 2012

Alpine, CA 91903-2012

(619) 562-1058 fax (619) 445-6336

AND WHEN RECORDED MAIL TO

Fire Prevention Services, Inc.

PO Box 2012

Alpine, CA 91903-2012

NF

DOC# 2019-0430771



Sep 30, 2019 08:36 AM

OFFICIAL RECORDS

Ernest J. Dronenburg, Jr.,

SAN DIEGO COUNTY RECORDER

FEES: \$0.00 (SB2 Atk.ins: \$0.00)

PAGES: 1

NOTICE OF ABATEMENT

**TO THE CURRENT OWNER OF RECORD AND ANY FUTURE OWNERS/PURCHASERS OF THE
HEREIN DESCRIBED PROPERTY**

WHEREAS it was determined that a violation of Santee Municipal Code Chapter 8.48 did exist, and

WHEREAS such violation was ordered abated on 7/9/2019, and

WHEREAS representatives of the City of Santee abated the violation (s) on 8/8/2019, and

WHEREAS the charge for such abatement amounted to \$732.90;

THEREFORE be it known that an abatement obligation exists on the property regardless of owner until paid. The current owner of the property is Cabral Consuelo M at 8840 Cherry Hills Rd, Santee, CA 92071 described as follows:

APN # 380 522 18 00

ADDRESS: 8840 Cherry Hills Rd

MAP PAGE: , LEGAL DESCRIPTION: LOT 63 TR 4527

This abatement obligation shall attach to the property, not the owner, and may not be extinguished by a tax sale under the California Revenue and Taxation Code Section 3712. After confirmation by the City it may become a special assessment on the property tax bill. If not paid pursuant to State Law and State Tax Lien Law, the property may be sold to satisfy that obligation. The amount of such claim shall be \$732.90 plus interest and other costs which may hereafter become due. This filing does not preclude the filing of legal action for collection. Should such actions be required or determined to be appropriate, reasonable legal fees will be incurred and added to said obligation.

DATED: September 19, 2019

BY: _____

Ken Osborn, Fire Prevention Services, Inc.,
Designee for City of Santee

Certificate Of Acknowledgment

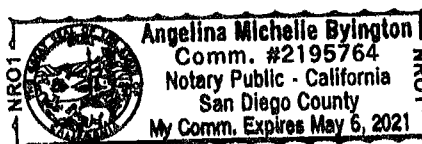
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of San Diego)

On September 19, 2019 before me, Angelina Michelle Byington, Notary Public, personally appeared Ken Osborn, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.,



(Seal)

Fire Prevention Services, Inc.

P.O. Box 1720 : El Cajon, CA 92022-1720

(619) 562-1058 : fax (619) 445-6336

<http://fireprevention.net>

Final Bill

9/3/2019

Cabral Consuelo M
8840 Cherry Hills Rd
Santee, CA 92071

COPY

Ref: Parcel # 380 522 18 00
8840 Cherry Hills Rd

Dear Cabral Consuelo M,

You have failed to pay the bill dated 8/13/2019, to date we have not received payment,

If we do not receive payment within 10 days in the amount of \$662.9 we will be forced to bring appropriate action to collect these monies.

The further action will include the filing of an abatement lien on the property in question, as well as the forwarding to our collection agency. Under state and local law the costs of these actions will be added to the amount referenced above.

To avoid this action please pay now.

Make check payable to F.P.S.I., and please include the File # 380 522 18 00 on the check.

City Hall is also able to receive checks on behalf of Fire Prevention Services. Please still make checks payable to F.P.S.I. and include the file number. You can drop the check off at 10601 Magnolia Avenue, Building 4, to the attention of the Code Enforcement Officer, City Hall is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m.

If you have any questions please call us direct at (619) 562-1058, or call the City of Santee Code Enforcement Officer at (619) 258-4100 ext. 167.

Sincerely,

Fire Prevention Services, Inc.

<http://fireprevention.net>

rev.05/19/06

CITY OF SANTEE FIRE DEPARTMENT CONTRACTED ABATEMENT FEES

If your property is abated by the Fire Department, the following fees will be charged.

SCHEDULE OF FEES

1. Tractor Mowing
 - A. per parcel, sized 1 to 7,500 square feet \$250.00
 - B. per parcel, sized 7,501 to 15,000 square feet \$325.00
 - C. per parcel, sized 15,001 square feet to 30,000 square feet \$400.00
 - D. per parcel, sized 30,001 square feet to one acre \$450.00
 - E. Per square foot over one acre \$ 00.02

2. Hand Labor
 - A. per square foot of area abated \$ 00.10

3. Dozer Operation
 - A. hourly rate \$150.00
 - B. move-on fee \$150.00

4. Debris Remediation (includes chipping, grinding, and/or shredding)
 - A. per cubic yard of material prior to chipping, and or compacting \$ 38.00
 - B. dump fees (reimbursement of cost)

5. Administrative Fee (failure to comply with final notice)
 - A. per parcel \$350.00

6. Attorney Services
 - A. per parcel, per hour \$200.00

7. Assessment Fees (includes preparing reports, attending hearings, etc.)
 - A. Cost confirmations fee, per parcel \$275.00

8. Miscellaneous Fees
 - A. special inspection fee \$ 50.00
 - B. abatement lien \$ 50.00
 - C. Interest on lien (apr) 10%
 - D. release of abatement lien \$ 50.00
 - E. public notary \$ 20.00
 - F. File duplication fee \$ 50.00
 - G. Unscheduled Labor per man hour \$ 50.00
 - H. unscheduled fees (reimbursement of cost)

FIRE PREVENTION SERVICES, INC.*

* Fire Prevention Services, Inc., is a contracted agent for the City of Santee

P.O. Box 1720 El Cajon, CA 92022

1-866-779-3774 ext. 304 or <http://fireprevention.net> : fax (619) 445-6336

NOTICE TO ABATE PUBLIC NUISANCE

Santee Municipal Code. § 8.48.050

COPY

380 522 18 00 SANTEE Date: 5/10/2019
Dear: Cabral Consuelo M
8840 Cherry Hills Rd
Santee CA 92071

PROPERTY ADDRESS

Location of Hazard: 8840 Cherry Hills Rd.

WHY AM I RECEIVING THIS NOTICE?

This notice is to inform you that weeds or other material on your property violate the City of Santee's Municipal Code and constitute a public nuisance under Santee Municipal Code sections 8.48.030 and/or 8.48.040. These sections generally declare the following to be a public nuisance:

- All Weeds or dry grasses over four inches in height;
- Dead shrubs, dead trees or tree limbs within ten feet of a chimney, rubbish, or any material growing or discarded upon the streets, parking areas, sidewalks, or upon private property within the City which bear seeds of a wingy or downy nature, which by reason of their size, manner of growth and location constitute a fire hazard to any building, improvement, crops or other property; and
- Weeds or grasses which, when dry, will in reasonable probability constitute such a fire hazard.
- Waste matter, which by reason of its location and character would materially hamper or interfere with the prevention or suspension or suppression of fire upon any lot, property or premises, or the abatement of a nuisance. Waste matter means unused or discarded matter having no substantial market value, which is exposed to the elements and is not enclosed in any structure or otherwise concealed from public view, including but not limited to rubble, asphalt, concrete, plaster, tile, rubbish, crates, cartons, metal and glass containers.

During an inspection of the above identified parcels on 5/9/2019 the inspector made the following notes specific to the condition of your property: Tall dead weeds and dead vegetation throughout property.

You are receiving this notice because the most recent San Diego County property records show that you are the owner of the identified parcel (parcel number is the number above your name on this notice). If you do not own this property and have received this notice in error, please call Fire Prevention Services as soon as possible: 1-866-779-3774 ext. 304 or go to <http://fireprevention.net>. You may also contact the City directly at 619-258-4100 ext. 167, and speak with the City's Code Compliance Officer.

WHAT DO I NEED TO DO?

Within 30 days from the date on this Notice, you must remove the vegetation or waste matter which is creating a nuisance. The work required to remove the fire hazard is described below. You may also go to the Fire Prevention Services' website for additional information.

Instructions for abatement: **Please clear a 100 foot fuel modification zone from any structures or adjacent structures. (This is for weeds, brush, native vegetation, sumac, bamboo/arundo and annual grasses.) Clear a 30 foot fuel modification zone along all roadways, driveways or access roads. All weeds, sumac, brush, dead vegetation, trash, debris and arundo must be cleared from these fuel modification zones. All piles of vegetation must be removed from entire property.**

If you have read the information available on the Fire Prevention Services' website and read the abatement instructions included with this Notice, but you remain unclear about what to do, please contact Fire Prevention Services or the City immediately. The City and Fire Prevention Services can work with you to establish a work plan and to adjust deadlines in consideration of property-specific conditions.

WHAT HAPPENS IF I DO NOT CLEAR MY PROPERTY WITHIN 30 DAYS?

If you do not voluntarily clear the nuisance from your property within 30 days, you will be sent a final Notice, providing 10 days to abate the nuisance before the City initiates forced abatement procedures. If the City completes or causes another to complete the required work, you will be responsible for the costs incurred per Santee Municipal Code Chapter 8.48.

WHAT IS THE APPEAL PROCESS?

If you disagree with any of the requirements for abatement of your property, you may appeal within 20 days from the date on this Notice, 5/10/2019. The appeal must be in writing, addressed to the City of Santee Fire Chief and sent with an administrative fee of twenty-five dollars (\$25.00). Mail the written appeal to: City Clerk, 10601 Magnolia Avenue, Santee, CA 92071.

*Fire Prevention Services, Inc., is a contracted agent of the City of Santee for the purpose of inspection, notification and abatement of public nuisances under Santee Municipal Code Chapter 8.48. The agreement between Fire Prevention Services Inc., and the City is on file at the City Clerk's office, 10601 Magnolia Avenue, Santee, CA 92071.

Thank you for your effort to maintain a fire safe community.

Weed Abatement Inspector
1-866-779-3774 ext. 304 or <http://fireprevention.net>
rev. 03/27/06 rev. 05/19/06 rev. 07/13/07 rev. 07/11 rev. 05/12

Cost Reports

9785 Lutheran Way
380-580-24-00

SUMMARY REPORT FOR APN 380-580-24-00

04/16/19 Initial inspection was made, property was found to be in violation.

04/18/19 Mailed 30 day courtesy notice to the owner.

06/25/19 Re-inspection was made, property was found to be in violation.

06/27/19 Mailed 10 day final notice to the owner, certified mail.

07/09/19 Final inspection was made, property was found to be in violation.

07/09/19 Verified ownership information with the County of San Diego.

08/20/19 Work order authorization signed by City Official.

08/20/19 F.P.S.I. crews attempt to abate the property and found compliant.

08/26/19 The owner was mailed an Administrative bill at the contracted rates.

09/12/19 The owner was mailed a final bill.

09/23/19 A Notice of Abatement was filed on the property.

FIRE PREVENTION SERVICES, INC.*

* Fire Prevention Services, Inc. is a contracted agent for the City of Santee
P.O. Box 1720 El Cajon, CA 92022
1-866-779-3774 ext. 304 or <http://fireprevention.net> : fax (619) 445-6336

FINAL NOTICE TO ABATE PUBLIC NUISANCE

Owner: Skeen Timothy A
Address: 9785 Lutheran Way
Santee CA 92071

COPY

Date: 6/27/2019 SANTEE

Parcel Number: **380 580 24 00**
Location of Hazard/Nuisance: **9785 Lutheran Way**

WHY AM I RECEIVING THIS NOTICE?

You are receiving this final Notice to Abate Public Nuisance, because a reinspection of the property listed above on 6/25/2019, revealed a continuing public nuisance, as defined in Santee Municipal Code sections 8.48.030 and/or 8.48.040 and set forth in the for Notice to Abate Public Nuisance dated 4/18/2019, a copy of which is enclosed for your reference.

WHAT DO I NEED TO DO?

Within 10 days from the date on this Notice, you must abate the nuisance as described in the included abatement instructions, in the first Notice to Abate Public Nuisance, and as documented on Fire Prevention Services, Inc.'s website: <http://fireprevention.net>.

The inspector made the following specific notes regarding your property: Tall dead weeds and dead vegetation throughout property on back yard slope to mast.

Abatement Instructions: **Please clear a 100 foot fuel modification zone from any structures or adjacent structures. (This is for weeds, brush, native vegetation, sumac, bamboo/arundo and annual grasses.) Clear a 30 foot fuel modification zone along all roadways, driveways or access roads. All weeds, sumac, brush, dead vegetation, trash, debris and arundo must be cleared from these fuel modification zones. All piles of vegetation must be removed from entire property.**

If you have already cleared the property please inform Fire Prevention Services or the City within 10 days from the date of this Notice. If, after checking Fire Prevention Services' website for additional information, reviewing the first Notice to Abate Public Nuisance, and reading the abatement instructions, you remain unclear about what should be done, please contact Fire Prevention Services or the City immediately. The City and Fire Prevention Services are able to work with you to establish a work plan and to adjust deadlines in consideration of property-specific conditions.

WHAT HAPPENS IF I DO NOT ABATE THE PUBLIC NUISANCE?

If the nuisance is not abated within 10 days, a \$350 administrative fee will be charged and the case will be assigned to the City's Contractor for forced abatement. All costs of the forced abatement, costs for collections, attorney fees and administrative fees will be charged to the property owner per Santee Municipal Code Chapter 8.48. If the indicated fire hazard/nuisance is abated within 10 days of this Notice, please call 1-866-779-3774 ext. 304 or <http://fireprevention.net> to confirm that no further action is required.

WHOM DO I CONTACT?

When the Hazard/Nuisance has been abated, or if you have any questions, please call 1-866-779-3774 ext. 304, fill out a contact form at <http://fireprevention.net/inspfbisantee.htm> or call the City of Santee, at 619-258-4100 ext. 167 to speak with the City's Code Compliance Officer.

*Fire Prevention Services, Inc., is a contracted agent of the City of Santee for the purpose of inspection, notification and abatement of public nuisances pursuant to Santee Municipal Code Chapter 8.48.

Thank you for your effort to maintain a fire safe community.

Weed Abatement Inspector
1-866-779-3774 ext. 304 or <http://fireprevention.net>

Abatement Notice Date 4/18/2019
Final Notice 6/27/2019
File # 4791
rev.03/27/06 rev.05/19/06 rev.07/13/07 rev.07/11 rev.10/11 rev.05/12

Fire Prevention Services, Inc.

P.O. Box 1720 : El Cajon, CA 92022-1720

(619) 562-1058 : fax (619) 445-6336

<http://fireprevention.net>

ADMINISTRATIVE BILL

8/26/2019

Skeen Timothy A
9785 Lutheran Way
Santee, CA 92071

Parcel # 380 580 24 00
Location: 9785 Lutheran Way

Dear Skeen Timothy A,

Fire Prevention Services has been contracted by the City of Santee to help reduce potential fire hazards / public nuisances, thus improving the safety of its citizens.

Your property was re-inspected on 7/9/2019 and found to still be in violation of Santee Municipal Code Chapter 8.48. As stated in the notice, if the violation is not corrected prior to the deadline you will be charged an administrative fee.

A final inspection was performed on the above referenced parcel, as of 8/20/2019 this parcel is in compliance with the Santee Municipal Code Chapter 8.48.

Due to the abatement not being completed by the deadline, you are being charged the administrative fee. Thus far your bill is \$350 and if paid within fifteen (15) days of this notice no further costs will be incurred by you.

Please make check payable to F.P.S.I. and please include the File # 380 580 24 00 on the check.

City Hall is also able to receive checks on behalf of Fire Prevention Services. Please still make checks payable to F.P.S.I. and include the file number. You can drop the check off at 10601 Magnolia Avenue, Building 4, to the attention of the Code Enforcement Officer. City Hall is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m.

If you have any questions please call us direct at **(619) 562-1058**, or call the City of Santee Code Enforcement Officer at (619) 258-4100 ext. 167.

Sincerely,

Fire Prevention Services, Inc.
<http://fireprevention.net>
rev.05/19/06

COPY

Fire Prevention Services, Inc.

P.O. Box 1720 : El Cajon, CA 92022-1720

(619) 562-1058 : fax (619) 445-6336

<http://fireprevention.net>

Final Bill

9/12/2019

Skeen Timothy A
9785 Lutheran Way
Santee, CA 92071

Ref: Parcel # 380 580 24 00
9785 Lutheran Way

COPY

Dear Skeen Timothy A,

You have failed to pay the bill dated 8/26/2019, to date we have not received payment.

If we do not receive payment within 10 days in the amount of \$350 we will be forced to bring appropriate action to collect these monies.

The further action will include the filing of an abatement lien on the property in question, as well as the forwarding to our collection agency. Under state and local law the costs of these actions will be added to the amount referenced above.

To avoid this action please pay now.

Make check payable to F.P.S.I., and please include the File # 380 580 24 00 on the check.

City Hall is also able to receive checks on behalf of Fire Prevention Services. Please still make checks payable to F.P.S.I. and include the file number. You can drop the check off at 10601 Magnolia Avenue, Building 4, to the attention of the Code Enforcement Officer. City Hall is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m.

If you have any questions please call us direct at (619) 562-1058, or call the City of Santee Code Enforcement Officer at (619) 258-4100 ext. 167.

Sincerely,

Fire Prevention Services, Inc.

<http://fireprevention.net>

rev.05/19/06

10
RECORDING REQUESTED BY
Fire Prevention Services, Inc.
PO Box 2012
Alpine, CA 91903-2012
(619) 562-1058 fax (619) 445-6336

DOC# 2019-0430774



Sep 30, 2019 08:36 AM
OFFICIAL RECORDS
Ernest J. Dronenburg, Jr.,
SAN DIEGO COUNTY RECORDER
FEES: \$0.00 (SB2 Atkins: \$0.00)

PAGES: 1

1 P
AND WHEN RECORDED MAIL TO
Fire Prevention Services, Inc.
PO Box 2012
Alpine, CA 91903-2012

NF

NOTICE OF ABATEMENT

TO THE CURRENT OWNER OF RECORD AND ANY FUTURE OWNERS/PURCHASERS OF THE HEREIN DESCRIBED PROPERTY

WHEREAS it was determined that a violation of Santee Municipal Code Chapter 8.48 did exist, and

WHEREAS such violation was ordered abated on 8/20/2019, and

WHEREAS representatives of the City of Santee abated the violation (s) on 8/20/2019, and


WHEREAS the charge for such abatement amounted to \$420.00;

THEREFORE be it known that an abatement obligation exists on the property regardless of owner until paid. The current owner of the property is Skeen Timothy A at 9785 Lutheran Way, Santee, CA 92071 described as follows:

APN # 380 580 24 00
ADDRESS: 9785 Lutheran Way
MAP PAGE: , LEGAL DESCRIPTION: LOT 1331 TR 6216

This abatement obligation shall attach to the property, not the owner, and may not be extinguished by a tax sale under the California Revenue and Taxation Code Section 3712. After confirmation by the City it may become a special assessment on the property tax bill. If not paid pursuant to State Law and State Tax Lien Law, the property may be sold to satisfy that obligation. The amount of such claim shall be \$420.00 plus interest and other costs which may hereafter become due. This filing does not preclude the filing of legal action for collection. Should such actions be required or determined to be appropriate, reasonable legal fees will be incurred and added to said obligation.

DATED: September 23, 2019

BY: 
Ken Osborn, Fire Prevention Services, Inc.,
Designee for City of Santee

Certificate Of Acknowledgment

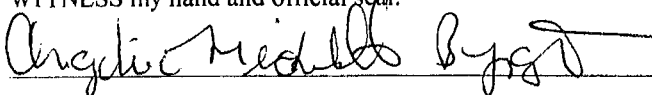
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

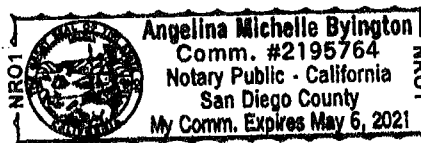
State of California)
County of San Diego)

On September 23, 2019 before me, Angelina Michelle Byington, Notary Public, personally appeared Ken Osborn, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.





(Seal)

**CITY OF SANTEE FIRE DEPARTMENT
CONTRACTED ABATEMENT FEES**

COPY

Tractor Mowing

		quantity	sub total
A.	per parcel, sized 1 to 7,500 square feet		
B.	per parcel, sized 7,501 to 15,000 square feet		
C.	per parcel, sized 15,001 square feet to 30,000 square feet		
D.	per parcel, sized 30,001 square feet to one acre		
E.	per square foot over one acre	_____ sq. ft.	_____

Hand Labor

A.	per square foot of area abated		_____ sq. Ft.	_____
----	--------------------------------	--	---------------	-------

Dozer Operation

A.	hourly rate	\$150.00	_____	_____
B.	move-on fee	\$150.00	_____	_____

Debris Remediation (includes chipping, grinding, and/or shredding)

A.	per cubic yard of material prior to chipping, and or compacting	\$38.00	X	_____ cu.yds = _____
B.	dump fees (reimbursement of cost)			_____

Administrative Fee (failure to comply by deadline of notice)

A.	per parcel	\$350.00	1	<u>350.00</u>
----	------------	----------	---	---------------

Attorney Services

A.	per parcel, per hour	\$200.00	_____	_____
----	----------------------	----------	-------	-------

Assessment Fees (includes preparing reports, attending hearings, etc.)

A.	cost confirmation fee, per parcel	\$275.00	_____	_____
----	-----------------------------------	----------	-------	-------

Miscellaneous Fees Per Parcel

A.	special inspection fee	\$50.00	_____	_____
B.	abatement lien	\$50.00	_____	_____
C.	Interest on lien (apr)	10%	_____	_____
D.	release of abatement lien	\$50.00	_____	_____
E.	public notary	\$20.00	_____	_____
F.	file duplication fee	\$50.00	_____	_____
G.	unscheduled Labor per man hour	\$50.00	_____	_____
H.	unscheduled fees (reimbursement of cost)		_____	_____

FILE # 4791 APN # 380-580-24-00 **TOTAL** \$350.00

CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

SANTEE SPECIAL DELIVERY

Certified Mail Fee \$3.50

Extra Services & Fees (check box, add fee) \$7.30

- Return Receipt (hardcopy) \$0.00
- Return Receipt (electronic) \$0.00
- Certified Mail Restricted Delivery \$0.00
- Adult Signature Required \$0.00
- Adult Signature Restricted Delivery \$0.00

Postage \$0.70

Total Price \$7.00

Sent To 380 580 24 00 Santee

City, St. Santee CA

Zip Code 92071

Postmark Here JUN 27 2019

CAJON 92020 03

PS Form 3800, June 2018

CITY OF SANTEE FIRE DEPARTMENT

CONTRACTED ABATEMENT FEES

If your property is abated by the Fire Department, the following fees will be charged.

SCHEDULE OF FEES

1. Tractor Mowing
 - A. per parcel, sized 1 to 7,500 square feet \$250.00
 - B. per parcel, sized 7,501 to 15,000 square feet \$325.00
 - C. per parcel, sized 15,001 square feet to 30,000 square feet \$400.00
 - D. per parcel, sized 30,001 square feet to one acre \$450.00
 - E. Per square foot over one acre \$ 00.02

2. Hand Labor
 - A. per square foot of area abated \$ 00.10

3. Dozer Operation
 - A. hourly rate \$150.00
 - B. move-on fee \$150.00

4. Debris Remediation (includes chipping, grinding, and/or shredding)
 - A. per cubic yard of material prior to chipping, and or compacting \$ 38.00
 - B. dump fees (reimbursement of cost)

5. Administrative Fee (failure to comply with final notice)
 - A. per parcel \$350.00

6. Attorney Services
 - A. per parcel, per hour \$200.00

7. Assessment Fees (includes preparing reports, attending hearings, etc.)
 - A. Cost confirmations fee, per parcel \$275.00

8. Miscellaneous Fees
 - A. special inspection fee \$ 50.00
 - B. abatement lien \$ 50.00
 - C. Interest on lien (apr) 10%
 - D. release of abatement lien \$ 50.00
 - E. public notary \$ 20.00
 - F. File duplication fee \$ 50.00
 - G. Unscheduled Labor per man hour \$ 50.00
 - H. unscheduled fees (reimbursement of cost)

FIRE PREVENTION SERVICES, INC.*

* Fire Prevention Services, Inc., is a contracted agent for the City of Santee
P.O. Box 1720 El Cajon, CA 92022
1-866-779-3774 ext. 304 or <http://fireprevention.net> : fax (619) 445-6336

NOTICE TO ABATE PUBLIC NUISANCE

Santee Municipal Code. § 8.48.050

380 580 24 00 SANTEE Date: 4/18/2019
Dear: Skeen Timothy A
9785 Lutheran Way
Santee CA 92071

COPY

PROPERTY ADDRESS

Location of Hazard: 9785 Lutheran Way.

WHY AM I RECEIVING THIS NOTICE?

This notice is to inform you that weeds or other material on your property violate the City of Santee's Municipal Code and constitute a public nuisance under Santee Municipal Code sections 8.48.030 and/or 8.48.040. These sections generally declare the following to be a public nuisance:

- All Weeds or dry grasses over four inches in height;
- Dead shrubs, dead trees or tree limbs within ten feet of a chimney, rubbish, or any material growing or discarded upon the streets, parking areas, sidewalks, or upon private property within the City which bear seeds of a wingy or downy nature, which by reason of their size, manner of growth and location constitute a fire hazard to any building, improvement, crops or other property; and
- Weeds or grasses which, when dry, will in reasonable probability constitute such a fire hazard.
- Waste matter, which by reason of its location and character would materially hamper or interfere with the prevention or suspension or suppression of fire upon any lot, property or premises, or the abatement of a nuisance. Waste matter means unused or discarded matter having no substantial market value, which is exposed to the elements and is not enclosed in any structure or otherwise concealed from public view, including but not limited to rubble, asphalt, concrete, plaster, tile, rubbish, crates, cartons, metal and glass containers.

During an inspection of the above identified parcels on 4/16/2019 the inspector made the following notes specific to the condition of your property: Tall dead weeds and dead vegetation throughout property on back yard slope to mast.

You are receiving this notice because the most recent San Diego County property records show that you are the owner of the identified parcel (parcel number is the number above your name on this notice). If you do not own this property and have received this notice in error, please call Fire Prevention Services as soon as possible: 1-866-779-3774 ext. 304 or go to <http://fireprevention.net>. You may also contact the City directly at 619-258-4100 ext. 167, and speak with the City's Code Compliance Officer.

WHAT DO I NEED TO DO?

Within 30 days from the date on this Notice, you must remove the vegetation or waste matter which is creating a nuisance. The work required to remove the fire hazard is described below. You may also go to the Fire Prevention Services' website for additional information.

Instructions for abatement: **Please clear a 100 foot fuel modification zone from any structures or adjacent structures. (This is for weeds, brush, native vegetation, sumac, bamboo/arundo and annual grasses.) Clear a 30 foot fuel modification zone along all roadways, driveways or access roads. All weeds, sumac, brush, dead vegetation, trash, debris and arundo must be cleared from these fuel modification zones. All piles of vegetation must be removed from entire property.**

If you have read the information available on the Fire Prevention Services' website and read the abatement instructions included with this Notice, but you remain unclear about what to do, please contact Fire Prevention Services or the City immediately. The City and Fire Prevention Services can work with you to establish a work plan and to adjust deadlines in consideration of property-specific conditions.

WHAT HAPPENS IF I DO NOT CLEAR MY PROPERTY WITHIN 30 DAYS?

If you do not voluntarily clear the nuisance from your property within 30 days, you will be sent a final Notice, providing 10 days to abate the nuisance before the City initiates forced abatement procedures. If the City completes or causes another to complete the required work, you will be responsible for the costs incurred per Santee Municipal Code Chapter 8.48.

WHAT IS THE APPEAL PROCESS?

If you disagree with any of the requirements for abatement of your property, you may appeal within 20 days from the date on this Notice, 4/18/2019. The appeal must be in writing, addressed to the City of Santee Fire Chief and sent with an administrative fee of twenty-five dollars (\$25.00). Mail the written appeal to: City Clerk, 10601 Magnolia Avenue, Santee, CA 92071.

*Fire Prevention Services, Inc., is a contracted agent of the City of Santee for the purpose of inspection, notification and abatement of public nuisances under Santee Municipal Code Chapter 8.48. The agreement between Fire Prevention Services Inc., and the City is on file at the City Clerk's office, 10601 Magnolia Avenue, Santee, CA 92071.

Thank you for your effort to maintain a fire safe community.

Weed Abatement Inspector
1-866-779-3774 ext. 304 or <http://fireprevention.net>
rev. 03/27/06 rev. 05/19/06 rev. 07/13/07 rev. 07/11 rev. 05/12

Cost Reports

10251 Mast Blvd
381-032-28-00

SUMMARY REPORT FOR APN 381-032-28-00

07/30/19 Initial inspection was made, property was found to be in violation.

08/02/19 Mailed 30 day courtesy notice to the owner.

09/03/19 Re-inspection was made, property was found to be in violation.

09/05/19 Mailed 10 day final notice to the owner, certified mail.

09/17/19 Final inspection was made, property was found to be in violation.

09/19/19 Verified ownership information with the County of San Diego.

10/17/19 Work order authorization signed by City Official.

12/29/19 F.P.S.I. crews abated the property.

01/02/20 The owner was mailed a bill at our contracted rates.

01/09/20 Received e-mail from City Official to call property owner.

01/09/20 Called property owner, no voicemail box.

01/30/19 Called property owner, no voicemail box.

01/30/19 The owner was mailed a final bill.

02/12/20 A Notice of Abatement was filed on the property.

FIRE PREVENTION SERVICES, INC.*

* Fire Prevention Services, Inc. is a contracted agent for the City of Santee

P.O. Box 1720 El Cajon, CA 92022

1-866-779-3774 ext. 304 or <http://fireprevention.net> : fax (619) 445-6336

FINAL NOTICE TO ABATE PUBLIC NUISANCE

Owner: Deluca George E
Address: Po Box 84775
San Diego CA 92138

Date: 9/5/2019 SANTEE

COPY

Parcel Number: **381 032 28 00**

Location of Hazard/Nuisance: **10251 Mast Blvd**

WHY AM I RECEIVING THIS NOTICE?

You are receiving this final Notice to Abate Public Nuisance, because a reinspection of the property listed above on 9/3/2019, revealed a continuing public nuisance, as defined in Santee Municipal Code sections 8.48.030 and/or 8.48.040 and set forth in the for Notice to Abate Public Nuisance dated 8/2/2019, a copy of which is enclosed for your reference.

WHAT DO I NEED TO DO?

Within 10 days from the date on this Notice, you must abate the nuisance as described in the included abatement instructions, in the first Notice to Abate Public Nuisance, and as documented on Fire Prevention Services, Inc.'s, website: <http://fireprevention.net>.

The inspector made the following specific notes regarding your property: Tall dead weeds, dead vegetation, combustible debris throughout property. Tree branches and/or palm fronds hanging down to the ground.

Abatement Instructions: Please clear a 100 foot fuel modification zone from any structures or adjacent structures. (This is for weeds, brush, native vegetation, sumac, bamboo/arundo and annual grasses.) Clear a 30 foot fuel modification zone along all roadways, driveways or access roads. All weeds, sumac, brush, dead vegetation, trash, debris and arundo must be cleared from these fuel modification zones. All piles of vegetation must be removed from entire property.

If you have already cleared the property please inform Fire Prevention Services or the City within 10 days from the date of this Notice. If, after checking Fire Prevention Services' website for additional information, reviewing the first Notice to Abate Public Nuisance, and reading the abatement instructions, you remain unclear about what should be done, please contact Fire Prevention Services or the City immediately. The City and Fire Prevention Services are able to work with you to establish a work plan and to adjust deadlines in consideration of property-specific conditions.

WHAT HAPPENS IF I DO NOT ABATE THE PUBLIC NUISANCE?

If the nuisance is not abated within 10 days, a \$350 administrative fee will be charged and the case will be assigned to the City's Contractor for forced abatement. All costs of the forced abatement, costs for collections, attorney fees and administrative fees will be charged to the property owner per Santee Municipal Code Chapter 8.48. If the indicated fire hazard/nuisance is abated within 10 days of this Notice, please call 1-866-779-3774 ext. 304 or <http://fireprevention.net> to confirm that no further action is required.

WHOM DO I CONTACT?

When the Hazard/Nuisance has been abated, or if you have any questions, please call 1-866-779-3774 ext. 304, fill out a contact form at <http://fireprevention.net/inspfsantee.htm> or call the City of Santee, at 619-258-4100 ext. 167 to speak with the City's Code Compliance Officer.

*Fire Prevention Services, Inc., is a contracted agent of the City of Santee for the purpose of inspection, notification and abatement of public nuisances pursuant to Santee Municipal Code Chapter 8.48.

Thank you for your effort to maintain a fire safe community.

Weed Abatement Inspector
1-866-779-3774 ext, 304 or <http://fireprevention.net>

Abatement Notice Date 8/2/2019

Final Notice 9/5/2019

File # 4938

rev.03/27/06 rev.05/19/06 rev.07/13/07 rev.07/11 rev.10/11 rev.05/12

Fire Prevention Services, Inc.

P.O. Box 1720 : El Cajon, CA 92022-1720

(619) 562-1058 : fax (619) 445-6336

<http://fireprevention.net>

1/2/2020

Deluca George E
Po Box 84775
San Diego, CA 92138

Parcel # 381 032 28 00
Location: 10251 Mast Blvd

-

Dear Deluca George E,

This letter is to inform you that the Violation on the above referenced property has been abated per the Santee Fire Departments order, and prior notices to abate.

Fire Prevention Services has been contracted by the City of Santee to help reduce potential fire hazards thus improving the safety of its citizens.

The abatement of the Violation on your property was performed as mandated per Santee Municipal Code Chapter 8.48. The charges thus far total \$1,653.00 and if paid within fifteen (15) days of this notice no further costs will be incurred by you.

Please make check payable to F.P.S.I. and please include the File # 381 032 28 00 on the check.

City Hall is also able to receive checks on behalf of Fire Prevention Services. Please still make checks payable to F.P.S.I. and include the file number. You can drop the check off at 10601 Magnolia Avenue, Building 4, to the attention of the Code Enforcement Officer. City Hall is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m.

If you have any questions please call us direct at **(619) 562-1058**, or call the City of Santee Code Enforcement Officer at (619) 258-4100 ext. 167.

Sincerely,

Fire Prevention Services, Inc.

<http://fireprevention.net>

rev.05/19/06

COPY

Fire Prevention Services, Inc.

P.O. Box 1720 : El Cajon, CA 92022-1720

(619) 562-1058 : fax (619) 445-6336

<http://fireprevention.net>

Final Bill

1/30/2020

Deluca George E
Po Box 84775
San Diego, CA 92138

Ref: Parcel # 381 032 28 00
10251 Mast Blvd

COPY

Dear Deluca George E,

You have failed to pay the bill dated 1/2/2020, to date we have not received payment.

If we do not receive payment within 10 days in the amount of \$1653 we will be forced to bring appropriate action to collect these monies.

The further action will include the filing of an abatement lien on the property in question, as well as the forwarding to our collection agency. Under state and local law the costs of these actions will be added to the amount referenced above.

To avoid this action please pay now.

Make check payable to F.P.S.I., and please include the File # 381 032 28 00 on the check.

City Hall is also able to receive checks on behalf of Fire Prevention Services. Please still make checks payable to F.P.S.I. and include the file number. You can drop the check off at 10601 Magnolia Avenue, Building 4, to the attention of the Code Enforcement Officer. City Hall is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m.

If you have any questions please call us direct at (619) 562-1058, or call the City of Santee Code Enforcement Officer at (619) 258-4100 ext. 167.

Sincerely,

Fire Prevention Services, Inc.

<http://fireprevention.net>

rev.05/19/06

CITY OF SANTEE FIRE DEPARTMENT CONTRACTED ABATEMENT FEES

<u>Tractor Mowing</u>		quantity	sub total
A. per parcel, sized 1 to 7,500 square feet	\$250.00	_____	_____
B. per parcel, sized 7,501 to 15,000 square feet	\$325.00	_____	_____
C. per parcel, sized 15,001 square feet to 30,000 square feet	\$400.00	_____	_____
D. per parcel, sized 30,001 square feet to one acre	\$450.00	_____	_____
E. per square foot over one acre	\$00.02	_____ sq. ft.	_____

<u>Hand Labor</u>			
A. per square foot of area abated	\$0.10	_____ sq. Ft.	_____

<u>Dozer Operation</u>			
A. hourly rate	\$150.00	_____	_____
B. move-on fee	\$150.00	_____	_____

COPY

<u>Debris Remediation</u> (includes chipping, grinding, and/or shredding)			
A. per cubic yard of material prior to chipping, and or compacting	\$38.00	X	33 cu.yds = 1,254.00
B. dump fees	(reimbursement of cost)	_____	49.00

<u>Administrative Fee</u> (failure to comply by deadline of notice)			
A. per parcel	\$350.00	1	350.00

<u>Attorney Services</u>			
A. per parcel, per hour	\$200.00	_____	_____

<u>Assessment Fees</u> (includes preparing reports, attending hearings, etc.)			
A. cost confirmation fee, per parcel	\$275.00	_____	_____

<u>Miscellaneous Fees Per Parcel</u>			
A. special inspection fee	\$50.00	_____	_____
B. abatement lien	\$50.00	_____	_____
C. Interest on lien (apr)	10%	_____	_____
D. release of abatement lien	\$50.00	_____	_____
E. public notary	\$20.00	_____	_____
F. file duplication fee	\$50.00	_____	_____
G. unscheduled Labor per man hour	\$50.00	_____	_____
H. unscheduled fees	(reimbursement of cost)	_____	_____

FILE # <u>4938</u>	APN # <u>381-032-28</u>	TOTAL	\$ 1,653.00
--------------------	-------------------------	--------------	--------------------

CITY OF SANTEE FIRE DEPARTMENT CONTRACTED ABATEMENT FEES

If your property is abated by the Fire Department, the following fees will be charged.

SCHEDULE OF FEES

1. Tractor Mowing
 - A. per parcel, sized 1 to 7,500 square feet \$250.00
 - B. per parcel, sized 7,501 to 15,000 square feet \$325.00
 - C. per parcel, sized 15,001 square feet to 30,000 square feet \$400.00
 - D. per parcel, sized 30,001 square feet to one acre \$450.00
 - E. Per square foot over one acre \$ 00.02

2. Hand Labor
 - A. per square foot of area abated \$ 00.10

3. Dozer Operation
 - A. hourly rate \$150.00
 - B. move-on fee \$150.00

4. Debris Remediation (includes chipping, grinding, and/or shredding)
 - A. per cubic yard of material prior to chipping, and or compacting \$ 38.00
 - B. dump fees (reimbursement of cost)

5. Administrative Fee (failure to comply with final notice)
 - A. per parcel \$350.00

6. Attorney Services
 - A. per parcel, per hour \$200.00

7. Assessment Fees (includes preparing reports, attending hearings, etc.)
 - A. Cost confirmations fee, per parcel \$275.00

8. Miscellaneous Fees
 - A. special inspection fee \$ 50.00
 - B. abatement lien \$ 50.00
 - C. Interest on lien (apr) 10%
 - D. release of abatement lien \$ 50.00
 - E. public notary \$ 20.00
 - F. File duplication fee \$ 50.00
 - G. Unscheduled Labor per man hour \$ 50.00
 - H. unscheduled fees (reimbursement of cost)

FIRE PREVENTION SERVICES, INC.*

* Fire Prevention Services, Inc., is a contracted agent for the City of Santee
P.O. Box 1720 El Cajon, CA 92022
1-866-779-3774 ext. 304 or <http://fireprevention.net> : fax (619) 445-6336

NOTICE TO ABATE PUBLIC NUISANCE

Santee Municipal Code, § 8.48.050

381 032 28 00 SANTEE Date: 8/2/2019
Dear: Deluca George E
 Po Box 84775
 San Diego CA 92138

COPY

PROPERTY ADDRESS

Location of Hazard: 10251 Mast Blvd.

WHY AM I RECEIVING THIS NOTICE?

This notice is to inform you that weeds or other material on your property violate the City of Santee's Municipal Code and constitute a public nuisance under Santee Municipal Code sections 8.48.030 and/or 8.48.040. These sections generally declare the following to be a public nuisance:

- All Weeds or dry grasses over four inches in height;
- Dead shrubs, dead trees or tree limbs within ten feet of a chimney, rubbish, or any material growing or discarded upon the streets, parking areas, sidewalks, or upon private property within the City which bear seeds of a wingy or downy nature, which by reason of their size, manner of growth and location constitute a fire hazard to any building, improvement, crops or other property; and
- Weeds or grasses which, when dry, will in reasonable probability constitute such a fire hazard.
- Waste matter, which by reason of its location and character would materially hamper or interfere with the prevention or suspension or suppression of fire upon any lot, property or premises, or the abatement of a nuisance. Waste matter means unused or discarded matter having no substantial market value, which is exposed to the elements and is not enclosed in any structure or otherwise concealed from public view, including but not limited to rubble, asphalt, concrete, plaster, tile, rubbish, crates, cartons, metal and glass containers.

During an inspection of the above identified parcels on 7/30/2019 the inspector made the following notes specific to the condition of your property: Tall dead weeds, dead vegetation, combustible debris throughout property. Tree branches and/or palm fronds hanging down to the ground.

You are receiving this notice because the most recent San Diego County property records show that you are the owner of the identified parcel (parcel number is the number above your name on this notice). If you do not own this property and have received this notice in error, please call Fire Prevention Services as soon as possible; 1-866-779-3774 ext. 304 or go to <http://fireprevention.net>. You may also contact the City directly at 619-258-4100 ext. 167, and speak with the City's Code Compliance Officer.

WHAT DO I NEED TO DO?

Within 30 days from the date on this Notice, you must remove the vegetation or waste matter which is creating a nuisance. The work required to remove the fire hazard is described below. You may also go to the Fire Prevention Services' website for additional information.

Instructions for abatement: Please clear a 100 foot fuel modification zone from any structures or adjacent structures. (This is for weeds, brush, native vegetation, sumac, bamboo/arundo and annual grasses.) Clear a 30 foot fuel modification zone along all roadways, driveways or access roads. All weeds, sumac, brush, dead vegetation, trash, debris and arundo must be cleared from these fuel modification zones. All piles of vegetation must be removed from entire property.

If you have read the information available on the Fire Prevention Services' website and read the abatement instructions included with this Notice, but you remain unclear about what to do, please contact Fire Prevention Services or the City immediately. The City and Fire Prevention Services can work with you to establish a work plan and to adjust deadlines in consideration of property-specific conditions.

WHAT HAPPENS IF I DO NOT CLEAR MY PROPERTY WITHIN 30 DAYS?

If you do not voluntarily clear the nuisance from your property within 30 days, you will be sent a final Notice, providing 10 days to abate the nuisance before the City initiates forced abatement procedures. If the City completes or causes another to complete the required work, you will be responsible for the costs incurred per Santee Municipal Code Chapter 8.48.

WHAT IS THE APPEAL PROCESS?

If you disagree with any of the requirements for abatement of your property, you may appeal within 20 days from the date on this Notice, 8/2/2019. The appeal must be in writing, addressed to the City of Santee Fire Chief and sent with an administrative fee of twenty-five dollars (\$25.00). Mail the written appeal to: City Clerk, 10601 Magnolia Avenue, Santee, CA 92071.

*Fire Prevention Services, Inc., is a contracted agent of the City of Santee for the purpose of inspection, notification and abatement of public nuisances under Santee Municipal Code Chapter 8.48. The agreement between Fire Prevention Services Inc., and the City is on file at the City Clerk's office, 10601 Magnolia Avenue, Santee, CA 92071.

Thank you for your effort to maintain a fire safe community.

Weed Abatement Inspector
1-866-779-3774 ext. 304 or <http://fireprevention.net>
rev. 03/27/06 rev. 05/19/06 rev. 07/13/07 rev. 07/11 rev. 05/12

Cost Reports

9321 Creekside Ct.
381-181-08-00

SUMMARY REPORT FOR APN 381-181-08-00

04/11/19 Initial inspection was made, property was found to be in violation.

04/12/19 Mailed 30 day courtesy notice to the owner.

05/22/19 Re-inspection was made, property was found to be in violation.

05/24/19 Mailed 10 day final notice to the owner, certified mail.

06/12/19 Final inspection was made, property was found to be in violation.

06/13/19 Verified ownership information with the County of San Diego.

07/09/19 Work order authorization signed by City Official.

07/15/19 F.P.S.I. crews abated the property.

07/16/19 The owner was mailed a bill at our contracted rates.

08/01/19 The owner was mailed a final bill.

08/15/19 A Notice of Abatement was filed on the property.

CITY OF SANTEE FIRE DEPARTMENT CONTRACTED ABATEMENT FEES

If your property is abated by the Fire Department, the following fees will be charged.

SCHEDULE OF FEES

1. Tractor Mowing
 - A. per parcel, sized 1 to 7,500 square feet \$250.00
 - B. per parcel, sized 7,501 to 15,000 square feet \$325.00
 - C. per parcel, sized 15,001 square feet to 30,000 square feet \$400.00
 - D. per parcel, sized 30,001 square feet to one acre \$450.00
 - E. Per square foot over one acre \$ 00.02

2. Hand Labor
 - A. per square foot of area abated \$ 00.10

3. Dozer Operation
 - A. hourly rate \$150.00
 - B. move-on fee \$150.00

4. Debris Remediation (includes chipping, grinding, and/or shredding)
 - A. per cubic yard of material prior to chipping, and or compacting \$ 38.00
 - B. dump fees (reimbursement of cost)

5. Administrative Fee (failure to comply with final notice)
 - A. per parcel \$350.00

6. Attorney Services
 - A. per parcel, per hour \$200.00

7. Assessment Fees (includes preparing reports, attending hearings, etc.)
 - A. Cost confirmations fee, per parcel \$275.00

8. Miscellaneous Fees
 - A. special inspection fee \$ 50.00
 - B. abatement lien \$ 50.00
 - C. Interest on lien (apr) 10%
 - D. release of abatement lien \$ 50.00
 - E. public notary \$ 20.00
 - F. File duplication fee \$ 50.00
 - G. Unscheduled Labor per man hour \$ 50.00
 - H. unscheduled fees (reimbursement of cost)

FIRE PREVENTION SERVICES, INC.*

* Fire Prevention Services, Inc. is a contracted agent for the City of Santee

P.O. Box 1720 El Cajon, CA 92022

1-866-779-3774 ext. 304 or <http://fireprevention.net> : fax (619) 445-6336

FINAL NOTICE TO ABATE PUBLIC NUISANCE

Owner: Mehran Company Llc
Address: 12235 Ashcroft Circle
Eastvale CA 91752

Date: 5/24/2019 SANTEE

COPY

Parcel Number: **381 181 08 00**

Location of Hazard/Nuisance: **9321 Creekside Ct**

WHY AM I RECEIVING THIS NOTICE?

You are receiving this final Notice to Abate Public Nuisance, because a reinspection of the property listed above on 5/22/2019, revealed a continuing public nuisance, as defined in Santee Municipal Code sections 8.48.030 and/or 8.48.040 and set forth in the for Notice to Abate Public Nuisance dated 4/12/2019, a copy of which is enclosed for your reference.

WHAT DO I NEED TO DO?

Within 10 days from the date on this Notice, you must abate the nuisance as described in the included abatement instructions, in the first Notice to Abate Public Nuisance, and as documented on Fire Prevention Services, Inc.'s, website: <http://fireprevention.net>.

The inspector made the following specific notes regarding your property: Tall dead weeds and dead vegetation throughout property.

Abatement Instructions: Please clear a 100 foot fuel modification zone from any structures or adjacent structures. (This is for weeds, brush, native vegetation, sumac, bamboo/arundo and annual grasses.) Clear a 30 foot fuel modification zone along all roadways, driveways or access roads. All weeds, sumac, brush, dead vegetation, trash, debris and arundo must be cleared from these fuel modification zones. All piles of vegetation must be removed from entire property.

If you have already cleared the property please inform Fire Prevention Services or the City within 10 days from the date of this Notice. If, after checking Fire Prevention Services' website for additional information, reviewing the first Notice to Abate Public Nuisance, and reading the abatement instructions, you remain unclear about what should be done, please contact Fire Prevention Services or the City immediately. The City and Fire Prevention Services are able to work with you to establish a work plan and to adjust deadlines in consideration of property-specific conditions.

WHAT HAPPENS IF I DO NOT ABATE THE PUBLIC NUISANCE?

If the nuisance is not abated within 10 days, a \$350 administrative fee will be charged and the case will be assigned to the City's Contractor for forced abatement. All costs of the forced abatement, costs for collections, attorney fees and administrative fees will be charged to the property owner per Santee Municipal Code Chapter 8.48. If the indicated fire hazard/nuisance is abated within 10 days of this Notice, please call 1-866-779-3774 ext. 304 or <http://fireprevention.net> to confirm that no further action is required.

WHOM DO I CONTACT?

When the Hazard/Nuisance has been abated, or if you have any questions, please call 1-866-779-3774 ext. 304, fill out a contact form at <http://fireprevention.net/inspfbasantee.htm> or call the City of Santee, at 619-258-4100 ext. 167 to speak with the City's Code Compliance Officer.

*Fire Prevention Services, Inc., is a contracted agent of the City of Santee for the purpose of inspection, notification and abatement of public nuisances pursuant to Santee Municipal Code Chapter 8.48.

Thank you for your effort to maintain a fire safe community.

Weed Abatement Inspector
1-866-779-3774 ext, 304 or <http://fireprevention.net>

Abatement Notice Date 4/12/2019

Final Notice 5/24/2019

File # 4709

rev.03/27/06 rev.05/19/06 rev.07/13/07 rev.07/11 rev.10/11 rev.05/12

Fire Prevention Services, Inc.

P.O. Box 1720 : El Cajon, CA 92022-1720
(619) 562-1058 : fax (619) 445-6336

<http://fireprevention.net>

7/16/2019

Mehran Company Llc
12235 Ashcroft Circle
Eastvale, CA 91752

COPY

Parcel # 381 181 08 00
Location: 9321 Creekside Ct

Dear Mehran Company LLC,

This letter is to inform you that the Violation on the above referenced property has been abated per the Santee Fire Departments order, and prior notices to abate.

Fire Prevention Services has been contracted by the City of Santee to help reduce potential fire hazards thus improving the safety of its citizens.

The abatement of the Violation on your property was performed as mandated per Santee Municipal Code Chapter 8.48. The charges thus far total \$2,490.00 and if paid within fifteen (15) days of this notice no further costs will be incurred by you.

Please make check payable to F.P.S.I. and please include the File # 381 181 08 00 on the check.

City Hall is also able to receive checks on behalf of Fire Prevention Services. Please still make checks payable to F.P.S.I. and include the file number. You can drop the check off at 10601 Magnolia Avenue, Building 4, to the attention of the Code Enforcement Officer. City Hall is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m.

If you have any questions please call us direct at (619) 562-1058, or call the City of Santee Code Enforcement Officer at (619) 258-4100 ext. 167.

Sincerely,

Fire Prevention Services, Inc.

<http://fireprevention.net>

rev.05/19/06

CITY OF SANTEE FIRE DEPARTMENT CONTRACTED ABATEMENT FEES

<u>tractor Mowing</u>		quantity	sub total
A.	per parcel, sized 1 to 7,500 square feet	_____	_____
B.	per parcel, sized 7,501 to 15,000 square feet	_____	_____
C.	per parcel, sized 15,001 square feet to 30,000 square feet	_____	_____
D.	per parcel, sized 30,001 square feet to one acre	_____	_____
E.	per square foot over one acre	_____ sq. ft.	_____

<u>Hand Labor</u>			
A.	per square foot of area abated	\$0.10	<u>21,400 sq. Ft.</u> <u>\$2,140.00</u>

COPY

<u>Dozer Operation</u>			
A.	hourly rate	\$150.00	_____
B.	move-on fee	\$150.00	_____

<u>Debris Remediation</u> (includes chipping, grinding, and/or shredding)			
A.	per cubic yard of material prior to chipping, and or compacting	\$38.00	X _____ cu.yds = _____
B.	dump fees (reimbursement of cost)		_____

<u>Administrative Fee</u> (failure to comply by deadline of notice)			
A.	per parcel	\$350.00	<u>1</u> <u>350.00</u>

<u>Attorney Services</u>			
A.	per parcel, per hour	\$200.00	_____

<u>Assessment Fees</u> (includes preparing reports, attending hearings, etc.)			
A.	cost confirmation fee, per parcel	\$275.00	_____

<u>Miscellaneous Fees Per Parcel</u>			
A.	special inspection fee	\$50.00	_____
B.	abatement lien	\$50.00	_____
C.	Interest on lien (apr)	10%	_____
D.	release of abatement lien	\$50.00	_____
E.	public notary	\$20.00	_____
F.	file duplication fee	\$50.00	_____
G.	unscheduled Labor per man hour	\$50.00	_____
H.	unscheduled fees (reimbursement of cost)		_____

FILE # <u>4709</u>	APN # <u>381-181-08-00</u>	TOTAL	<u>\$2,490.00</u>
--------------------	----------------------------	--------------	-------------------

RECORDING REQUESTED BY
Fire Prevention Services, Inc.
PO Box 2012
Alpine, CA 91903-2012
(9) 562-1058 fax (619) 445-6336

DOC# 2019-0373614



Aug 30, 2019 08:32 AM
OFFICIAL RECORDS
Ernest J. Dronenburg, Jr.,
SAN DIEGO COUNTY RECORDER
FEES: \$0.00 (SB2 Atkins: \$0.00)

AND WHEN RECORDED MAIL TO
Fire Prevention Services, Inc.
PO Box 2012
Alpine, CA 91903-2012

PAGES: 1

NOTICE OF ABATEMENT

**TO THE CURRENT OWNER OF RECORD AND ANY FUTURE OWNERS/PURCHASERS OF THE
HEREIN DESCRIBED PROPERTY**

WHEREAS it was determined that a violation of Santee Municipal Code Chapter 8.48 did exist, and

WHEREAS such violation was ordered abated on 7/9/2019, and

WHEREAS representatives of the City of Santee abated the violation (s) on 7/15/2019, and


WHEREAS the charge for such abatement amounted to \$2,560.00;

THEREFORE be it known that an abatement obligation exists on the property regardless of owner until paid. The current owner of the property is Mehran Company LLC at 12235 Ashcroft Circle, Eastvale, CA 91752 described as follows:

APN # 381 181 08 00
ADDRESS: 9321 Creekside Ct
P PAGE: , LEGAL DESCRIPTION: LOT 4 TR 9341

This abatement obligation shall attach to the property, not the owner, and may not be extinguished by a tax sale under the California Revenue and Taxation Code Section 3712. After confirmation by the City it may become a special assessment on the property tax bill. If not paid pursuant to State Law and State Tax Lien Law, the property may be sold to satisfy that obligation. The amount of such claim shall be \$2,560.00 plus interest and other costs which may hereafter become due. This filing does not preclude the filing of legal action for collection. Should such actions be required or determined to be appropriate, reasonable legal fees will be incurred and added to said obligation.

DATED: August 15, 2019

BY: 
Ken Osborn, Fire Prevention Services, Inc.,
Designee for City of Santee

Certificate Of Acknowledgment

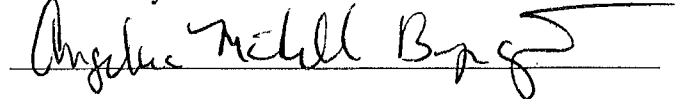
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

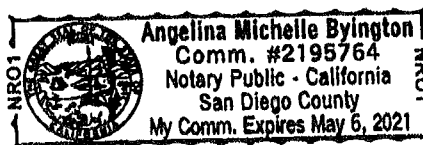
State of California)
County of San Diego)

On August 15, 2019 before me, Angelina Michelle Byington, Notary Public, personally appeared Ken Osborn, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.





(Seal)

Fire Prevention Services, Inc.

P.O. Box 1720 : El Cajon, CA 92022-1720

(619) 562-1058 : fax (619) 445-6336

<http://fireprevention.net>

Final Bill

8/1/2019

Mehran Company Llc
12235 Ashcroft Circle
Eastvale, CA 91752

Ref: Parcel # 381 181 08 00
9321 Creekside Ct

COPY

Dear Mehran Company LLC,

You have failed to pay the bill dated 7/16/2019, to date we have not received payment.

If we do not receive payment within 10 days in the amount of \$2490 we will be forced to bring appropriate action to collect these monies.

The further action will include the filing of an abatement lien on the property in question, as well as the forwarding to our collection agency. Under state and local law the costs of these actions will be added to the amount referenced above.

To avoid this action please pay now.

Make check payable to F.P.S.I., and please include the File # 381 181 08 00 on the check.

City Hall is also able to receive checks on behalf of Fire Prevention Services. Please still make checks payable to F.P.S.I. and include the file number. You can drop the check off at 10601 Magnolia Avenue, Building 4, to the attention of the Code Enforcement Officer. City Hall is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m.

If you have any questions please call us direct at (619) 562-1058, or call the City of Santee Code Enforcement Officer at (619) 258-4100 ext. 167.

Sincerely,

Fire Prevention Services, Inc.

<http://fireprevention.net>

rev.05/19/06

FIRE PREVENTION SERVICES, INC.*

* Fire Prevention Services, Inc., is a contracted agent for the City of Santee

P.O. Box 1720 El Cajon, CA 92022

1-866-779-3774 ext. 304 or <http://fireprevention.net> : fax (619) 445-6336

NOTICE TO ABATE PUBLIC NUISANCE

Santee Municipal Code. § 8.48.050

381 181 08 00 SANTEE Date: 4/12/2019

Dear: Mehran Company Llc
12235 Ashcroft Circle
Eastvale CA 91752

COPY

PROPERTY ADDRESS

Location of Hazard: 9321 Creekside Ct.

WHY AM I RECEIVING THIS NOTICE?

This notice is to inform you that weeds or other material on your property violate the City of Santee's Municipal Code and constitute a public nuisance under Santee Municipal Code sections 8.48.030 and/or 8.48.040. These sections generally declare the following to be a public nuisance:

- All Weeds or dry grasses over four inches in height;
- Dead shrubs, dead trees or tree limbs within ten feet of a chimney, rubbish, or any material growing or discarded upon the streets, parking areas, sidewalks, or upon private property within the City which bear seeds of a wingy or downy nature, which by reason of their size, manner of growth and location constitute a fire hazard to any building, improvement, crops or other property; and
- Weeds or grasses which, when dry, will in reasonable probability constitute such a fire hazard.
- Waste matter, which by reason of its location and character would materially hamper or interfere with the prevention or suspension or suppression of fire upon any lot, property or premises, or the abatement of a nuisance. Waste matter means unused or discarded matter having no substantial market value, which is exposed to the elements and is not enclosed in any structure or otherwise concealed from public view, including but not limited to rubble, asphalt, concrete, plaster, tile, rubbish, crates, cartons, metal and glass containers.

During an inspection of the above identified parcels on 4/11/2019 the inspector made the following notes specific to the condition of your property: Tall dead weeds and dead vegetation throughout property.

You are receiving this notice because the most recent San Diego County property records show that you are the owner of the identified parcel (parcel number is the number above your name on this notice). If you do not own this property and have received this notice in error, please call Fire Prevention Services as soon as possible: 1-866-779-3774 ext. 304 or go to <http://fireprevention.net>. You may also contact the City directly at 619-258-4100 ext. 167, and speak with the City's Code Compliance Officer.

WHAT DO I NEED TO DO?

Within 30 days from the date on this Notice, you must remove the vegetation or waste matter which is creating a nuisance. The work required to remove the fire hazard is described below. You may also go to the Fire Prevention Services' website for additional information.

Instructions for abatement: Please clear a 100 foot fuel modification zone from any structures or adjacent structures. (This is for weeds, brush, native vegetation, sumac, bamboo/arundo and annual grasses.) Clear a 30 foot fuel modification zone along all roadways, driveways or access roads. All weeds, sumac, brush, dead vegetation, trash, debris and arundo must be cleared from these fuel modification zones. All piles of vegetation must be removed from entire property.

If you have read the information available on the Fire Prevention Services' website and read the abatement instructions included with this Notice, but you remain unclear about what to do, please contact Fire Prevention Services or the City immediately. The City and Fire Prevention Services can work with you to establish a work plan and to adjust deadlines in consideration of property-specific conditions.

WHAT HAPPENS IF I DO NOT CLEAR MY PROPERTY WITHIN 30 DAYS?

If you do not voluntarily clear the nuisance from your property within 30 days, you will be sent a final Notice, providing 10 days to abate the nuisance before the City initiates forced abatement procedures. If the City completes or causes another to complete the required work, you will be responsible for the costs incurred per Santee Municipal Code Chapter 8.48.

WHAT IS THE APPEAL PROCESS?

If you disagree with any of the requirements for abatement of your property, you may appeal within 20 days from the date on this Notice, 4/12/2019. The appeal must be in writing, addressed to the City of Santee Fire Chief and sent with an administrative fee of twenty-five dollars (\$25.00). Mail the written appeal to: City Clerk, 10601 Magnolia Avenue, Santee, CA 92071.

*Fire Prevention Services, Inc., is a contracted agent of the City of Santee for the purpose of inspection, notification and abatement of public nuisances under Santee Municipal Code Chapter 8.48, The agreement between Fire Prevention Services Inc., and the City in on file at the City Clerk's office, 10601 Magnolia Avenue, Santee, CA 92071.

Thank you for your effort to maintain a fire safe community.

Weed Abatement Inspector
1-866-779-3774 ext. 304 or <http://fireprevention.net>
rev. 03/27/06 rev. 05/19/06 rev. 07/13/07 rev. 07/11 rev. 05/12

Cost Reports

9959 Shoredale Dr.
381-482-01-00

SUMMARY REPORT FOR APN 381-482-01-00

04/16/19 Initial inspection was made, property was found to be in violation.

04/18/19 Mailed 30 day courtesy notice to the owner.

05/22/19 Re-inspection was made, property was found to be in violation.

05/24/19 Mailed 10 day final notice to the owner, certified mail.

06/12/19 Final inspection was made, property was found to be in violation.

06/13/19 Verified ownership information with the County of San Diego.

07/09/19 Work order authorization signed by City Official.

10/16/19 F.P.S.I. crews attempted to abate the property and found compliant.

10/17/19 The owner was mailed an Administrative bill at the contracted rates.

11/13/19 The owner was mailed a final bill.

12/03/19 A Notice of Abatement was filed on the property.

CITY OF SANTEE FIRE DEPARTMENT CONTRACTED ABATEMENT FEES

Tractor Mowing

		quantity	sub total
A. per parcel, sized 1 to 7,500 square feet	\$250.00	_____	_____
B. per parcel, sized 7,501 to 15,000 square feet	\$325.00	_____	_____
C. per parcel, sized 15,001 square feet to 30,000 square feet	\$400.00	_____	_____
D. per parcel, sized 30,001 square feet to one acre	\$450.00	_____	_____
E. per square foot over one acre	\$00.02	_____ sq. ft.	_____

Hand Labor

A. per square foot of area abated	\$0.10	_____ sq. Ft.	_____
-----------------------------------	--------	---------------	-------

Dozer Operation

A. hourly rate	\$150.00	_____	_____
B. move-on fee	\$150.00	_____	_____

COPY

Debris Remediation (includes chipping, grinding, and/or shredding)

A. per cubic yard of material prior to chipping, and or compacting	\$38.00	X _____ cu.yds =	_____
B. dump fees	(reimbursement of cost)	_____	_____

Administrative Fee (failure to comply by deadline of notice)

per parcel	\$350.00	1 _____	<u>350.00</u>
------------	----------	---------	---------------

Attorney Services

A. per parcel, per hour	\$200.00	_____	_____
-------------------------	----------	-------	-------

Assessment Fees (includes preparing reports, attending hearings, etc.)

A. cost confirmation fee, per parcel	\$275.00	_____	_____
--------------------------------------	----------	-------	-------

Miscellaneous Fees Per Parcel

A. special inspection fee	\$50.00	_____	_____
B. abatement lien	\$50.00	_____	_____
C. Interest on lien (apr)	10%	_____	_____
D. release of abatement lien	\$50.00	_____	_____
E. public notary	\$20.00	_____	_____
F. file duplication fee	\$50.00	_____	_____
G. unscheduled Labor per man hour	\$50.00	_____	_____
H. unscheduled fees	(reimbursement of cost)	_____	_____

FILE # <u>4824</u>	APN # <u>381-482-01</u>	TOTAL	<u>\$350.00</u>
--------------------	-------------------------	--------------	-----------------

RECORDING REQUESTED BY
Fire Prevention Services, Inc.
PO Box 2012
Alpine, CA 91903-2012
) 562-1058 fax (619) 445-6336

DOC# 2019-0567646



Dec 06, 2019 08:39 AM
OFFICIAL RECORDS
Ernest J. Dronenburg, Jr.,
SAN DIEGO COUNTY RECORDER
FEES: \$0.00 (SB2 Atkins: \$0.00)

AND WHEN RECORDED MAIL TO
Fire Prevention Services, Inc.
PO Box 2012
Alpine, CA 91903-2012

PAGES: 1

NOTICE OF ABATEMENT

**TO THE CURRENT OWNER OF RECORD AND ANY FUTURE OWNERS/PURCHASERS OF THE
HEREIN DESCRIBED PROPERTY**

WHEREAS it was determined that a violation of Santee Municipal Code Chapter 8.48 did exist, and

WHEREAS such violation was ordered abated on 7/9/2019, and

WHEREAS representatives of the City of Santee abated the violation (s) on 10/16/2019, and


WHEREAS the charge for such abatement amounted to \$420.00;

THEREFORE be it known that an abatement obligation exists on the property regardless of owner until paid. The current owner of the property is Grayson Willard III at 9959 Shoredale Dr, Santee, CA 92071 described as follows:

APN # 381 482 01 00
ADDRESS: 9959 Shoredale Dr
PAGE: , LEGAL DESCRIPTION: LOT 87 TR 7560

This abatement obligation shall attach to the property, not the owner, and may not be extinguished by a tax sale under the California Revenue and Taxation Code Section 3712. After confirmation by the City it may become a special assessment on the property tax bill. If not paid pursuant to State Law and State Tax Lien Law, the property may be sold to satisfy that obligation. The amount of such claim shall be \$420.00 plus interest and other costs which may hereafter become due. This filing does not preclude the filing of legal action for collection. Should such actions be required or determined to be appropriate, reasonable legal fees will be incurred and added to said obligation.

DATED: December 3, 2019

BY: 
Ken Osborn, Fire Prevention Services, Inc.,
Designee for City of Santee

Certificate Of Acknowledgment

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

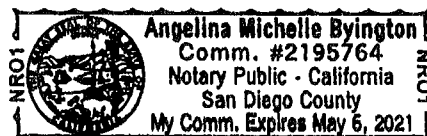
State of California)
County of San Diego)

On December 3, 2019 before me, Angelina Michelle Byington, Notary Public, personally appeared Ken Osborn, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.





(Seal)

Fire Prevention Services, Inc.

P.O. Box 1720 : El Cajon, CA 92022-1720

(619) 562-1058 : fax (619) 445-6336

<http://fireprevention.net>

Final Bill

11/13/2019

Grayson Willard Iii
9959 Shoredale Dr
Santee, CA 92071

Ref: Parcel # 381 482 01 00
9959 Shoredale Dr

COPY

Dear Grayson Willard III,

You have failed to pay the bill dated 10/17/2019, to date we have not received payment.

If we do not receive payment within 10 days in the amount of \$350 we will be forced to bring appropriate action to collect these monies.

The further action will include the filing of an abatement lien on the property in question, as well as the forwarding to our collection agency. Under state and local law the costs of these actions will be added to the amount referenced above.

To avoid this action please pay now.

Make check payable to F.P.S.I., and please include the File # 381 482 01 00 on the check.

City Hall is also able to receive checks on behalf of Fire Prevention Services. Please still make checks payable to F.P.S.I. and include the file number. You can drop the check off at 10601 Magnolia Avenue, Building 4, to the attention of the Code Enforcement Officer. City Hall is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m.

If you have any questions please call us direct at (619) 562-1058, or call the City of Santee Code Enforcement Officer at (619) 258-4100 ext. 167.

Sincerely,

Fire Prevention Services, Inc.

<http://fireprevention.net>

rev.05/19/06

Fire Prevention Services, Inc.

P.O. Box 1720 : El Cajon, CA 92022-1720

(619) 562-1058 : fax (619) 445-6336

<http://fireprevention.net>

ADMINISTRATIVE BILL

10/17/2019

Grayson Willard Iii
9959 Shoredale Dr
Santee, CA 92071

Parcel # 381 482 01 00
Location: 9959 Shoredale Dr

-
Dear Grayson Willard III,

Fire Prevention Services has been contracted by the City of Santee to help reduce potential fire hazards / public nuisances, thus improving the safety of its citizens.

Your property was re-inspected on 6/12/2019 and found to still be in violation of Santee Municipal Code Chapter 8.48. As stated in the notice, if the violation is not corrected prior to the deadline you will be charged an administrative fee.

A final inspection was performed on the above referenced parcel, as of 10/16/2019 this parcel is in compliance with the Santee Municipal Code Chapter 8.48.

Due to the abatement not being completed by the deadline, you are being charged the administrative fee. Thus far your bill is \$350 and if paid within fifteen (15) days of this notice no further costs will be incurred by you.

Please make check payable to F.P.S.I. and please include the File # 381 482 01 00 on the check.

City Hall is also able to receive checks on behalf of Fire Prevention Services. Please still make checks payable to F.P.S.I. and include the file number. You can drop the check off at 10601 Magnolia Avenue, Building 4, to the attention of the Code Enforcement Officer. City Hall is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m.

If you have any questions please call us direct at (619) 562-1058, or call the City of Santee Code Enforcement Officer at (619) 258-4100 ext. 167.

Sincerely,

Fire Prevention Services, Inc.

<http://fireprevention.net>

rev.05/19/06

COPY

CITY OF SANTEE FIRE DEPARTMENT CONTRACTED ABATEMENT FEES

If your property is abated by the Fire Department, the following fees will be charged.

SCHEDULE OF FEES

1. Tractor Mowing
 - A. per parcel, sized 1 to 7,500 square feet \$250.00
 - B. per parcel, sized 7,501 to 15,000 square feet \$325.00
 - C. per parcel, sized 15,001 square feet to 30,000 square feet \$400.00
 - D. per parcel, sized 30,001 square feet to one acre \$450.00
 - E. Per square foot over one acre \$ 00.02

2. Hand Labor
 - A. per square foot of area abated \$ 00.10

3. Dozer Operation
 - A. hourly rate \$150.00
 - B. move-on fee \$150.00

4. Debris Remediation (includes chipping, grinding, and/or shredding)
 - A. per cubic yard of material prior to chipping, and or compacting \$ 38.00
 - B. dump fees (reimbursement of cost)

5. Administrative Fee (failure to comply with final notice)
 - A. per parcel \$350.00

6. Attorney Services
 - A. per parcel, per hour \$200.00

7. Assessment Fees (includes preparing reports, attending hearings, etc.)
 - A. Cost confirmations fee, per parcel \$275.00

8. Miscellaneous Fees
 - A. special inspection fee \$ 50.00
 - B. abatement lien \$ 50.00
 - C. Interest on lien (apr) 10%
 - D. release of abatement lien \$ 50.00
 - E. public notary \$ 20.00
 - F. File duplication fee \$ 50.00
 - G. Unscheduled Labor per man hour \$ 50.00
 - H. unscheduled fees (reimbursement of cost)

FIRE PREVENTION SERVICES, INC.*

* Fire Prevention Services, Inc., is a contracted agent for the City of Santee
P.O. Box 1720 El Cajon, CA 92022
1-866-779-3774 ext. 304 or <http://fireprevention.net> : fax (619) 445-6336

NOTICE TO ABATE PUBLIC NUISANCE

Santee Municipal Code. § 8.48.050

Dear: 381 482 01 00 SANTEE Date: 4/18/2019
Grayson Willard Iii
9959 Shoredale Dr
Santee CA 92071

COPY

PROPERTY ADDRESS

Location of Hazard: 9959 Shoredale Dr.

WHY AM I RECEIVING THIS NOTICE?

This notice is to inform you that weeds or other material on your property violate the City of Santee's Municipal Code and constitute a public nuisance under Santee Municipal Code sections 8.48.030 and/or 8.48.040. These sections generally declare the following to be a public nuisance:

- All Weeds or dry grasses over four inches in height;
- Dead shrubs, dead trees or tree limbs within ten feet of a chimney, rubbish, or any material growing or discarded upon the streets, parking areas, sidewalks, or upon private property within the City which bear seeds of a wingy or downy nature, which by reason of their size, manner of growth and location constitute a fire hazard to any building, improvement, crops or other property; and
- Weeds or grasses which, when dry, will in reasonable probability constitute such a fire hazard.
- Waste matter, which by reason of its location and character would materially hamper or interfere with the prevention or suspension or suppression of fire upon any lot, property or premises, or the abatement of a nuisance. Waste matter means unused or discarded matter having no substantial market value, which is exposed to the elements and is not enclosed in any structure or otherwise concealed from public view, including but not limited to rubble, asphalt, concrete, plaster, tile, rubbish, crates, cartons, metal and glass containers.

During an inspection of the above identified parcels on 4/16/2019 the inspector made the following notes specific to the condition of your property: Tall dead weeds and dead vegetation throughout property on Molino side.

You are receiving this notice because the most recent San Diego County property records show that you are the owner of the identified parcel (parcel number is the number above your name on this notice). If you do not own this property and have received this notice in error, please call Fire Prevention Services as soon as possible: 1-866-779-3774 ext. 304 or go to <http://fireprevention.net>. You may also contact the City directly at 619-258-4100 ext. 167, and speak with the City's Code Compliance Officer.

WHAT DO I NEED TO DO?

Within 30 days from the date on this Notice, you must remove the vegetation or waste matter which is creating a nuisance. The work required to remove the fire hazard is described below. You may also go to the Fire Prevention Services' website for additional information.

Instructions for abatement: Please clear a 100 foot fuel modification zone from any structures or adjacent structures. (This is for weeds, brush, native vegetation, sumac, bamboo/arundo and annual grasses.) Clear a 30 foot fuel modification zone along all roadways, driveways or access roads. All weeds, sumac, brush, dead vegetation, trash, debris and arundo must be cleared from these fuel modification zones. All piles of vegetation must be removed from entire property.

If you have read the information available on the Fire Prevention Services' website and read the abatement instructions included with this Notice, but you remain unclear about what to do, please contact Fire Prevention Services or the City immediately. The City and Fire Prevention Services can work with you to establish a work plan and to adjust deadlines in consideration of property-specific conditions.

WHAT HAPPENS IF I DO NOT CLEAR MY PROPERTY WITHIN 30 DAYS?

If you do not voluntarily clear the nuisance from your property within 30 days, you will be sent a final Notice, providing 10 days to abate the nuisance before the City initiates forced abatement procedures. If the City completes or causes another to complete the required work, you will be responsible for the costs incurred per Santee Municipal Code Chapter 8.48.

WHAT IS THE APPEAL PROCESS?

If you disagree with any of the requirements for abatement of your property, you may appeal within 20 days from the date on this Notice, 4/18/2019. The appeal must be in writing, addressed to the City of Santee Fire Chief and sent with an administrative fee of twenty-five dollars (\$25.00). Mail the written appeal to: City Clerk, 10601 Magnolia Avenue, Santee, CA 92071.

*Fire Prevention Services, Inc., is a contracted agent of the City of Santee for the purpose of inspection, notification and abatement of public nuisances under Santee Municipal Code Chapter 8.48, The agreement between Fire Prevention Services Inc., and the City is on file at the City Clerk's office, 10601 Magnolia Avenue, Santee, CA 92071.

Thank you for your effort to maintain a fire safe community.

Weed Abatement Inspector
1-866-779-3774 ext. 304 or <http://fireprevention.net>
rev. 03/27/06 rev. 05/19/06 rev. 07/13/07 rev. 07/11 rev. 05/12

Cost Reports

8553 De Vos Dr.
383-360-33-00

SUMMARY REPORT FOR APN 383-360-33-00

05/02/19 Initial inspection was made, property was found to be in violation.

05/06/19 Mailed 30 day courtesy notice to the owner.

06/25/19 Re-inspection was made, property was found to be in violation.

06/27/19 Mailed 10 day final notice to the owner, certified mail.

07/09/19 Final inspection was made, property was found to be in violation.

07/09/19 Verified ownership information with the County of San Diego.

08/20/19 Work order authorization signed by City Official.

11/18/19 F.P.S.I. crews abated the property.

11/20/19 The owner was mailed a bill at our contracted rates.

12/17/19 The owner was mailed a final bill.

01/13/19 A Notice of Abatement was filed on the property.

FIRE PREVENTION SERVICES, INC.*

* Fire Prevention Services, Inc. is a contracted agent for the City of Santee

P.O. Box 1720 El Cajon, CA 92022

1-866-779-3774 ext. 304 or <http://fireprevention.net> : fax (619) 445-6336

FINAL NOTICE TO ABATE PUBLIC NUISANCE

Owner: Nguyen Bryan Bao & Vo Vi Phuong Minh
Address: 10143 Leavesly Trl
Santee CA 92071

Date: 6/27/2019 SANTEE

COPY

Parcel Number: **383 360 33 00**

Location of Hazard/Nuisance: **8553 De Vos Dr**

WHY AM I RECEIVING THIS NOTICE?

You are receiving this final Notice to Abate Public Nuisance, because a reinspection of the property listed above on 6/25/2019, revealed a continuing public nuisance, as defined in Santee Municipal Code sections 8.48.030 and/or 8.48.040 and set forth in the for Notice to Abate Public Nuisance dated 5/6/2019, a copy of which is enclosed for your reference.

WHAT DO I NEED TO DO?

Within 10 days from the date on this Notice, you must abate the nuisance as described in the included abatement instructions, in the first Notice to Abate Public Nuisance, and as documented on Fire Prevention Services, Inc.'s, website: <http://fireprevention.net>.

The inspector made the following specific notes regarding your property: Tall dead weeds and dead vegetation throughout property. Tree branches hanging down to the ground.

Abatement Instructions: Please remove all tree branches that exist within 6 feet from the ground. (Excluding maintained, irrigated landscaping, orchards and groves.) Please clear a 100 foot fuel modification zone from any structures or adjacent structures. (This is for weeds, brush, native vegetation, sumac, bamboo/arundo and annual grasses.) Clear a 30 foot fuel modification zone along all roadways, driveways or access roads. All weeds, sumac, brush, dead vegetation, trash, debris and arundo must be cleared from these fuel modification zones. All piles of vegetation must be removed from entire property.

If you have already cleared the property please inform Fire Prevention Services or the City within 10 days from the date of this Notice. If, after checking Fire Prevention Services' website for additional information, reviewing the first Notice to Abate Public Nuisance, and reading the abatement instructions, you remain unclear about what should be done, please contact Fire Prevention Services or the City immediately. The City and Fire Prevention Services are able to work with you to establish a work plan and to adjust deadlines in consideration of property-specific conditions.

WHAT HAPPENS IF I DO NOT ABATE THE PUBLIC NUISANCE?

If the nuisance is not abated within 10 days, a \$350 administrative fee will be charged and the case will be assigned to the City's Contractor for forced abatement. All costs of the forced abatement, costs for collections, attorney fees and administrative fees will be charged to the property owner per Santee Municipal Code Chapter 8.48. If the indicated fire hazard/nuisance is abated within 10 days of this Notice, please call 1-866-779-3774 ext. 304 or <http://fireprevention.net> to confirm that no further action is required.

WHOM DO I CONTACT?

When the Hazard/Nuisance has been abated, or if you have any questions, please call 1-866-779-3774 ext. 304, fill out a contact form at <http://fireprevention.net/insp/sbsantee.htm> or call the City of Santee, at 619-258-4100 ext. 167 to speak with the City's Code Compliance Officer.

*Fire Prevention Services, Inc., is a contracted agent of the City of Santee for the purpose of inspection, notification and abatement of public nuisances pursuant to Santee Municipal Code Chapter 8.48.

Thank you for your effort to maintain a fire safe community.

Weed Abatement Inspector
1-866-779-3774 ext, 304 or <http://fireprevention.net>

Abatement Notice Date 5/6/2019
Final Notice 6/27/2019
File # 4857
rev.03/27/06 rev.05/19/06 rev.07/13/07 rev.07/11 rev.10/11 rev.05/12

Fire Prevention Services, Inc.

P.O. Box 1720 : El Cajon, CA 92022-1720
(619) 562-1058 : fax (619) 445-6336

<http://fireprevention.net>

11/20/2019

Nguyen Bryan Bao & Vo Vi Phuong Minh
10143 Leavesly Trl
Santee, CA 92071

COPY

Parcel # 383 360 33 00
Location: 8553 De Vos Dr

Dear Nguyen Bryan Bao & Vo Vi Phuong Minh,

This letter is to inform you that the Violation on the above referenced property has been abated per the Santee Fire Departments order, and prior notices to abate.

Fire Prevention Services has been contracted by the City of Santee to help reduce potential fire hazards thus improving the safety of its citizens.

The abatement of the Violation on your property was performed as mandated per Santee Municipal Code Chapter 8.48. The charges thus far total \$445.60 and if paid within fifteen (15) days of this notice no further costs will be incurred by you.

Please make check payable to F.P.S.I. and please include the File # 383 360 33 00 on the check.

City Hall is also able to receive checks on behalf of Fire Prevention Services. Please still make checks payable to F.P.S.I. and include the file number. You can drop the check off at 10601 Magnolia Avenue, Building 4, to the attention of the Code Enforcement Officer. City Hall is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m.

If you have any questions please call us direct at (619) 562-1058, or call the City of Santee Code Enforcement Officer at (619) 258-4100 ext. 167.

Sincerely,

Fire Prevention Services, Inc.

<http://fireprevention.net>

rev.05/19/06

CITY OF SANTEE FIRE DEPARTMENT CONTRACTED ABATEMENT FEES

<u>Tractor Mowing</u>		quantity	sub total
A. per parcel, sized 1 to 7,500 square feet	\$250.00	_____	_____
B. per parcel, sized 7,501 to 15,000 square feet	\$325.00	_____	_____
C. per parcel, sized 15,001 square feet to 30,000 square feet	\$400.00	_____	_____
D. per parcel, sized 30,001 square feet to one acre	\$450.00	_____	_____
E. per square foot over one acre	\$00.02	_____ sq. ft.	_____

Hand Labor

A. per square foot of area abated	\$0.10	956 sq. Ft.	95.60
-----------------------------------	--------	-------------	-------

Dozer Operation

A. hourly rate	\$150.00	_____	_____
B. move-on fee	\$150.00	_____	_____

COPY

Debris Remediation (includes chipping, grinding, and/or shredding)

A. per cubic yard of material prior to chipping, and or compacting	\$38.00	X	_____ cu.yds = _____
B. dump fees (reimbursement of cost)			_____

Administrative Fee (failure to comply by deadline of notice)

per parcel	\$350.00	1	350.00
------------	----------	---	--------

Attorney Services

A. per parcel, per hour	\$200.00	_____	_____
-------------------------	----------	-------	-------

Assessment Fees (includes preparing reports, attending hearings, etc.)

A. cost confirmation fee, per parcel	\$275.00	_____	_____
--------------------------------------	----------	-------	-------

Miscellaneous Fees Per Parcel

A. special inspection fee	\$50.00	_____	_____
B. abatement lien	\$50.00	_____	_____
C. Interest on lien (apr)	10%	_____	_____
D. release of abatement lien	\$50.00	_____	_____
E. public notary	\$20.00	_____	_____
F. file duplication fee	\$50.00	_____	_____
G. unscheduled Labor per man hour	\$50.00	_____	_____
H. unscheduled fees (reimbursement of cost)		_____	_____

FILE # <u>4857</u>	APN # <u>383-360-33-00</u>	TOTAL	\$445.60
--------------------	----------------------------	--------------	-----------------



Jan 23, 2020 08:51 AM

OFFICIAL RECORDS

Ernest J. Dronenburg, Jr.,

SAN DIEGO COUNTY RECORDER

FEES: \$0.00 (SB2 Atkins: \$0.00)

RECORDING REQUESTED BY

Fire Prevention Services, Inc.
PO Box 1720
El Cajon, CA 92022-1720
) 562-1058 fax (619) 445-6336

AND WHEN RECORDED MAIL TO

Fire Prevention Services, Inc.
PO Box 1720
El Cajon, CA 92022-1720

PAGES: 1

NOTICE OF ABATEMENT

**TO THE CURRENT OWNER OF RECORD AND ANY FUTURE OWNERS/PURCHASERS OF THE
HEREIN DESCRIBED PROPERTY**

WHEREAS it was determined that a violation of Santee Municipal Code Chapter 8.48 did exist, and

WHEREAS such violation was ordered abated on 8/20/2019, and

WHEREAS representatives of the City of Santee abated the violation (s) on 11/18/2019, and


WHEREAS the charge for such abatement amounted to \$515.60;

THEREFORE be it known that an abatement obligation exists on the property regardless of owner until paid. The current owner of the property is Nguyen Bryan Bao & Vo Vi Phuong Minh at 10143 Leavesly Trl, Santee, CA 92071 described as follows:

APN # 383 360 33 00
ADDRESS: 8553 De Vos Dr
MAP PAGE: , LEGAL DESCRIPTION: LOT 91 TR 6871

This abatement obligation shall attach to the property, not the owner, and may not be extinguished by a tax sale under the California Revenue and Taxation Code Section 3712. After confirmation by the City it may become a special assessment on the property tax bill. If not paid pursuant to State Law and State Tax Lien Law, the property may be sold to satisfy that obligation. The amount of such claim shall be \$515.60 plus interest and other costs which may hereafter become due. This filing does not preclude the filing of legal action for collection. Should such actions be required or determined to be appropriate, reasonable legal fees will be incurred and added to said obligation.

DATED: January 13, 2020

BY: 
Ken Osborn, Fire Prevention Services, Inc.,
Designee for City of Santee

Certificate Of Acknowledgment

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

State of California)
County of San Diego)

On January 13, 2020 before me, Angelina Michelle Byington, Notary Public, personally appeared Ken Osborn, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.





(Seal)

Fire Prevention Services, Inc.

P.O. Box 1720 : El Cajon, CA 92022-1720

(619) 562-1058 : fax (619) 445-6336

<http://fireprevention.net>

Final Bill

12/17/2019

Nguyen Bryan Bao & Vo Vi Phuong Minh
10143 Leavesly Trl
Santee, CA 92071

Ref: Parcel # 383 360 33 00
8553 De Vos Dr

Dear Nguyen Bryan Bao & Vo Vi Phuong Minh,

You have failed to pay the bill dated 11/20/2019, to date we have not received payment.

If we do not receive payment within 10 days in the amount of \$445.6 we will be forced to bring appropriate action to collect these monies.

The further action will include the filing of an abatement lien on the property in question, as well as the forwarding to our collection agency. Under state and local law the costs of these actions will be added to the amount referenced above.

To avoid this action please pay now.

Make check payable to F.P.S.I., and please include the File # 383 360 33 00 on the check.

City Hall is also able to receive checks on behalf of Fire Prevention Services. Please still make checks payable to F.P.S.I. and include the file number. You can drop the check off at 10601 Magnolia Avenue, Building 4, to the attention of the Code Enforcement Officer. City Hall is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m.

If you have any questions please call us direct at (619) 562-1058, or call the City of Santee Code Enforcement Officer at (619) 258-4100 ext. 167.

Sincerely,

Fire Prevention Services, Inc.

<http://fireprevention.net>

rev.05/19/06

CITY OF SANTEE FIRE DEPARTMENT CONTRACTED ABATEMENT FEES

If your property is abated by the Fire Department, the following fees will be charged.

SCHEDULE OF FEES

1. Tractor Mowing
 - A. per parcel, sized 1 to 7,500 square feet \$250.00
 - B. per parcel, sized 7,501 to 15,000 square feet \$325.00
 - C. per parcel, sized 15,001 square feet to 30,000 square feet \$400.00
 - D. per parcel, sized 30,001 square feet to one acre \$450.00
 - E. Per square foot over one acre \$ 00.02

2. Hand Labor
 - A. per square foot of area abated \$ 00.10

3. Dozer Operation
 - A. hourly rate \$150.00
 - B. move-on fee \$150.00

4. Debris Remediation (includes chipping, grinding, and/or shredding)
 - A. per cubic yard of material prior to chipping, and or compacting \$ 38.00
 - B. dump fees (reimbursement of cost)

5. Administrative Fee (failure to comply with final notice)
 - A. per parcel \$350.00

6. Attorney Services
 - A. per parcel, per hour \$200.00

7. Assessment Fees (includes preparing reports, attending hearings, etc.)
 - A. Cost confirmations fee, per parcel \$275.00

8. Miscellaneous Fees
 - A. special inspection fee \$ 50.00
 - B. abatement lien \$ 50.00
 - C. Interest on lien (apr) 10%
 - D. release of abatement lien \$ 50.00
 - E. public notary \$ 20.00
 - F. File duplication fee \$ 50.00
 - G. Unscheduled Labor per man hour \$ 50.00
 - H. unscheduled fees (reimbursement of cost)

FIRE PREVENTION SERVICES, INC.*

* Fire Prevention Services, Inc., is a contracted agent for the City of Santee
P.O. Box 1720 El Cajon, CA 92022
1-866-779-3774 ext. 304 or <http://fireprevention.net> : fax (619) 445-6336

NOTICE TO ABATE PUBLIC NUISANCE

Santee Municipal Code. § 8.48.050

383 360 33 00 SANTEE Date: 5/6/2019
Dear: Nguyen Bryan Bao & Vo Vi Phuong Minh
10143 Leavesly Trl
Santee CA 92071

COPY

PROPERTY ADDRESS

Location of Hazard: 8553 De Vos Dr.

WHY AM I RECEIVING THIS NOTICE?

This notice is to inform you that weeds or other material on your property violate the City of Santee's Municipal Code and constitute a public nuisance under Santee Municipal Code sections 8.48.030 and/or 8.48.040. These sections generally declare the following to be a public nuisance:

- All Weeds or dry grasses over four inches in height;
- Dead shrubs, dead trees or tree limbs within ten feet of a chimney, rubbish, or any material growing or discarded upon the streets, parking areas, sidewalks, or upon private property within the City which bear seeds of a wingy or downy nature, which by reason of their size, manner of growth and location constitute a fire hazard to any building, improvement, crops or other property; and
- Weeds or grasses which, when dry, will in reasonable probability constitute such a fire hazard.
- Waste matter, which by reason of its location and character would materially hamper or interfere with the prevention or suspension or suppression of fire upon any lot, property or premises, or the abatement of a nuisance. Waste matter means unused or discarded matter having no substantial market value, which is exposed to the elements and is not enclosed in any structure or otherwise concealed from public view, including but not limited to rubble, asphalt, concrete, plaster, tile, rubbish, crates, cartons, metal and glass containers.

During an inspection of the above identified parcels on 5/2/2019 the inspector made the following notes specific to the condition of your property: Tall dead weeds and dead vegetation throughout property. Tree branches hanging down to the ground.

You are receiving this notice because the most recent San Diego County property records show that you are the owner of the identified parcel (parcel number is the number above your name on this notice). If you do not own this property and have received this notice in error, please call Fire Prevention Services as soon as possible: 1-866-779-3774 ext. 304 or go to <http://fireprevention.net>. You may also contact the City directly at 619-258-4100 ext. 167, and speak with the City's Code Compliance Officer.

WHAT DO I NEED TO DO?

Within 30 days from the date on this Notice, you must remove the vegetation or waste matter which is creating a nuisance. The work required to remove the fire hazard is described below. You may also go to the Fire Prevention Services' website for additional information.

Instructions for abatement: Please remove all tree branches that exist within 6 feet from the ground. (Excluding maintained, irrigated landscaping, orchards and groves.) Please clear a 100 foot fuel modification zone from any structures or adjacent structures. (This is for weeds, brush, native vegetation, sumac, bamboo/arundo and annual grasses.) Clear a 30 foot fuel modification zone along all roadways, driveways or access roads. All weeds, sumac, brush, dead vegetation, trash, debris and arundo must be cleared from these fuel modification zones. All piles of vegetation must be removed from entire property.

If you have read the information available on the Fire Prevention Services' website and read the abatement instructions included with this Notice, but you remain unclear about what to do, please contact Fire Prevention Services or the City immediately. The City and Fire Prevention Services can work with you to establish a work plan and to adjust deadlines in consideration of property-specific conditions.

WHAT HAPPENS IF I DO NOT CLEAR MY PROPERTY WITHIN 30 DAYS?

If you do not voluntarily clear the nuisance from your property within 30 days, you will be sent a final Notice, providing 10 days to abate the nuisance before the City initiates forced abatement procedures. If the City completes or causes another to complete the required work, you will be responsible for the costs incurred per Santee Municipal Code Chapter 8.48.

WHAT IS THE APPEAL PROCESS?

If you disagree with any of the requirements for abatement of your property, you may appeal within 20 days from the date on this Notice, 5/6/2019. The appeal must be in writing, addressed to the City of Santee Fire Chief and sent with an administrative fee of twenty-five dollars (\$25.00). Mail the written appeal to: City Clerk, 10601 Magnolia Avenue, Santee, CA 92071.

*Fire Prevention Services, Inc., is a contracted agent of the City of Santee for the purpose of inspection, notification and abatement of public nuisances under Santee Municipal Code Chapter 8.48. The agreement between Fire Prevention Services Inc., and the City is on file at the City Clerk's office, 10601 Magnolia Avenue, Santee, CA 92071.

Thank you for your effort to maintain a fire safe community.

Weed Abatement Inspector
1-866-779-3774 ext. 304 or <http://fireprevention.net>
rev. 03/27/06 rev. 05/19/06 rev. 07/13/07 rev. 07/11 rev. 05/12

Cost Reports

8845 Carmir Dr.
386-360-53-00

SUMMARY REPORT FOR APN 386-360-53-00

03/25/19 Initial inspection was made, property was found to be in violation.

03/27/19 Mailed 30 day courtesy notice to the owner.

05/02/19 Re-inspection was made, property was found to be in violation.

05/08/19 Mailed 10 day final notice to the owner, certified mail.

05/22/19 Final inspection was made, property was found to be in violation.

07/09/19 Work order authorization signed by City Official.

07/23/19 F.P.S.I. crews abated the property.

07/24/19 The owner was mailed a bill at our contracted rates.

08/16/19 The owner was mailed a final bill.

09/03/19 A Notice of Abatement was filed on the property.

CITY OF SANTEE

10601 Magnola Ave. : Santee : CA 92071

WORK ORDER AUTHORIZATION

Authorization # 4692

Owner: Brooks Richard
Address: 8845 Carmir Dr
Santee, CA 92071

Parcel #386 360 53 00 Job location:8845 Carmir Dr

Authorized by: M. BROGDON

Signature: M. Bayler

Date: 07-09-19 CBS WRS

WHEN SIGNED THIS DOCUMENT ALLOWS RIGHT OF PASSAGE ONTO PRIVATE PROPERTY FOR THE PURPOSE OF FIRE HAZARD / PUBLIC NUISANCE REDUCTION OR REMOVAL.

METHOD OF CLEARING

Entire Parcel Fire Break

Hand Cutting: 3836 sq. ft. Hauling: _____ cu. yds.

Tractor Mowing: _____ sq. ft. Discing: _____ sq. ft.

CREW INFORMATION

Crew

Date

Name: HAND

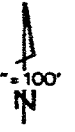
7/23/19

Name: _____

Name: _____

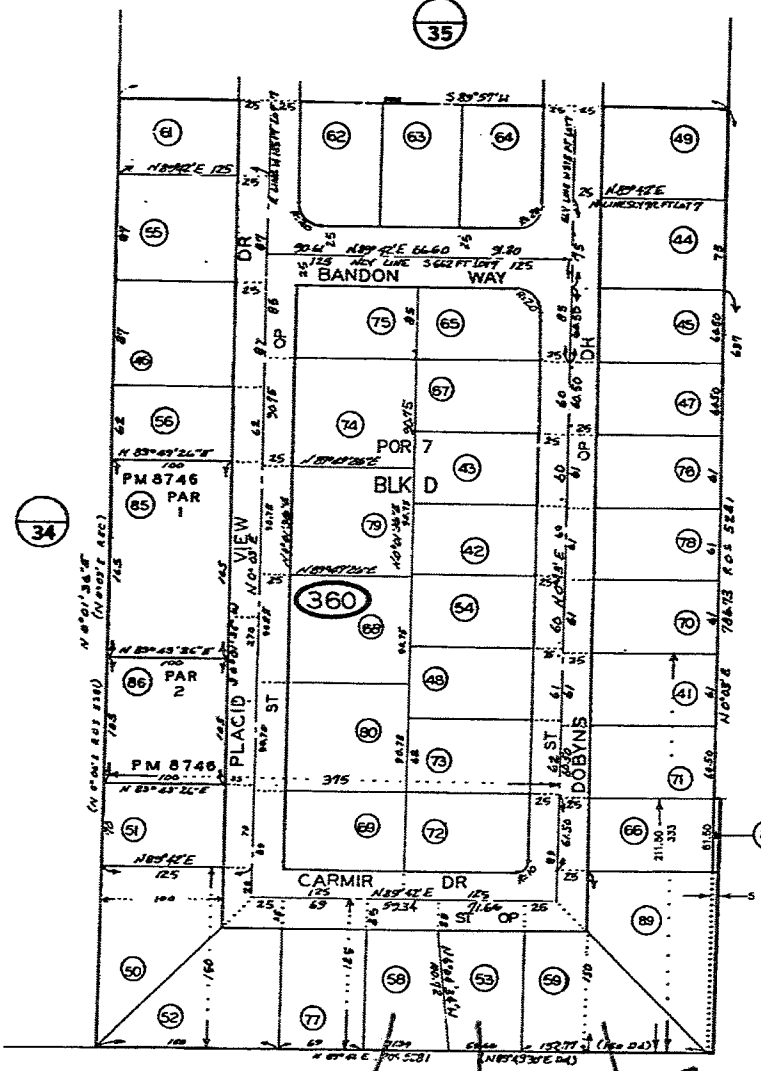
Name: _____

Notes: Please clear a 100 foot fuel modification zone from any structures or adjacent structures. (This is for weeds, brush, native vegetation, sumac, bamboo/arundo and annual grasses.) Clear a 30 foot fuel modification zone along all roadways, driveways or access roads. All weeds, sumac, brush, dead vegetation, trash, debris and arundo must be cleared from these fuel modification zones. All piles of vegetation must be removed from entire property.



11/28/2000 RC

CHANGES				
BLK	OLD	NEW	CUT	
380	57	61, 64, 74	2183	
		81-84	2512, 2600, 2738	
	PICKUP	87	99	1320
	PICKUP	88	99	1321
	60&87	88	01	1911



HWY 125

19
SHT 1

8837

8845

8852

68 2/27/74

SAN DIEGO COUNTY
ASSESSOR'S MAP
BOOK 386 PAGE 36

THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA SHOWN. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL SUBDIVISION OR BUILDING ORDINANCES.

MAP 688 - FANITA RHO REVISED
ROS 5812, 13709

JAN 04 2001

Work space for diagrams and amount of work done

Hand Sq. Ft.: 3836

Tractor Sq. Ft.: 0

Total Removal Cu. Yds.: 0

Dump ticket: 0

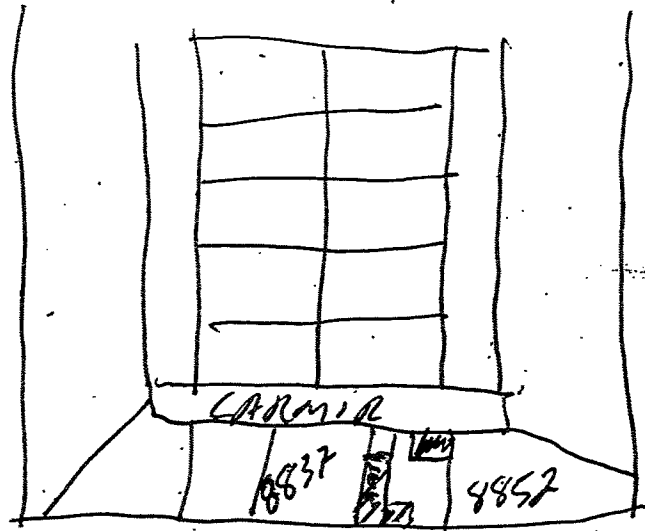
Dump Charge: 0

HAND

$$46 \times 50 = 2300$$

$$15 \times 66 = 990$$

$$21 \times 26 = 546$$



[Handwritten mark]

CITY OF SANTEE FIRE DEPARTMENT CONTRACTED ABATEMENT FEES

If your property is abated by the Fire Department, the following fees will be charged.

SCHEDULE OF FEES

1. Tractor Mowing
 - A. per parcel, sized 1 to 7,500 square feet \$250.00
 - B. per parcel, sized 7,501 to 15,000 square feet \$325.00
 - C. per parcel, sized 15,001 square feet to 30,000 square feet \$400.00
 - D. per parcel, sized 30,001 square feet to one acre \$450.00
 - E. Per square foot over one acre \$ 00.02

2. Hand Labor
 - A. per square foot of area abated \$ 00.10

3. Dozer Operation
 - A. hourly rate \$150.00
 - B. move-on fee \$150.00

4. Debris Remediation (includes chipping, grinding, and/or shredding)
 - A. per cubic yard of material prior to chipping, and or compacting \$ 38.00
 - B. dump fees (reimbursement of cost)

5. Administrative Fee (failure to comply with final notice)
 - A. per parcel \$350.00

6. Attorney Services
 - A. per parcel, per hour \$200.00

7. Assessment Fees (includes preparing reports, attending hearings, etc.)
 - A. Cost confirmations fee, per parcel \$275.00

8. Miscellaneous Fees
 - A. special inspection fee \$ 50.00
 - B. abatement lien \$ 50.00
 - C. Interest on lien (apr) 10%
 - D. release of abatement lien \$ 50.00
 - E. public notary \$ 20.00
 - F. File duplication fee \$ 50.00
 - G. Unscheduled Labor per man hour \$ 50.00
 - H. unscheduled fees (reimbursement of cost)

FIRE PREVENTION SERVICES, INC.*

* Fire Prevention Services, Inc., is a contracted agent for the City of Santee
P.O. Box 1720 El Cajon, CA 92022
1-866-779-3774 ext. 304 or <http://fireprevention.net> : fax (619) 445-6336

NOTICE TO ABATE PUBLIC NUISANCE

Santee Municipal Code. § 8.48.050

386 360 53 00 SANTEE Date: 3/27/2019
Dear: Brooks Richard
8845 Carmir Dr
Santee CA 92071

COPY

PROPERTY ADDRESS

Location of Hazard: 8845 Carmir Dr.

WHY AM I RECEIVING THIS NOTICE?

This notice is to inform you that weeds or other material on your property violate the City of Santee's Municipal Code and constitute a public nuisance under Santee Municipal Code sections 8.48.030 and/or 8.48.040. These sections generally declare the following to be a public nuisance:

- All Weeds or dry grasses over four inches in height;
- Dead shrubs, dead trees or tree limbs within ten feet of a chimney, rubbish, or any material growing or discarded upon the streets, parking areas, sidewalks, or upon private property within the City which bear seeds of a wingy or downy nature, which by reason of their size, manner of growth and location constitute a fire hazard to any building, improvement, crops or other property; and
- Weeds or grasses which, when dry, will in reasonable probability constitute such a fire hazard.
- Waste matter, which by reason of its location and character would materially hamper or interfere with the prevention or suspension or suppression of fire upon any lot, property or premises, or the abatement of a nuisance. Waste matter means unused or discarded matter having no substantial market value, which is exposed to the elements and is not enclosed in any structure or otherwise concealed from public view, including but not limited to rubble, asphalt, concrete, plaster, tile, rubbish, crates, cartons, metal and glass containers.

During an inspection of the above identified parcels on 3/25/2019 the inspector made the following notes specific to the condition of your property: Tall dead weeds and dead or dying vegetation throughout property.

You are receiving this notice because the most recent San Diego County property records show that you are the owner of the identified parcel (parcel number is the number above your name on this notice). If you do not own this property and have received this notice in error, please call Fire Prevention Services as soon as possible: 1-866-779-3774 ext. 304 or go to <http://fireprevention.net>. You may also contact the City directly at 619-258-4100 ext. 167, and speak with the City's Code Compliance Officer.

WHAT DO I NEED TO DO?

Within 30 days from the date on this Notice, you must remove the vegetation or waste matter which is creating a nuisance. The work required to remove the fire hazard is described below. You may also go to the Fire Prevention Services' website for additional information.

Instructions for abatement: **Please clear a 100 foot fuel modification zone from any structures or adjacent structures. (This is for weeds, brush, native vegetation, sumac, bamboo/arundo and annual grasses.) Clear a 30 foot fuel modification zone along all roadways, driveways or access roads. All weeds, sumac, brush, dead vegetation, trash, debris and arundo must be cleared from these fuel modification zones. All piles of vegetation must be removed from entire property.**

If you have read the information available on the Fire Prevention Services' website and read the abatement instructions included with this Notice, but you remain unclear about what to do, please contact Fire Prevention Services or the City immediately. The City and Fire Prevention Services can work with you to establish a work plan and to adjust deadlines in consideration of property-specific conditions.

WHAT HAPPENS IF I DO NOT CLEAR MY PROPERTY WITHIN 30 DAYS?

If you do not voluntarily clear the nuisance from your property within 30 days, you will be sent a final Notice, providing 10 days to abate the nuisance before the City initiates forced abatement procedures. If the City completes or causes another to complete the required work, you will be responsible for the costs incurred per Santee Municipal Code Chapter 8.48.

WHAT IS THE APPEAL PROCESS?

If you disagree with any of the requirements for abatement of your property, you may appeal within 20 days from the date on this Notice, 3/27/2019. The appeal must be in writing, addressed to the City of Santee Fire Chief and sent with an administrative fee of twenty-five dollars (\$25.00). Mail the written appeal to: City Clerk, 10601 Magnolia Avenue, Santee, CA 92071.

*Fire Prevention Services, Inc., is a contracted agent of the City of Santee for the purpose of inspection, notification and abatement of public nuisances under Santee Municipal Code Chapter 8.48. The agreement between Fire Prevention Services Inc., and the City is on file at the City Clerk's office, 10601 Magnolia Avenue, Santee, CA 92071.

Thank you for your effort to maintain a fire safe community.

Weed Abatement Inspector

1-866-779-3774 ext. 304 or <http://fireprevention.net>

rev. 03/27/06 rev. 05/19/06 rev. 07/13/07 rev. 07/11 rev. 05/12

Cost Reports

Placid View Dr.
(Vacant Lot)
386-360-68-00

SUMMARY REPORT FOR APN 386-360-68-00

03/25/19 Initial inspection was made, property was found to be in violation.

03/27/19 Mailed 30 day courtesy notice to the owner.

05/02/19 Re-inspection was made, property was found to be in violation.

05/08/19 Mailed 10 day final notice to the owner, certified mail.

05/13/19 Received signed certified return receipt.

05/22/19 Final inspection was made, property was found to be in violation.

07/09/19 Work order authorization signed by City Official.

07/11/19 F.P.S.I. crews abated the property.

07/17/19 The owner was mailed a bill at our contracted rates.

08/06/19 The owner was mailed a final bill.

08/20/19 A Notice of Abatement was filed on the property.

Fire Prevention Services, Inc.

P.O. Box 1720 : El Cajon, CA 92022-1720

(619) 562-1058 : fax (619) 445-6336

<http://fireprevention.net>

7/17/2019

True Gem Llc
2401 E Division St
National City, CA 91950

COPY

Parcel # 386 360 68 00

Location: Placid Vw

-

Dear True Gem LLC,

This letter is to inform you that the Violation on the above referenced property has been abated per the Santee Fire Departments order, and prior notices to abate.

Fire Prevention Services has been contracted by the City of Santee to help reduce potential fire hazards thus improving the safety of its citizens.

The abatement of the Violation on your property was performed as mandated per Santee Municipal Code Chapter 8.48. The charges thus far total \$2,195.60 and if paid within fifteen (15) days of this notice no further costs will be incurred by you.

Please make check payable to F.P.S.I. and please include the File # 386 360 68 00 on the check.

City Hall is also able to receive checks on behalf of Fire Prevention Services. Please still make checks payable to F.P.S.I. and include the file number. You can drop the check off at 10601 Magnolia Avenue, Building 4, to the attention of the Code Enforcement Officer. City Hall is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m.

If you have any questions please call us direct at **(619) 562-1058**, or call the City of Santee Code Enforcement Officer at (619) 258-4100 ext. 167.

Sincerely,

Fire Prevention Services, Inc.

<http://fireprevention.net>

rev.05/19/06

Fire Prevention Services, Inc.

P.O. Box 1720 : El Cajon, CA 92022-1720

(619) 562-1058 : fax (619) 445-6336

<http://fireprevention.net>

Final Bill

8/6/2019

True Gem Llc
2401 E Division St
National City, CA 91950

Ref: Parcel # 386 360 68 00
Placid Vw
-

COPY

Dear True Gem LLC,

You have failed to pay the bill dated 7/17/2019, to date we have not received payment.

If we do not receive payment within 10 days in the amount of \$2195.6 we will be forced to bring appropriate action to collect these monies.

The further action will include the filing of an abatement lien on the property in question, as well as the forwarding to our collection agency. Under state and local law the costs of these actions will be added to the amount referenced above.

To avoid this action please pay now.

Make check payable to F.P.S.I., and please include the File # 386 360 68 00 on the check.

City Hall is also able to receive checks on behalf of Fire Prevention Services. Please still make checks payable to F.P.S.I. and include the file number. You can drop the check off at 10601 Magnolia Avenue, Building 4, to the attention of the Code Enforcement Officer. City Hall is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m.

If you have any questions please call us direct at (619) 562-1058, or call the City of Santee Code Enforcement Officer at (619) 258-4100 ext. 167.

Sincerely,

Fire Prevention Services, Inc.

<http://fireprevention.net>

rev.05/19/06

RECORDING REQUESTED BY

Fire Prevention Services, Inc.
PO Box 2012
Alpine, CA 91903-2012
(619) 562-1058 fax (619) 445-6336

DOC# 2019-0373612



Aug 30, 2019 08:32 AM
OFFICIAL RECORDS
Ernest J. Dronenburg, Jr.,
SAN DIEGO COUNTY RECORDER
FEES: \$0.00 (SB2 Atkins: \$0.00)

AND WHEN RECORDED MAIL TO

Fire Prevention Services, Inc.
PO Box 2012
Alpine, CA 91903-2012

PAGES: 1

NOTICE OF ABATEMENT

**TO THE CURRENT OWNER OF RECORD AND ANY FUTURE OWNERS/PURCHASERS OF THE
HEREIN DESCRIBED PROPERTY**

WHEREAS it was determined that a violation of Santee Municipal Code Chapter 8.48 did exist, and

WHEREAS such violation was ordered abated on 7/9/2019, and

WHEREAS representatives of the City of Santee abated the violation (s) on 7/11/2019, and

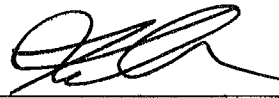
WHEREAS the charge for such abatement amounted to \$2,265.60;

THEREFORE be it known that an abatement obligation exists on the property regardless of owner until paid. The current owner of the property is True Gem LLC at 2401 E Division St, National City, CA 91950 described as follows:

APN # 386 360 68 00
ADDRESS: Placid Vw
MAP PAGE: , LEGAL DESCRIPTION: (EX ST OP)N90.75 OFS395.50 OF E125OF W250FT IN LOT 7 BLK D TR 688

This abatement obligation shall attach to the property, not the owner, and may not be extinguished by a tax sale under the California Revenue and Taxation Code Section 3712. After confirmation by the City it may become a special assessment on the property tax bill. If not paid pursuant to State Law and State Tax Lien Law, the property may be sold to satisfy that obligation. The amount of such claim shall be \$2,265.60 plus interest and other costs which may hereafter become due. This filing does not preclude the filing of legal action for collection. Should such actions be required or determined to be appropriate, reasonable legal fees will be incurred and added to said obligation.

DATED: August 20, 2019

BY: 
Ken Osborn, Fire Prevention Services, Inc.,
Designee for City of Santee

Certificate Of Acknowledgment

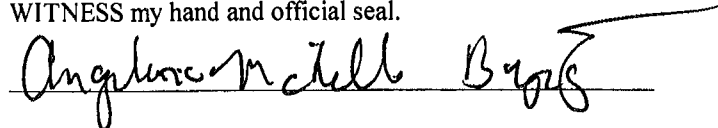
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of San Diego)

On August 20, 2019 before me, Angelina Michelle Byington, Notary Public, personally appeared Ken Osborn, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.





(Seal)

CITY OF SANTEE FIRE DEPARTMENT CONTRACTED ABATEMENT FEES

Tractor Mowing

		quantity	sub total
A. per parcel, sized 1 to 7,500 square feet	\$250.00	_____	_____
B. per parcel, sized 7,501 to 15,000 square feet	\$325.00	_____	_____
C. per parcel, sized 15,001 square feet to 30,000 square feet	\$400.00	_____	_____
D. per parcel, sized 30,001 square feet to one acre	\$450.00	_____	_____
E. per square foot over one acre	\$00.02	_____sq. ft.	_____

Hand Labor

A. per square foot of area abated	\$0.10	9,000 sq. Ft.	\$900.00
-----------------------------------	--------	---------------	----------

COPY

Dozer Operation

A. hourly rate	\$150.00	_____	_____
B. move-on fee	\$150.00	_____	_____

Debris Remediation (includes chipping, grinding, and/or shredding)

A. per cubic yard of material prior to chipping, and or compacting	\$38.00	X 23.70 cu.yds =	\$900.60
B. dump fees (reimbursement of cost)		1	45.00

Administrative Fee (failure to comply by deadline of notice)

A. per parcel	\$350.00	1	350.00
---------------	----------	---	--------

Attorney Services

A. per parcel, per hour	\$200.00	_____	_____
-------------------------	----------	-------	-------

Assessment Fees (includes preparing reports, attending hearings, etc.)

A. cost confirmation fee, per parcel	\$275.00	_____	_____
--------------------------------------	----------	-------	-------

Miscellaneous Fees Per Parcel

A. special inspection fee	\$50.00	_____	_____
B. abatement lien	\$50.00	_____	_____
C. Interest on lien (apr)	10%	_____	_____
D. release of abatement lien	\$50.00	_____	_____
E. public notary	\$20.00	_____	_____
F. file duplication fee	\$50.00	_____	_____
G. unscheduled Labor per man hour	\$50.00	_____	_____
H. unscheduled fees (reimbursement of cost)		_____	_____

FILE # 4693 APN # 386-360-68-00 **TOTAL** \$2,195.60

CITY OF SANTEE FIRE DEPARTMENT CONTRACTED ABATEMENT FEES

If your property is abated by the Fire Department, the following fees will be charged.

SCHEDULE OF FEES

1. Tractor Mowing
 - A. per parcel, sized 1 to 7,500 square feet \$250.00
 - B. per parcel, sized 7,501 to 15,000 square feet \$325.00
 - C. per parcel, sized 15,001 square feet to 30,000 square feet \$400.00
 - D. per parcel, sized 30,001 square feet to one acre \$450.00
 - E. Per square foot over one acre \$ 00.02

2. Hand Labor
 - A. per square foot of area abated \$ 00.10

3. Dozer Operation
 - A. hourly rate \$150.00
 - B. move-on fee \$150.00

4. Debris Remediation (includes chipping, grinding, and/or shredding)
 - A. per cubic yard of material prior to chipping, and or compacting \$ 38.00
 - B. dump fees (reimbursement of cost)

5. Administrative Fee (failure to comply with final notice)
 - A. per parcel \$350.00

6. Attorney Services
 - A. per parcel, per hour \$200.00

7. Assessment Fees (includes preparing reports, attending hearings, etc.)
 - A. Cost confirmations fee, per parcel \$275.00

8. Miscellaneous Fees
 - A. special inspection fee \$ 50.00
 - B. abatement lien \$ 50.00
 - C. Interest on lien (apr) 10%
 - D. release of abatement lien \$ 50.00
 - E. public notary \$ 20.00
 - F. File duplication fee \$ 50.00
 - G. Unscheduled Labor per man hour \$ 50.00
 - H. unscheduled fees (reimbursement of cost)

FIRE PREVENTION SERVICES, INC.*

* Fire Prevention Services, Inc., is a contracted agent for the City of Santee

P.O. Box 1720 El Cajon, CA 92022

1-866-779-3774 ext. 304 or <http://fireprevention.net> : fax (619) 445-6336

NOTICE TO ABATE PUBLIC NUISANCE

Santee Municipal Code. § 8.48.050

386 360 68 00 SANTEE Date: 3/27/2019
Dear: True Gem Llc
 2401 E Division St
 National City CA 91950

COPY

PROPERTY ADDRESS

Location of Hazard: Placid Vw.

WHY AM I RECEIVING THIS NOTICE?

This notice is to inform you that weeds or other material on your property violate the City of Santee's Municipal Code and constitute a public nuisance under Santee Municipal Code sections 8.48.030 and/or 8.48.040. These sections generally declare the following to be a public nuisance:

- All Weeds or dry grasses over four inches in height;
- Dead shrubs, dead trees or tree limbs within ten feet of a chimney, rubbish, or any material growing or discarded upon the streets, parking areas, sidewalks, or upon private property within the City which bear seeds of a wingy or downy nature, which by reason of their size, manner of growth and location constitute a fire hazard to any building, improvement, crops or other property; and
- Weeds or grasses which, when dry, will in reasonable probability constitute such a fire hazard.
- Waste matter, which by reason of its location and character would materially hamper or interfere with the prevention or suspension or suppression of fire upon any lot, property or premises, or the abatement of a nuisance. Waste matter means unused or discarded matter having no substantial market value, which is exposed to the elements and is not enclosed in any structure or otherwise concealed from public view, including but not limited to rubble, asphalt, concrete, plaster, tile, rubbish, crates, cartons, metal and glass containers.

During an inspection of the above identified parcels on 3/25/2019 the inspector made the following notes specific to the condition of your property: Tall dead weeds and dead or dying vegetation throughout property. Tree branches hanging down to the ground.

You are receiving this notice because the most recent San Diego County property records show that you are the owner of the identified parcel (parcel number is the number above your name on this notice). If you do not own this property and have received this notice in error, please call Fire Prevention Services as soon as possible: 1-866-779-3774 ext. 304 or go to <http://fireprevention.net>. You may also contact the City directly at 619-258-4100 ext. 167, and speak with the City's Code Compliance Officer.

WHAT DO I NEED TO DO?

Within 30 days from the date on this Notice, you must remove the vegetation or waste matter which is creating a nuisance. The work required to remove the fire hazard is described below. You may also go to the Fire Prevention Services' website for additional information.

Instructions for abatement: Please remove all tree branches that exist within 6 feet from the ground. (Excluding maintained, irrigated landscaping, orchards and groves.) Please clear a 100 foot fuel modification zone from any structures or adjacent structures. (This is for weeds, brush, native vegetation, sumac, bamboo/arundo and annual grasses.) Clear a 30 foot fuel modification zone along all roadways, driveways or access roads. All weeds, sumac, brush, dead vegetation, trash, debris and arundo must be cleared from these fuel modification zones. All piles of vegetation must be removed from entire property.

If you have read the information available on the Fire Prevention Services' website and read the abatement instructions included with this Notice, but you remain unclear about what to do, please contact Fire Prevention Services or the City immediately. The City and Fire Prevention Services can work with you to establish a work plan and to adjust deadlines in consideration of property-specific conditions.

WHAT HAPPENS IF I DO NOT CLEAR MY PROPERTY WITHIN 30 DAYS?

If you do not voluntarily clear the nuisance from your property within 30 days, you will be sent a final Notice, providing 10 days to abate the nuisance before the City initiates forced abatement procedures. If the City completes or causes another to complete the required work, you will be responsible for the costs incurred per Santee Municipal Code Chapter 8.48.

WHAT IS THE APPEAL PROCESS?

If you disagree with any of the requirements for abatement of your property, you may appeal within 20 days from the date on this Notice, 3/27/2019. The appeal must be in writing, addressed to the City of Santee Fire Chief and sent with an administrative fee of twenty-five dollars (\$25.00). Mail the written appeal to: City Clerk, 10601 Magnolia Avenue, Santee, CA 92071.

*Fire Prevention Services, Inc., is a contracted agent of the City of Santee for the purpose of inspection, notification and abatement of public nuisances under Santee Municipal Code Chapter 8.48. The agreement between Fire Prevention Services Inc., and the City is on file at the City Clerk's office, 10601 Magnolia Avenue, Santee, CA 92071.

Thank you for your effort to maintain a fire safe community.

Weed Abatement Inspector

1-866-779-3774 ext. 304 or <http://fireprevention.net>

rev. 03/27/06 rev. 05/19/06 rev. 07/13/07 rev. 07/11 rev. 05/12

Cost Reports

Placid View Dr.
(Vacant Lot)
386-360-79-00

SUMMARY REPORT FOR APN 386-360-79-00

03/25/19 Initial inspection was made, property was found to be in violation.

03/27/19 Mailed 30 day courtesy notice to the owner.

05/02/19 Re-inspection was made, property was found to be in violation.

05/08/19 Mailed 10 day final notice to the owner, certified mail.

05/13/19 Received signed certified return receipt.

05/22/19 Final inspection was made, property was found to be in violation.

07/09/19 Work order authorization signed by City Official.

07/11/19 F.P.S.I. crews abated the property.

07/17/19 The owner was mailed a bill at our contracted rates.

07/22/19 Property owner called and left a message.

07/25/19 Called property owner twice, phone not in service.

08/06/19 The owner was mailed a final bill.

08/20/19 A Notice of Abatement was filed on the property.

FIRE PREVENTION SERVICES, INC.*

* Fire Prevention Services, Inc. is a contracted agent for the City of Santee

P.O. Box 1720 El Cajon, CA 92022

1-866-779-3774 ext. 304 or <http://fireprevention.net> : fax (619) 445-6336

FINAL NOTICE TO ABATE PUBLIC NUISANCE

Owner: True Gem Llc
Address: 2401 E Division St
National City CA 91950

Date: 5/8/2019 SANTEE

COPY

Parcel Number: 386 360 79 00

Location of Hazard/Nuisance: **Placid View Dr**

WHY AM I RECEIVING THIS NOTICE?

You are receiving this final Notice to Abate Public Nuisance, because a reinspection of the property listed above on 5/2/2019, revealed a continuing public nuisance, as defined in Santee Municipal Code sections 8.48.030 and/or 8.48.040 and set forth in the for Notice to Abate Public Nuisance dated 3/27/2019, a copy of which is enclosed for your reference.

WHAT DO I NEED TO DO?

Within 10 days from the date on this Notice, you must abate the nuisance as described in the included abatement instructions, in the first Notice to Abate Public Nuisance, and as documented on Fire Prevention Services, Inc.'s, website: <http://fireprevention.net>.

The inspector made the following specific notes regarding your property: Tall dead weeds and dead or dying vegetation throughout property. Tree branches hanging down to the ground

Abatement Instructions: Please remove all tree branches that exist within 6 feet from the ground. (Excluding maintained, irrigated landscaping, orchards and groves.) Please clear a 100 foot fuel modification zone from any structures or adjacent structures. (This is for weeds, brush, native vegetation, sumac, bamboo/arundo and annual grasses.) Clear a 30 foot fuel modification zone along all roadways, driveways or access roads. All weeds, sumac, brush, dead vegetation, trash, debris and arundo must be cleared from these fuel modification zones. All piles of vegetation must be removed from entire property.

If you have already cleared the property please inform Fire Prevention Services or the City within 10 days from the date of this Notice. If, after checking Fire Prevention Services' website for additional information, reviewing the first Notice to Abate Public Nuisance, and reading the abatement instructions, you remain unclear about what should be done, please contact Fire Prevention Services or the City immediately. The City and Fire Prevention Services are able to work with you to establish a work plan and to adjust deadlines in consideration of property-specific conditions.

WHAT HAPPENS IF I DO NOT ABATE THE PUBLIC NUISANCE?

If the nuisance is not abated within 10 days, a \$350 administrative fee will be charged and the case will be assigned to the City's Contractor for forced abatement. All costs of the forced abatement, costs for collections, attorney fees and administrative fees will be charged to the property owner per Santee Municipal Code Chapter 8.48. If the indicated fire hazard/nuisance is abated within 10 days of this Notice, please call 1-866-779-3774 ext. 304 or <http://fireprevention.net> to confirm that no further action is required.

WHOM DO I CONTACT?

When the Hazard/Nuisance has been abated, or if you have any questions, please call 1-866-779-3774 ext. 304, fill out a contact form at <http://fireprevention.net/inspfbasantee.htm> or call the City of Santee, at 619-258-4100 ext. 167 to speak with the City's Code Compliance Officer.

*Fire Prevention Services, Inc., is a contracted agent of the City of Santee for the purpose of inspection, notification and abatement of public nuisances pursuant to Santee Municipal Code Chapter 8.48.

Thank you for your effort to maintain a fire safe community.

Weed Abatement Inspector
1-866-779-3774 ext, 304 or <http://fireprevention.net>

Abatement Notice Date 3/27/2019

Final Notice 5/8/2019

File # 4695

rev.03/27/06 rev.05/19/06 rev.07/13/07 rev.07/11 rev.10/11 rev.05/12

CITY OF SANTEE FIRE DEPARTMENT CONTRACTED ABATEMENT FEES

<u>Tractor Mowing</u>		quantity	sub total
A.	per parcel, sized 1 to 7,500 square feet	_____	_____
B.	per parcel, sized 7,501 to 15,000 square feet	_____	_____
C.	per parcel, sized 15,001 square feet to 30,000 square feet	_____	_____
D.	per parcel, sized 30,001 square feet to one acre	_____	_____
E.	per square foot over one acre	_____sq. ft.	_____

<u>Hand Labor</u>		quantity	sub total
A.	per square foot of area abated	9,000 sq. Ft.	<u>\$900.00</u>



<u>Dozer Operation</u>		quantity	sub total
A.	hourly rate	_____	_____
B.	move-on fee	_____	_____

<u>Debris Remediation</u> (includes chipping, grinding, and/or shredding)		quantity	sub total
A.	per cubic yard of material prior to chipping, and or compacting	15.55 cu.yds	<u>\$590.90</u>
B.	dump fees (reimbursement of cost)	_____	_____

<u>Administrative Fee</u> (failure to comply by deadline of notice)		quantity	sub total
	per parcel	1	<u>350.00</u>

<u>Attorney Services</u>		quantity	sub total
A.	per parcel, per hour	_____	_____

<u>Assessment Fees</u> (includes preparing reports, attending hearings, etc.)		quantity	sub total
A.	cost confirmation fee, per parcel	_____	_____

<u>Miscellaneous Fees Per Parcel</u>		quantity	sub total
A.	special inspection fee	_____	_____
B.	abatement lien	_____	_____
C.	Interest on lien (apr)	10%	_____
D.	release of abatement lien	_____	_____
E.	public notary	_____	_____
F.	file duplication fee	_____	_____
G.	unscheduled Labor per man hour	_____	_____
H.	unscheduled fees (reimbursement of cost)	_____	_____

FILE # 4695 APN # 386-360-79-00 **TOTAL** \$1,840.9

RECORDING REQUESTED BY
Fire Prevention Services, Inc.
PO Box 2012
Alpine, CA 91903-2012
) 562-1058 fax (619) 445-6336

DOC# 2019-0373610



Aug 30, 2019 08:32 AM
OFFICIAL RECORDS
Ernest J. Dronenburg, Jr.,
SAN DIEGO COUNTY RECORDER
FEES: \$0.00 (SB2 Atkins: \$0.00)

AND WHEN RECORDED MAIL TO
Fire Prevention Services, Inc.
PO Box 2012
Alpine, CA 91903-2012

PAGES: 1

NOTICE OF ABATEMENT

**TO THE CURRENT OWNER OF RECORD AND ANY FUTURE OWNERS/PURCHASERS OF THE
HEREIN DESCRIBED PROPERTY**

WHEREAS it was determined that a violation of Santee Municipal Code Chapter 8.48 did exist, and

WHEREAS such violation was ordered abated on 7/9/2019, and

WHEREAS representatives of the City of Santee abated the violation (s) on 7/11/2019, and

WHEREAS the charge for such abatement amounted to \$1,910.90;

THEREFORE be it known that an abatement obligation exists on the property regardless of owner until paid. The current owner of the property is True Gem LLC at 2401 E Division St, National City, CA 91950 described as follows:


APN # 386 360 79 00

ADDRESS: Placid View Dr

PAGE: , LEGAL DESCRIPTION: (EX ST OP)DOC150051REC68 IN LOT 7BLK D TR 688

This abatement obligation shall attach to the property, not the owner, and may not be extinguished by a tax sale under the California Revenue and Taxation Code Section 3712. After confirmation by the City it may become a special assessment on the property tax bill. If not paid pursuant to State Law and State Tax Lien Law, the property may be sold to satisfy that obligation. The amount of such claim shall be \$1,910.90 plus interest and other costs which may hereafter become due. This filing does not preclude the filing of legal action for collection. Should such actions be required or determined to be appropriate, reasonable legal fees will be incurred and added to said obligation.

DATED: August 20, 2019

BY: 
Ken Osborn, Fire Prevention Services, Inc.,
Designee for City of Santee

Certificate Of Acknowledgment

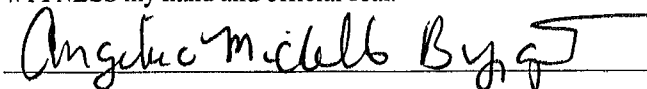
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of San Diego)

On August 20, 2019 before me, Angelina Michelle Byington, Notary Public, personally appeared Ken Osborn, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.





(Seal)

Fire Prevention Services, Inc.

P.O. Box 1720 : El Cajon, CA 92022-1720
(619) 562-1058 : fax (619) 445-6336

<http://fireprevention.net>

7/17/2019

True Gem Llc
2401 E Division St
National City, CA 91950

COPY

Parcel # 386 360 79 00
Location: Placid View Dr

Dear True Gem LLC,

This letter is to inform you that the Violation on the above referenced property has been abated per the Santee Fire Departments order, and prior notices to abate.

Fire Prevention Services has been contracted by the City of Santee to help reduce potential fire hazards thus improving the safety of its citizens.

The abatement of the Violation on your property was performed as mandated per Santee Municipal Code Chapter 8.48. The charges thus far total \$1,840.90 and if paid within fifteen (15) days of this notice no further costs will be incurred by you.

Please make check payable to F.P.S.I. and please include the File # 386 360 79 00 on the check.

City Hall is also able to receive checks on behalf of Fire Prevention Services. Please still make checks payable to F.P.S.I. and include the file number. You can drop the check off at 10601 Magnolia Avenue, Building 4, to the attention of the Code Enforcement Officer. City Hall is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m.

If you have any questions please call us direct at **(619) 562-1058**, or call the City of Santee Code Enforcement Officer at (619) 258-4100 ext. 167.

Sincerely,

Fire Prevention Services, Inc.
<http://fireprevention.net>
rev.05/19/06

Fire Prevention Services, Inc.

P.O. Box 1720 : El Cajon, CA 92022-1720

(619) 562-1058 : fax (619) 445-6336

<http://fireprevention.net>

Final Bill

8/6/2019

True Gem Llc
2401 E Division St
National City, CA 91950

COPY

Ref: Parcel # 386 360 79 00
Placid View Dr
-

Dear True Gem LLC,

You have failed to pay the bill dated 7/17/2019, to date we have not received payment.

If we do not receive payment within 10 days in the amount of \$1840.9 we will be forced to bring appropriate action to collect these monies.

The further action will include the filing of an abatement lien on the property in question, as well as the forwarding to our collection agency. Under state and local law the costs of these actions will be added to the amount referenced above.

To avoid this action please pay now.

Make check payable to F.P.S.I., and please include the File # 386 360 79 00 on the check.

City Hall is also able to receive checks on behalf of Fire Prevention Services. Please still make checks payable to F.P.S.I. and include the file number. You can drop the check off at 10601 Magnolia Avenue, Building 4, to the attention of the Code Enforcement Officer. City Hall is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m.

If you have any questions please call us direct at (619) 562-1058, or call the City of Santee Code Enforcement Officer at (619) 258-4100 ext. 167.

Sincerely,

Fire Prevention Services, Inc.

<http://fireprevention.net>

rev.05/19/06

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

386 360 68 00 SANT
 386 360 79 00 SANT
 386 360 80 00 SANT
 True Gem Llc
 2401 E Division St
 National City CA 91950



9590 9402 4090 8092 3137 93

2. Article Number (Transfer from service label)

7018 0360 0001 8870 6449

COMPLETE THIS SECTION ON DELIVERY

A. Signature
 X Agent
 Addressee

B. Received by (Printed Name) C. Date of Delivery
 5/10

D. Is delivery address different from item 1? Yes
 No
 If YES, enter delivery address below:
 Jane

3. Service Type
- | | |
|--|---|
| <input type="checkbox"/> Adult Signature | <input type="checkbox"/> Priority Mail Express® |
| <input type="checkbox"/> Adult Signature Restricted Delivery | <input type="checkbox"/> Registered Mail™ |
| <input type="checkbox"/> Certified Mail® | <input type="checkbox"/> Registered Mail Restricted Delivery |
| <input type="checkbox"/> Certified Mail Restricted Delivery | <input type="checkbox"/> Return Receipt for Merchandise |
| <input type="checkbox"/> Collect on Delivery | <input type="checkbox"/> Signature Confirmation™ |
| <input type="checkbox"/> Collect on Delivery Restricted Delivery | <input type="checkbox"/> Signature Confirmation Restricted Delivery |

CITY OF SANTEE FIRE DEPARTMENT CONTRACTED ABATEMENT FEES

If your property is abated by the Fire Department, the following fees will be charged.

SCHEDULE OF FEES

1. Tractor Mowing
 - A. per parcel, sized 1 to 7,500 square feet \$250.00
 - B. per parcel, sized 7,501 to 15,000 square feet \$325.00
 - C. per parcel, sized 15,001 square feet to 30,000 square feet \$400.00
 - D. per parcel, sized 30,001 square feet to one acre \$450.00
 - E. Per square foot over one acre \$ 00.02

2. Hand Labor
 - A. per square foot of area abated \$ 00.10

3. Dozer Operation
 - A. hourly rate \$150.00
 - B. move-on fee \$150.00

4. Debris Remediation (includes chipping, grinding, and/or shredding)
 - A. per cubic yard of material prior to chipping, and or compacting \$ 38.00
 - B. dump fees (reimbursement of cost)

5. Administrative Fee (failure to comply with final notice)
 - A. per parcel \$350.00

6. Attorney Services
 - A. per parcel, per hour \$200.00

7. Assessment Fees (includes preparing reports, attending hearings, etc.)
 - A. Cost confirmations fee, per parcel \$275.00

8. Miscellaneous Fees
 - A. special inspection fee \$ 50.00
 - B. abatement lien \$ 50.00
 - C. Interest on lien (apr) 10%
 - D. release of abatement lien \$ 50.00
 - E. public notary \$ 20.00
 - F. File duplication fee \$ 50.00
 - G. Unscheduled Labor per man hour \$ 50.00
 - H. unscheduled fees (reimbursement of cost)

FIRE PREVENTION SERVICES, INC.*

* Fire Prevention Services, Inc., is a contracted agent for the City of Santee

P.O. Box 1720 El Cajon, CA 92022

1-866-779-3774 ext. 304 or <http://fireprevention.net> : fax (619) 445-6336

NOTICE TO ABATE PUBLIC NUISANCE

Santee Municipal Code, § 8.48.050

386 360 79 00 SANTEE Date: 3/27/2019
Dear: True Gem Llc
 2401 E Division St
 National City CA 91950

COPY

PROPERTY ADDRESS

Location of Hazard: Placid View Dr.

WHY AM I RECEIVING THIS NOTICE?

This notice is to inform you that weeds or other material on your property violate the City of Santee's Municipal Code and constitute a public nuisance under Santee Municipal Code sections 8.48.030 and/or 8.48.040. These sections generally declare the following to be a public nuisance:

- All Weeds or dry grasses over four inches in height;
- Dead shrubs, dead trees or tree limbs within ten feet of a chimney, rubbish, or any material growing or discarded upon the streets, parking areas, sidewalks, or upon private property within the City which bear seeds of a wingy or downy nature, which by reason of their size, manner of growth and location constitute a fire hazard to any building, improvement, crops or other property; and
- Weeds or grasses which, when dry, will in reasonable probability constitute such a fire hazard.
- Waste matter, which by reason of its location and character would materially hamper or interfere with the prevention or suspension or suppression of fire upon any lot, property or premises, or the abatement of a nuisance. Waste matter means unused or discarded matter having no substantial market value, which is exposed to the elements and is not enclosed in any structure or otherwise concealed from public view, including but not limited to rubble, asphalt, concrete, plaster, tile, rubbish, crates, cartons, metal and glass containers.

During an inspection of the above identified parcels on 3/25/2019 the inspector made the following notes specific to the condition of your property: Tall dead weeds and dead or dying vegetation throughout property. Tree branches hanging down to the ground

You are receiving this notice because the most recent San Diego County property records show that you are the owner of the identified parcel (parcel number is the number above your name on this notice). If you do not own this property and have received this notice in error, please call Fire Prevention Services as soon as possible: 1-866-779-3774 ext. 304 or go to <http://fireprevention.net>. You may also contact the City directly at 619-258-4100 ext. 167, and speak with the City's Code Compliance Officer.

WHAT DO I NEED TO DO?

Within 30 days from the date on this Notice, you must remove the vegetation or waste matter which is creating a nuisance. The work required to remove the fire hazard is described below. You may also go to the Fire Prevention Services' website for additional information.

Instructions for abatement: **Please remove all tree branches that exist within 6 feet from the ground. (Excluding maintained, irrigated landscaping, orchards and groves.) Please clear a 100 foot fuel modification zone from any structures or adjacent structures. (This is for weeds, brush, native vegetation, sumac, bamboo/arundo and annual grasses.) Clear a 30 foot fuel modification zone along all roadways, driveways or access roads. All weeds, sumac, brush, dead vegetation, trash, debris and arundo must be cleared from these fuel modification zones. All piles of vegetation must be removed from entire property.**

If you have read the information available on the Fire Prevention Services' website and read the abatement instructions included with this Notice, but you remain unclear about what to do, please contact Fire Prevention Services or the City immediately. The City and Fire Prevention Services can work with you to establish a work plan and to adjust deadlines in consideration of property-specific conditions.

WHAT HAPPENS IF I DO NOT CLEAR MY PROPERTY WITHIN 30 DAYS?

If you do not voluntarily clear the nuisance from your property within 30 days, you will be sent a final Notice, providing 10 days to abate the nuisance before the City initiates forced abatement procedures. If the City completes or causes another to complete the required work, you will be responsible for the costs incurred per Santee Municipal Code Chapter 8.48.

WHAT IS THE APPEAL PROCESS?

If you disagree with any of the requirements for abatement of your property, you may appeal within 20 days from the date on this Notice, 3/27/2019. The appeal must be in writing, addressed to the City of Santee Fire Chief and sent with an administrative fee of twenty-five dollars (\$25.00). Mail the written appeal to: City Clerk, 10601 Magnolia Avenue, Santee, CA 92071.

*Fire Prevention Services, Inc., is a contracted agent of the City of Santee for the purpose of inspection, notification and abatement of public nuisances under Santee Municipal Code Chapter 8.48. The agreement between Fire Prevention Services Inc., and the City is on file at the City Clerk's office, 10601 Magnolia Avenue, Santee, CA 92071.

Thank you for your effort to maintain a fire safe community.

Weed Abatement Inspector

1-866-779-3774 ext. 304 or <http://fireprevention.net>

rev. 03/27/06 rev. 05/19/06 rev. 07/13/07 rev. 07/11 rev. 05/12

Cost Reports

8515 Placid View Dr.
(Vacant Lot)
386-360-80-00

SUMMARY REPORT FOR APN 386-360-80-00

03/25/19 Initial inspection was made, property was found to be in violation.

03/27/19 Mailed 30 day courtesy notice to the owner.

05/02/19 Re-inspection was made, property was found to be in violation.

05/08/19 Mailed 10 day final notice to the owner, certified mail.

05/13/19 Received signed certified return receipt.

05/22/19 Final inspection was made, property was found to be in violation.

07/09/19 Work order authorization signed by City Official.

07/11/19 F.P.S.I. crews abated the property.

07/17/19 The owner was mailed a bill at our contracted rates.

07/29/19 Property owner called and left a message.

08/05/19 Called property owner and left a message.

08/06/19 The owner was mailed a final bill.

08/20/19 A Notice of Abatement was filed on the property.

Fire Prevention Services, Inc.

P.O. Box 1720 : El Cajon, CA 92022-1720
(619) 562-1058 : fax (619) 445-6336

<http://fireprevention.net>

7/17/2019

True Gem Llc
2401 E Division St
National City, CA 91950

COPY

Parcel # 386 360 80 00
Location: 8515 Placid View Dr

Dear True Gem LLC,

This letter is to inform you that the Violation on the above referenced property has been abated per the Santee Fire Departments order, and prior notices to abate.

Fire Prevention Services has been contracted by the City of Santee to help reduce potential fire hazards thus improving the safety of its citizens.

The abatement of the Violation on your property was performed as mandated per Santee Municipal Code Chapter 8.48. The charges thus far total \$1,050.00 and if paid within fifteen (15) days of this notice no further costs will be incurred by you.

Please make check payable to F.P.S.I. and please include the File # 386 360 80 00 on the check.

City Hall is also able to receive checks on behalf of Fire Prevention Services. Please still make checks payable to F.P.S.I. and include the file number. You can drop the check off at 10601 Magnolia Avenue, Building 4, to the attention of the Code Enforcement Officer. City Hall is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m.

If you have any questions please call us direct at **(619) 562-1058**, or call the City of Santee Code Enforcement Officer at (619) 258-4100 ext. 167.

Sincerely,

Fire Prevention Services, Inc.

<http://fireprevention.net>

rev.05/19/06

CITY OF SANTEE FIRE DEPARTMENT CONTRACTED ABATEMENT FEES

		<u>quantity</u>	<u>sub total</u>
<u>Motor Mowing</u>			
A. per parcel, sized 1 to 7,500 square feet	\$250.00	_____	_____
B. per parcel, sized 7,501 to 15,000 square feet	\$325.00	_____	_____
C. per parcel, sized 15,001 square feet to 30,000 square feet	\$400.00	_____	_____
D. per parcel, sized 30,001 square feet to one acre	\$450.00	_____	_____
E. per square foot over one acre	\$00.02	_____ sq. ft.	_____
 <u>Hand Labor</u>			
A. per square foot of area abated	\$0.10	7,000 sq. Ft.	<u>\$700.00</u>
 <u>Dozer Operation</u>			
A. hourly rate	\$150.00	_____	_____
B. move-on fee	\$150.00	_____	_____
 <u>Debris Remediation</u> (includes chipping, grinding, and/or shredding)			
A. per cubic yard of material prior to chipping, and or compacting	\$38.00	X _____ cu.yds =	_____
B. dump fees	(reimbursement of cost)	_____	_____
 <u>Administrative Fee</u> (failure to comply by deadline of notice)			
per parcel	\$350.00	1 _____	<u>350.00</u>
 <u>Attorney Services</u>			
A. per parcel, per hour	\$200.00	_____	_____
 <u>Assessment Fees</u> (includes preparing reports, attending hearings, etc.)			
A. cost confirmation fee, per parcel	\$275.00	_____	_____
 <u>Miscellaneous Fees Per Parcel</u>			
A. special inspection fee	\$50.00	_____	_____
B. abatement lien	\$50.00	_____	_____
C. Interest on lien (apr)	10%	_____	_____
D. release of abatement lien	\$50.00	_____	_____
E. public notary	\$20.00	_____	_____
F. file duplication fee	\$50.00	_____	_____
G. unscheduled Labor per man hour	\$50.00	_____	_____
H. unscheduled fees	(reimbursement of cost)	_____	_____
 FILE # 4696	 APN # 386-360-80-00	 TOTAL	 <u>\$1,050.00</u>

RECORDING REQUESTED BY
Fire Prevention Services, Inc.
PO Box 2012
Alpine, CA 91903-2012
) 562-1058 fax (619) 445-6336

DOC# 2019-0373611



Aug 30, 2019 08:32 AM
OFFICIAL RECORDS
Ernest J. Dronenburg, Jr.,
SAN DIEGO COUNTY RECORDER
FEES: \$0.00 (SB2 Atkins: \$0.00)

AND WHEN RECORDED MAIL TO
Fire Prevention Services, Inc.
PO Box 2012
Alpine, CA 91903-2012

PAGES: 1

NOTICE OF ABATEMENT

TO THE CURRENT OWNER OF RECORD AND ANY FUTURE OWNERS/PURCHASERS OF THE HEREIN DESCRIBED PROPERTY

WHEREAS it was determined that a violation of Santee Municipal Code Chapter 8.48 did exist, and

WHEREAS such violation was ordered abated on 7/9/2019, and

WHEREAS representatives of the City of Santee abated the violation (s) on 7/11/2019, and

WHEREAS the charge for such abatement amounted to \$1,120.00;

THEREFORE be it known that an abatement obligation exists on the property regardless of owner until paid. The current owner of the property is True Gem LLC at 2401 E Division St, National City, CA 91950 described as follows:

APN # 386 360 80 00

ADDRESS: 8515 Placid View Dr

P PAGE: , LEGAL DESCRIPTION: (EX ST OP)DOC150050REC68 IN LOT 7BLK D TR 688

This abatement obligation shall attach to the property, not the owner, and may not be extinguished by a tax sale under the California Revenue and Taxation Code Section 3712. After confirmation by the City it may become a special assessment on the property tax bill. If not paid pursuant to State Law and State Tax Lien Law, the property may be sold to satisfy that obligation. The amount of such claim shall be \$1,120.00 plus interest and other costs which may hereafter become due. This filing does not preclude the filing of legal action for collection. Should such actions be required or determined to be appropriate, reasonable legal fees will be incurred and added to said obligation.

DATED: August 20, 2019

BY:

Ken Osborn, Fire Prevention Services, Inc.,
Designee for City of Santee

Certificate Of Acknowledgment

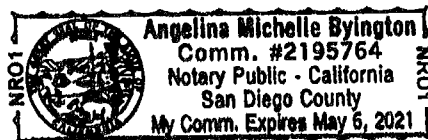
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of San Diego)

On August 20, 2019 before me, Angelina Michelle Byington, Notary Public, personally appeared Ken Osborn, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.



(Seal)

Fire Prevention Services, Inc.

P.O. Box 1720 : El Cajon, CA 92022-1720

(619) 562-1058 : fax (619) 445-6336

<http://fireprevention.net>

Final Bill

8/6/2019

True Gem Llc
2401 E Division St
National City, CA 91950

COPY

Ref: Parcel # 386 360 80 00
8515 Placid View Dr
-

Dear True Gem LLC,

You have failed to pay the bill dated 7/17/2019, to date we have not received payment.

If we do not receive payment within 10 days in the amount of \$1050 we will be forced to bring appropriate action to collect these monies.

The further action will include the filing of an abatement lien on the property in question, as well as the forwarding to our collection agency. Under state and local law the costs of these actions will be added to the amount referenced above.

To avoid this action please pay now.

Make check payable to F.P.S.I., and please include the File # 386 360 80 00 on the check.

City Hall is also able to receive checks on behalf of Fire Prevention Services. Please still make checks payable to F.P.S.I. and include the file number. You can drop the check off at 10601 Magnolia Avenue, Building 4, to the attention of the Code Enforcement Officer. City Hall is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m.

If you have any questions please call us direct at **(619) 562-1058**, or call the City of Santee Code Enforcement Officer at (619) 258-4100 ext. 167.

Sincerely,

Fire Prevention Services, Inc.

<http://fireprevention.net>

rev.05/19/06

CITY OF SANTEE FIRE DEPARTMENT CONTRACTED ABATEMENT FEES

If your property is abated by the Fire Department, the following fees will be charged.

SCHEDULE OF FEES

1. Tractor Mowing
 - A. per parcel, sized 1 to 7,500 square feet \$250.00
 - B. per parcel, sized 7,501 to 15,000 square feet \$325.00
 - C. per parcel, sized 15,001 square feet to 30,000 square feet \$400.00
 - D. per parcel, sized 30,001 square feet to one acre \$450.00
 - E. Per square foot over one acre \$ 00.02

2. Hand Labor
 - A. per square foot of area abated \$ 00.10

3. Dozer Operation
 - A. hourly rate \$150.00
 - B. move-on fee \$150.00

4. Debris Remediation (includes chipping, grinding, and/or shredding)
 - A. per cubic yard of material prior to chipping, and or compacting \$ 38.00
 - B. dump fees (reimbursement of cost)

5. Administrative Fee (failure to comply with final notice)
 - A. per parcel \$350.00

6. Attorney Services
 - A. per parcel, per hour \$200.00

7. Assessment Fees (includes preparing reports, attending hearings, etc.)
 - A. Cost confirmations fee, per parcel \$275.00

8. Miscellaneous Fees
 - A. special inspection fee \$ 50.00
 - B. abatement lien \$ 50.00
 - C. Interest on lien (apr) 10%
 - D. release of abatement lien \$ 50.00
 - E. public notary \$ 20.00
 - F. File duplication fee \$ 50.00
 - G. Unscheduled Labor per man hour \$ 50.00
 - H. unscheduled fees (reimbursement of cost)

FIRE PREVENTION SERVICES, INC.*

* Fire Prevention Services, Inc., is a contracted agent for the City of Santee

P.O. Box 1720 El Cajon, CA 92022

1-866-779-3774 ext. 304 or <http://fireprevention.net> : fax (619) 445-6336

NOTICE TO ABATE PUBLIC NUISANCE

Santee Municipal Code. § 8.48.050

Dear: 386 360 80 00 SANTEE Date: 3/27/2019
True Gem Llc
2401 E Division St
National City CA 91950

COPY

PROPERTY ADDRESS

Location of Hazard: 8515 Placid View Dr.

WHY AM I RECEIVING THIS NOTICE?

This notice is to inform you that weeds or other material on your property violate the City of Santee's Municipal Code and constitute a public nuisance under Santee Municipal Code sections 8.48.030 and/or 8.48.040. These sections generally declare the following to be a public nuisance:

- All Weeds or dry grasses over four inches in height;
- Dead shrubs, dead trees or tree limbs within ten feet of a chimney, rubbish, or any material growing or discarded upon the streets, parking areas, sidewalks, or upon private property within the City which bear seeds of a wingy or downy nature, which by reason of their size, manner of growth and location constitute a fire hazard to any building, improvement, crops or other property; and
- Weeds or grasses which, when dry, will in reasonable probability constitute such a fire hazard.
- Waste matter, which by reason of its location and character would materially hamper or interfere with the prevention or suspension or suppression of fire upon any lot, property or premises, or the abatement of a nuisance. Waste matter means unused or discarded matter having no substantial market value, which is exposed to the elements and is not enclosed in any structure or otherwise concealed from public view, including but not limited to rubble, asphalt, concrete, plaster, tile, rubbish, crates, cartons, metal and glass containers.

During an inspection of the above identified parcels on 3/25/2019 the inspector made the following notes specific to the condition of your property: Tall dead weeds and dead or dying vegetation throughout property. Tree branches hanging down to the ground.

You are receiving this notice because the most recent San Diego County property records show that you are the owner of the identified parcel (parcel number is the number above your name on this notice). If you do not own this property and have received this notice in error, please call Fire Prevention Services as soon as possible: 1-866-779-3774 ext. 304 or go to <http://fireprevention.net>. You may also contact the City directly at 619-258-4100 ext. 167, and speak with the City's Code Compliance Officer.

WHAT DO I NEED TO DO?

in 30 days from the date on this Notice, you must remove the vegetation or waste matter which is creating a nuisance. The work required to remove the fire hazard is listed below. You may also go to the Fire Prevention Services' website for additional information.

Instructions for abatement: Please remove all tree branches that exist within 6 feet from the ground. (Excluding maintained, irrigated landscaping, orchards and groves.) Please clear a 100 foot fuel modification zone from any structures or adjacent structures. (This is for weeds, brush, native vegetation, sumac, bamboo/arundo and annual grasses.) Clear a 30 foot fuel modification zone along all roadways, driveways or access roads. All weeds, sumac, brush, dead vegetation, trash, debris and arundo must be cleared from these fuel modification zones. All piles of vegetation must be removed from entire property.

If you have read the information available on the Fire Prevention Services' website and read the abatement instructions included with this Notice, but you remain unclear about what to do, please contact Fire Prevention Services or the City immediately. The City and Fire Prevention Services can work with you to establish a work plan and to adjust deadlines in consideration of property-specific conditions.

WHAT HAPPENS IF I DO NOT CLEAR MY PROPERTY WITHIN 30 DAYS?

If you do not voluntarily clear the nuisance from your property within 30 days, you will be sent a final Notice, providing 10 days to abate the nuisance before the City initiates forced abatement procedures. If the City completes or causes another to complete the required work, you will be responsible for the costs incurred per Santee Municipal Code Chapter 8.48.

WHAT IS THE APPEAL PROCESS?

If you disagree with any of the requirements for abatement of your property, you may appeal within 20 days from the date on this Notice, 3/27/2019. The appeal must be in writing, addressed to the City of Santee Fire Chief and sent with an administrative fee of twenty-five dollars (\$25.00). Mail the written appeal to: City Clerk, 10601 Magnolia Avenue, Santee, CA 92071.

*Fire Prevention Services, Inc., is a contracted agent of the City of Santee for the purpose of inspection, notification and abatement of public nuisances under Santee Municipal Code Chapter 8.48. The agreement between Fire Prevention Services Inc., and the City is on file at the City Clerk's office, 10601 Magnolia Avenue, Santee, CA 92071.

Thank you for your effort to maintain a fire safe community.

Weed Abatement Inspector
1-866-779-3774 ext. 304 or <http://fireprevention.net>
rev. 03/27/06 rev. 05/19/06 rev. 07/13/07 rev. 07/11 rev. 05/12

City of Santee
COUNCIL AGENDA STATEMENT

Item 13

MEETING DATE June 24, 2020

AGENDA ITEM NO.

ITEM TITLE CONTINUED HOUSING ELEMENT UPDATE WORKSHOP II – OVERVIEW OF INCLUSIONARY HOUSING PROGRAM AS AN AFFORDABLE HOUSING STRATEGY

DIRECTOR/DEPARTMENT Melanie Kush, Development Services *cwj for*

SUMMARY At the City Council meeting on May 27, 2020 inclusionary housing was discussed as a tool for developing affordable housing in the City. An inclusionary housing program is codified and requires new residential development to set aside a certain percentage of units to meet the housing needs of lower-income households, or to instead pay a pre-determined “in-lieu fee” to the City. Certain questions remained as to what inclusionary housing developments looked like and what regulations an inclusionary housing ordinance would include. Also requested was a list of residential developments being processed for entitlement and a comparison of the potential number of units a 10% versus a 15% inclusionary requirement would yield.

Attached as Exhibit A is a portfolio of inclusionary housing developments throughout California. Attached as Exhibit B is a sample inclusionary ordinance from the City of San Marcos, which requires all residential developments to provide inclusionary housing or pay an in-lieu fee. Among other things, the ordinance, sets forth design and construction standards, provides incentives for certain types of affordable housing units, and requires that developers enter into an inclusionary housing agreement with the City. Attached as Exhibit C is a list of residential development projects being processed for entitlement. Attached as Exhibit D is the tentative Residential Sites Inventory table with potential affordable unit yields based on 10% and 15% affordability requirements. Attached as Exhibit E is a table of San Diego County cities with inclusionary ordinances and a summary of their respective inclusionary program requirements.

The City published a Notice of this workshop in the East County Californian on May 15, 2020, mailed individual notices to the Building Industry Association, agency stakeholders, and property owners whose property would be included in the new “Sites Inventory”. The workshop was continued to the June 24, 2020 City Council Meeting to allow Staff to compile additional information on inclusionary housing and residential development projects within the City.

ENVIRONMENTAL REVIEW This is a workshop, not subject to CEQA pursuant to Section 15306, titled “Information Collection”. Compliance with the Environmental Quality Act (CEQA) would be required for the adoption of the Housing Element.

tm
FINANCIAL STATEMENT The proposed fiscal year 2020-21 operating budget includes \$37,500 for the estimated cost of an inclusionary housing in-lieu fee study should the City Council provide direction to move forward with an inclusionary housing program.

CITY ATTORNEY REVIEW N/A Completed

MOB
RECOMMENDATION Provide direction to staff on a 10% or 15% inclusionary housing requirement and authorize a third-party inclusionary housing in-lieu fee study.

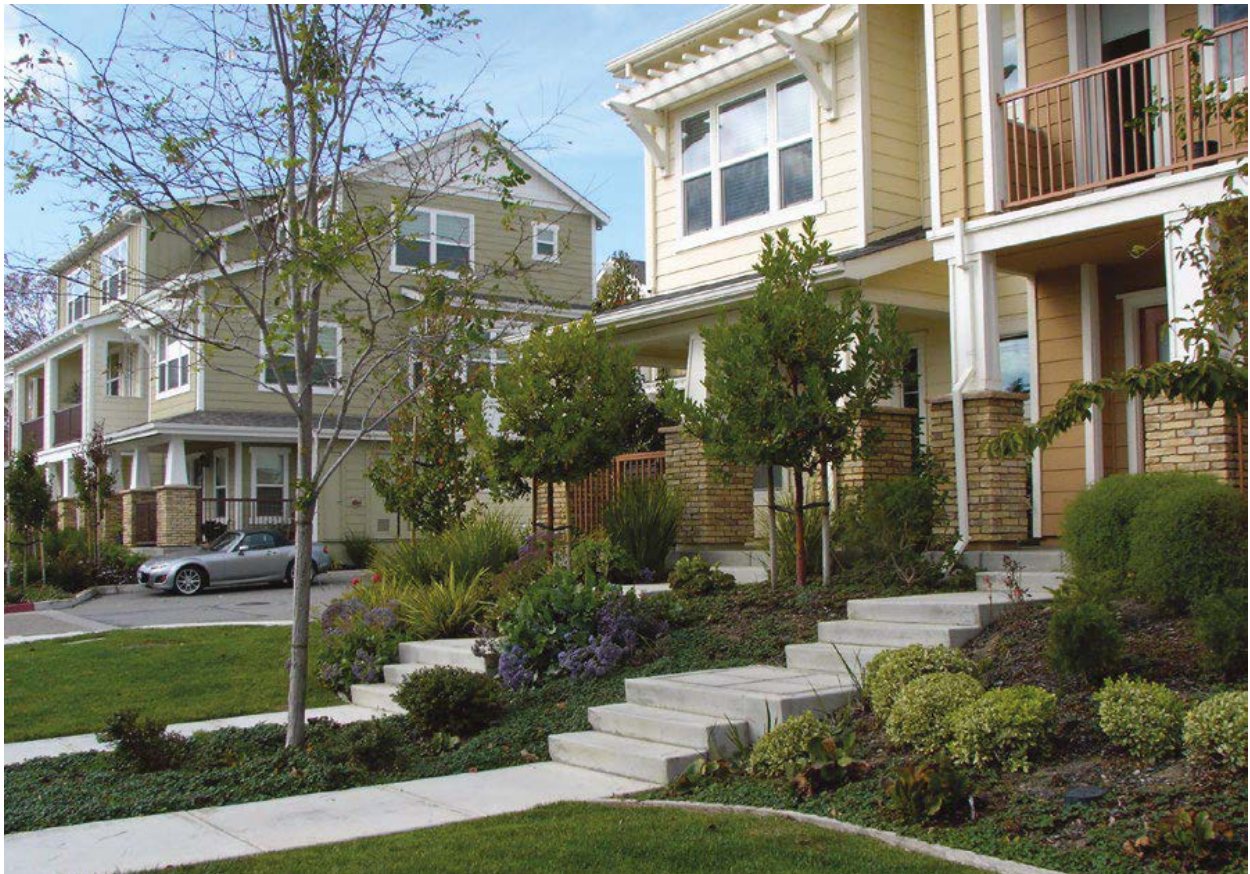
ATTACHMENTS Exhibit A: Inclusionary Housing Case Studies
Exhibit B: Sample Inclusionary Ordinance Exhibit C: Residential Projects in Process
Exhibit D: Residential Sites Inventory with Affordability Percentages
Exhibit E: San Diego County Cities Inclusionary Programs Summary

EXHIBIT A: CASE STUDIES

San Mateo, CA



In San Mateo, California, six of the Amelia development's 63 town houses sell for below-market rates to lower-income residents.



The Arbor Rose development in San Mateo, California, offers seven affordable town houses with either one or two bedrooms in the 74-unit development.

Santa Rosa, CA



Woodbridge is a single-family residential subdivision in Santa Rosa consisting of 149 homes, 19 of which were sold as affordable units.



All homes in the subdivision are two-story 3 or 4 bedroom, 2 bath homes.

Santa Monica, CA



Located on Pico Boulevard in Santa Monica, Pico Eleven includes 4 very low income units and 11 rent controlled units out of a total of 32 units. It is designed as three distinct masses, broken up by two large courtyards, and many of the units have windows on three sides to allow for ample cross ventilation and natural light.

Santa Monica, CA



All units are 2 bedroom 2 baths and all units have the same interior finishes and access to onsite amenities.

San Diego, CA (Mission Valley)



Versa at Civita in Mission Valley, San Diego – 103 affordable senior units within Civita development, Studio, 1 and 2 bedroom units.



Civita Recreation Center, a 2.5-acre resort-style facility with lagoon pool, lap pool, and fitness center

Civita – mixed-use community of 4,780 homes

Ventura, CA



Bella Vista in Ventura is a 104-unit 55+ condo development with 10 inclusionary units



Interior view of one of the units.

EXHIBIT B
SAMPLE INCLUSIONARY HOUSING ORDINANCE
CITY OF SAN MARCOS

The attached Inclusionary Housing Ordinance from the City of San Marcos includes regulations on the following:

- Applicability – San Marcos requires all residential developments (one or more units) to provide inclusionary housing or pay an in-lieu fee.
- Exemptions – The ordinance does not apply to non-residential projects, rehabilitation or reconstruction of a residential unit (i.e. due to fire damage), or to accessory dwelling units.
- Requirements for single-family units – Specifies the method for meeting the inclusionary requirement for a single-family residential project, primarily through payment of an in-lieu fee.
- Requirements for rental and condominium units – rental and condominium units developments must set aside 15% of units as affordable within the development and if less than 6 units can pay an in-lieu fee.
- In-lieu fee – the City Council establishes and modifies the in-lieu fee by Resolution.
- Off-site construction – San Marcos allows for off-site construction of inclusionary units on a case-by-case basis with approval of the City Council
- Incentives – references density bonus law, which would allow for greater residential density and deviations from non-life-and-safety development standards, such as lot coverage and set back requirements.
- Agreement – lists the contents of the agreement between the City and the project developer for the inclusionary units, including a 55-year deed restriction on the units.
- Administration – Designates City Manager or designee as program administrator and includes a provision to assess an additional fee to the developer for program administration by Council resolution.

EXHIBIT B: SAMPLE INCLUSIONARY ORDINANCE

San Marcos Municipal Code Title 20 – Zoning Ordinance

Chapter 20.310

Inclusionary Housing

CHAPTER 20.310 INCLUSIONARY HOUSING

Sections:

Section 20.310.010	Purpose of Chapter
Section 20.310.020	Applicability, Definitions
Section 20.310.030	Exemptions
Section 20.310.040	Inclusionary Requirements
Section 20.310.050	In-Lieu Fee
Section 20.310.060	Options for Providing Inclusionary Units
Section 20.310.070	Incentives
Section 20.310.080	Inclusionary Housing Agreement
Section 20.310.090	Administration
Section 20.310.100	Building Permit

Section 20.310.010 Purpose and Intent

It is the intent of this chapter to establish requirements for the inclusion of affordable housing units for low-, very-low-, extremely-low-, and moderate-income households in residential projects that require development plans.

Section 20.310.020 Applicability, Definitions

The provisions of this chapter shall apply to all residential projects of one (1) or more units, including rental and for-sale market-rate dwelling units, condominium or cooperative conversions, and time extensions of development plan approvals for previously approved residential projects.

Please refer to chapter 20.600 (Definitions) for definitions that apply throughout this Zoning Ordinance.

Section 20.310.030 Exemptions

This chapter shall not apply to the following, except at the discretion of the City:

- A. Any project developed pursuant to the terms of an existing development agreement entered into pursuant to Government Code Section 65964 et seq. before the effective date of this Zoning Ordinance. Inclusionary requirements, if any, shall be as set forth in such development agreement.
- B. Non-residential uses, except in the case of single-room-occupancy hotels.
- C. The construction of a new residential structure that replaces a residential structure that was destroyed or demolished within two (2) years prior to the application for a building permit, provided that the number of residential units is not increased.
- D. Second dwelling units developed in accordance with chapter 20.410 (Second Dwelling Units and Accessory Structures).

- E. Density bonus units provided pursuant to the Density Bonus Ordinance adopted as required by section 65915 of the Government Code. Developers are entitled to density bonuses and/or other incentives provided pursuant to the Density Bonus Ordinance adopted as required by section 65915 of the Government Code. The provisions of this chapter, however, must still be met for density bonus projects. Inclusionary housing units are not counted toward any density bonus entitlement.
- F. The construction of a new residential rental project, except that this exemption shall not apply if the developer has otherwise agreed by contract with the City to build affordable housing in consideration for a direct financial contribution or any other forms of assistance specified in Chapter 4.3 (commencing with section 65915) of Division 1 of Title 7 of the Government Code.

Section 20.310.040 Inclusionary Requirements

A. Requirements for For-Sale Single-Family Units:

- 1. **Inclusionary requirement.** No development plan for a for-sale single-family residential project of one (1) or more units subject to this chapter (including time extensions) shall be approved unless an in-lieu fee is paid to provide housing opportunities for target households in the City in accordance with section 20.310.050 (In-Lieu Fee). Alternatively, the requirements of this chapter may be satisfied on- or off-site through the reservation of new units or existing market-rate units for target households, as described in section 20.310.060 (Options for Providing Inclusionary Units). The final determination if an in-lieu fee will be accepted or if the development must provide the required inclusionary units shall be based on review by the City Council.
- 2. **Calculation of inclusionary requirement.** The calculation of the amount of in-lieu fee to be paid shall be based on the total number of housing units in the development prior to including any increase in the allowable number of such housing units authorized by any density bonus granted pursuant to Government Code Section 65915 et seq.

B. Requirements for Rental Units.

- 1. **Inclusionary requirement.** No rental residential project of more than six (6) units that is subject to this chapter shall be approved unless at least fifteen percent (15%) of such housing units are reserved for target households. The number of inclusionary units by target household shall be determined by the City to assist, to the greatest extent possible, in meeting its self-certification goals and regional share needs as set forth in the Housing Element of the General Plan. Notwithstanding the above, the number of inclusionary units reserved for moderate-income households may not exceed twenty-five percent (25%).
- 2. **Calculation of inclusionary requirement.** Rental projects of six (6) or less units shall pay an in-lieu fee. The provisions of section 20.310.050 (In-Lieu Fee) shall apply to the calculation of the number of inclusionary units to be built in any rental housing development. If the calculation of the number of inclusionary units to be reserved results in a fraction of a whole number, the developer shall either reserve one (1) additional

housing unit or pay a partial in-lieu fee equal to the remaining fraction. The amount of the in-lieu fee shall be determined in accordance with section 20.310.050 (In-Lieu Fee).

3. **Design and construction of inclusionary units.** The design and exterior appearance of the inclusionary units shall be compatible with and substantially the same as the market-rate units within the development, and shall contain proportionately the same or a larger number of bedrooms and square footage per unit as the market-rate units.

The inclusionary units shall be constructed either prior to or simultaneously with the market-rate units within the development. If the development is being constructed in phases, the percentage of inclusionary units to be constructed in each phase shall be equivalent to fifteen percent (15%) of the total number of market-rate units being constructed in that phase.

4. **Rental restriction.** The rent to be charged for an inclusionary unit shall be restricted to be affordable to target households within the definition of section 20.310.020 (Applicability, Definitions). Such rental restrictions shall be effective for a minimum of fifty-five (55) years.

Additionally, said property shall be restricted in perpetuity to prohibit the conversion of the rental inclusionary units to a condominium, stock cooperative, community apartment, or such other form of ownership that would eliminate the inclusionary units as rental units.

C. **Requirements for Condominiums and Condominium or Cooperative Conversions:**

1. **Inclusionary requirements.** No for-sale condominium project or condominium/cooperative conversion project subject to this chapter (including time extensions) shall be approved unless at least fifteen percent (15%) of such housing units are reserved for target households or an in-lieu fee is paid to provide housing opportunities for target households in the City. The inclusionary requirements for condominium or condominium/cooperative conversion projects shall be determined by the City and may include the options in section 20.310.060 (Options for Providing Inclusionary Units).
2. **Requirements for rental units.** If inclusionary units are required to be reserved for rental purposes, the requirements of section 20.310.040(B) (Requirements for Rental Units) shall apply.
3. **Requirements for for-sale units.** If inclusionary units are required to be reserved as for-sale units, the requirements of section 20.310.040(B) (Requirements for Rental Units) shall apply, excepting Section 20.310.040(B)(4) (Rental Restrictions). For-sale inclusionary units shall be sold at an affordable sales price to target households.

The initial sale price of for-sale inclusionary units shall be restricted to ensure that the price is affordable to target households within the definition of section 20.310.040(B) (Requirements for Rental Units) for a minimum of fifty-five (55) years. Resale of units shall be structured to recapture a percentage of the difference between the affordable price and the market value of the unit as determined by the City. This difference shall be

used by the City to provide other for-sale housing opportunities at the same affordability level.

4. **Calculation of in-lieu fee.** If an in-lieu fee is required, said fee shall be calculated in accordance with section 20.310.050 (In-Lieu Fee).

Section 20.310.050 In-Lieu Fee

- A. For residential projects of six (6) units or less and for-sale projects, developers may pay a fee in lieu of reserving units for target households where the City Council has approved the payment of an in-lieu fee. The in-lieu fee shall be established from time to time by City Council resolution.
- B. The amount of the in-lieu fee for each required inclusionary unit shall be determined by the City in accordance with this section, and shall be paid at the time of issuance of building permits for the first residential units in a development project subject to this chapter.
- C. All in-lieu fees collected hereunder shall be used by the City exclusively to provide housing opportunities for extremely-low-, very-low-, low-, or moderate-income households anywhere within the City. All in-lieu fees shall be held in a separate account, with interest accruing to said account. All funds in the account shall be spent in any manner authorized by law as the City deems appropriate, and at such times as the City deems appropriate, solely to provide housing opportunities for extremely-low-, very-low-, low-, or moderate-income households and associated, reasonable administrative costs.
- D. At the discretion of the City, when a developer is authorized to pay an in-lieu fee, an irrevocable dedication of land or other non-monetary contribution of a value not less than the sum of the otherwise required in-lieu fee may be accepted as an alternative to paying the in-lieu fee if said non-monetary contribution will be effective in furthering the goals and policies of the Housing Element of the General Plan or this chapter. The determination of the City shall be final in this regard. The valuation of any land offered in place of an in-lieu fee shall be determined by an appraisal made by a qualified agent mutually agreed upon by the City and the applicant, with costs for the appraisal borne by the applicant.

Section 20.310.060 Options for Providing Inclusionary Units

- A. On-site inclusionary units for new for-sale residential projects may be provided as “for-sale” or rental units on-site in compliance with the requirements of section 20.310.040 (Inclusionary Requirements) at the determination of the City Council.
- B. Off-site provision of inclusionary units for new for-sale residential projects may be provided as “for-sale” or rental units at another site within the City or in existing market-rate developments in conformance with the requirements of section 20.310.040 (Inclusionary Requirements) at the determination of the City Council. The location of these units shall be at the discretion of the City.
- C. On- or off-site inclusionary units reserved for for-sale developments shall be rented or sold at an affordable rent or sales price to target households.

- D. Inclusionary unit credits. If an applicant of a new for-sale development provides newly constructed off-site rental units to meet the inclusionary requirements, and such rental units exceed the number of inclusionary units required by this chapter, the excess units may be used to meet the inclusionary unit requirements for another applicant. Any sale of “inclusionary unit credits” shall be a civil transaction with no regulation by the City (i.e., the inclusionary unit credits may be sold at whatever price the market will bear). All inclusionary units must be deed restricted to comply with the requirements of section 20.310.040 (Inclusionary Requirements).

Section 20.310.070 Incentives

- A. Certain types of affordable housing are relatively more desirable in satisfying the City’s affordable housing goals and the goals of the Housing Element of the General Plan. As an incentive to assist the City in providing this housing, applicants may receive additional credit for such units, thereby reducing the total inclusionary housing requirement. Whether such credit is appropriate and, if so, the amount of such additional credit shall be determined by the City based on the housing needs identified in the Housing Element of the General Plan and the credit the units provide toward the City’s self-certification affordable housing goals.
- B. Although nothing in this chapter establishes a right to receive any incentive from the City or any other party or agency to enable the applicant to meet the obligations of this chapter, the City, at its sole discretion, may waive or modify certain development standards to assist the applicant in meeting the City’s housing needs as described in section 20.310.070(A) (Incentives).
- C. Projects are entitled to density bonuses and/or other incentives in accordance with state law, and applicants are encouraged to use local, state, or federal assistance to meet the requirements of this chapter. The requirements of this chapter shall not, however, require the City to agree to a density increase beyond that allowed by state’s Density Bonus Law.

Section 20.310.080 Inclusionary Housing Agreement

- A. **Agreement Required.** Applicants/developers subject to this chapter who are required to provide rental or for-sale inclusionary units shall agree to enter into an inclusionary housing agreement with the City. The terms of the draft agreement shall be reviewed and revised as appropriate by the Director and approved by the City.

Following execution of the agreement by all parties, the completed inclusionary housing agreement, or memorandum thereof, shall be recorded and the conditions recorded as a deed restriction on the parcel(s) or unit(s) designated for the location of inclusionary units. The approval and recordation shall take place prior to final map approval, or, where a map is not being processed, prior to issuance of building permits for such parcels or units. The inclusionary housing agreement shall be binding to all future owners and successors in interest.

- B. **Agreement Items.** The inclusionary housing agreement shall include the following:
 - 1. The total number of inclusionary units.
 - 2. The location, unit size (square feet), and number of bedrooms of the inclusionary units.

3. A description of the household income group(s) to be accommodated by the housing development, and the standards for determining the corresponding affordable rent or affordable sales price and housing cost.
4. The household/unit size assumptions used for the purpose of calculating housing costs shall be as follows (unless an adjustment is agreed to by the City, or the applicable state or federal funding source has different requirements):
 - a. One (1)-bedroom units shall be based on the median income for a household of two (2),
 - b. Two (2)-bedroom units shall be based on the median income for a household of three (3),
 - c. Three (3)-bedroom units shall be based on the median income for a household of four (4), and
 - d. Four (4)-bedroom units shall be based on the median income for a household of five (5).
5. Tenure of affordability for inclusionary units (fifty-five [55]-year minimum).
6. A schedule for completion and occupancy of inclusionary units.
7. A description of remedies for breach of the agreement by either party (the City may identify tenants or qualified purchasers as third-party beneficiaries under the agreement).
8. For for-sale units, conditions governing the initial sale and resale of inclusionary units to eligible households to ensure continued compliance with the restrictions of this chapter.
9. For for-sale units, a condition requiring disclosure by the developer to the buyer of inclusionary units of the existence of the deed restrictions affecting the re-sale of the property.
10. For rental units, conditions establishing rules and procedures for qualifying tenants, setting rental rates, filling vacancies, and operating and maintaining units as rental inclusionary units for target households.
11. For rental units, a method to annually monitor inclusionary units to ensure continued compliance with the restrictions of this chapter that identifies the number of bedrooms and monthly rent or cost of each inclusionary unit, the income of each person occupying said unit for the prior year, vacancy information for each inclusionary unit for the prior year, and any other information as required by the City.
12. Conditions providing the City or its designee the first right of refusal to buy the rental or for-sale inclusionary unit(s) for the purposes of providing affordable housing.
13. Other provisions needed to ensure implementation and compliance with this chapter.

Section 20.310.090 Administration

For purposes of this chapter, the City shall act by and through the City Council or its designee, the City Manager.

A developer and/or subsequent purchaser of an inclusionary unit shall be required to pay such fee as may be established by resolution of the City Council to recover the cost to the City of administration of the provisions of this chapter.

Section 20.310.100 Building Permit

No building permit shall be issued for any residential project subject to this chapter unless the Director has certified that the proposed development has complied with or is otherwise exempt from the provisions of this chapter.

EXHIBIT C

RESIDENTIAL PROJECTS IN PROCESS FOR ENTITLEMENT

PROJECT	TOTAL UNITS
<p>TM2019-1/GPA2019-3/R2019-1/DR2019-5/AEIS2019-7 Proposed redevelopment of Carlton Oaks Golf Course involving a total of 285 residential units in two residential subdivisions (243 units), a combined condominium (42 units), hotel (126 rooms), club house, and event space, and a separate senior living facility (88 rooms). The existing structures would be demolished, and the golf course redesigned. Zoning/GP: Planned Development (PD) APN: 381-071-06, -09, and -10</p>	285
<p>TM2018-3/DR2018-12/AEIS2018-23 – ATLAS VIEW CONDOS Proposed density bonus/12-unit residential condominium subdivision of a 0.58-acre site at 8711 Atlas View Drive in the R-7 (Medium Density Residential) zone. Developer: APTS Inc.</p>	12
<p>TM2017-4/DR2017-6/AEIS2017-17/GPA2017-3 – PARKSIDE A proposal to construct 125 condominiums units on a section of a 47-acre parcel at the eastern terminus of Mast Blvd. The project requires a General Plan Amendment / re-zone from Light Industrial (IL) to Medium Density Residential (R-7).</p>	125
<p>TM2017-3/GPA2017-2 - FANITA RANCH (GPA2017-2, SP2017-1, R2017-1, TM2017-3, P2017-5, P2020-2, DR2017-4, AEIS2017-11) New specific plan for the PD area in the north of the City. The development consists of 2,949 dwelling units. Draft EIR out for public review and comment.</p>	2,949
<p>TM2017-1/DR2017-1/AEIS 2017-8 TYLER STREET SUBDIVISION Received June 22, 2017. Proposed 16-lot subdivision with 14 dwelling units on a 27.35-acre site at the southern terminus of Tyler Street in the R-1/P/OS zones.</p>	14

EXHIBIT D: RESIDENTIAL SITES INVENTORY W/AFFORDABILITY PERCENTAGES

Site No.	APN	Address	Acreage	Existing Use	Percent Developable	Current Zoning	Proposed Zoning	Density Factor	Unit Yield	10%	15%
1	37819001	10939 SUMMIT AVE	4.65	SFH	90%	R-1A	R-7	7	29	2.9	4.4
2	37818010	11009 SUMMIT AVE	2.32	SFH	90%	R-1A	R-7	7	15	1.5	2.2
3	37818009	11025 SUMMIT AVE	2.32	SFH	90%	R-1A	R-7	7	15	1.5	2.2
4	37818008	11041 SUMMIT AVE	2.32	SFH	90%	R-1A	R-7	7	15	1.5	2.2
5	37818007	11059 SUMMIT AVE	2.32	SFH	70%	R-1A	R-7	7	11	1.1	1.7
6	37818029	10215 SUMMIT CREST DR	1.16	SFH	100%	R-1	R-7	7	8	0.8	1.2
7	37821021	11010 SUMMIT AVE	1.15	SFH	100%	R-1	R-7	7	8	0.8	1.2
8	37821020	11020 SUMMIT AVE	1.02	SFH	100%	R-1	R-7	7	7	0.7	1.1
9	37818028	11115 SUMMIT AVE	1.16	SFH	100%	R-1	R-7	7	8	0.8	1.2
10	37818020	11129 SUMMIT AVE	2.32	SFH	70%	R-1	R-7	7	11	1.1	1.7
11	38103107	9945 CONEJO RD	1.19	SFH	100%	R-2	R-7	7	8	0.8	1.2
12	38169028	9960 CONEJO RD	0.86	SFH	100%	R-2	R-7	7	6	0.6	0.9
13	38003118	LAKE CANYON RD	1.67	Vacant	100%	R-2	R-7	7	12	1.2	1.8
14	38003118	LAKE CANYON RD	0.89	Vacant	100%	R-2	R-7	7	6	0.6	0.9
15	38307104	CARLTON HILLS BLVD	2.77	Vacant	80%	R-7	R-7	7	16	1.6	2.3
16	38104036	WALMART	5.26	Vacant	100%	TC-C	TC-R-22	22	116	11.6	17.4
17	38105082	PARCEL 6 PORTION	6	Vacant	100%	TC-C	TC-R-22	22	132	13.2	19.8
18	38105118	COTTONWOOD AVE	22.15	Vacant	90%	TC-R-30	TC-R-14	14	279	27.9	41.9
19	38105117	COTTONWOOD AVE	11.71	Vacant	60%	TC-R-22	TC-R-14	14	98	9.8	14.8
20	38103208	PARK CENTER DR	2.35	Vacant	100%	TC-R-22	TC-R-14	14	33	3.3	4.9
21	38105081	9200 MAGNOLIA AVE	21.23	Polo Barn	80%	TC-O/I	TC-R-22	22	374	37.4	56.0
22	38410616	8942 1ST ST	0.6	SFH	100%	TC-R-22	TC-R-22	22	13	1.3	2.0
23	38447009	ROCKVILL ST	1.96	Vacant	100%	GC/IL	R-22	22	43	4.3	6.5
24	38414211	10952 SUNSET TRL	1.24	2 SFH	100%	R-14	R-14	14	17	1.7	2.6
25	38416204	9953 BUENA VISTA AVE	4.8	SFH	100%	R-2	R-22	22	106	10.6	15.8
26	38402007	8801 OLIVE LN	2.93	Trucking	100%	IL	R-14	14	41	4.1	6.2
27	38349056	PROSPECT AVE	0.72	Vacant	90%	R-7	R-7	7	5	0.5	0.7
28	38619217	8572 FANITA DR	1.73	SFH	100%	R-7	R-7	7	12	1.2	1.8
29	38669038	8504 FANITA DR	0.68	Vacant	100%	R-7	R-7	7	5	0.5	0.7
30	38630031	7737 MISSION GORGE RD	10.38	Commercial	90%	R-7/GC	R-22	22	206	20.6	30.8
31	38630009	8714 STARPINE DR	1.3	SFH	100%	R-7/GC	R-22	22	29	2.9	4.3
32	38306103	7980 MISSION GORGE RD	5.23	SFH	70%	R-22	R-22	22	81	8.1	12.1
33	38306101	7950 MISSION GORGE RD	0.95	SFH	100%	R-22	R-22	22	21	2.1	3.1
34	38401115	8750 ATLAS VIEW DR	1.85	SFH	70%	R-7	R-7	7	9	0.9	1.4
35	38401255	8742 ATLAS VIEW DR	0.91	SFH	100%	R-7	R-7	7	6	0.6	1.0
36	37903031	MAST BLVD	47.45	Vacant	37%	POS/IL	POS/R-7	7	123	12.3	18.4
TOTAL									1922	192	288

**EXHIBIT E: SAN DIEGO COUNTY CITIES
WITH INCLUSIONARY HOUSING PROGRAMS**

	Applicability	Requirement	On-site Construction	In-lieu Fee
Carlsbad	2+ units	15%	For 6+ units	\$4,515 per unit
Chula Vista	50+ units	10%	No	\$124,220 per unit*
Coronado	2+ units	20%	No	\$7,000 per unit
Del Mar	2+ units	10%	For 6+ units	\$30 per sq. ft.
Encinitas	10+ units	15%	Yes	\$178,639 per unit*
Oceanside	3+ units	10%	No	\$10,375 per unit
Poway	1+ units	15%	No	\$4,500 per unit
San Diego	2+ units	10%	No	\$25 per sq. ft.
San Marcos	1+ units	15%	For 6+ units	\$23,625 per unit
Solana Beach	5+ units	15%	No	\$25.28 per sq. ft.

*Per required affordable unit

City of Santee
COUNCIL AGENDA STATEMENT

Item 14

MEETING DATE June 24, 2020

AGENDA ITEM NO.

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

DIRECTOR/DEPARTMENT Marlene Best, City Manager

SUMMARY

On April 8, 2020, in response to the COVID-19 pandemic, the City Council adopted Urgency Ordinance No. 575, enacting a temporary moratorium on evictions due to nonpayment of rent by residential and commercial tenants impacted by the novel coronavirus (COVID-19), in accordance with the Governor of the State of California's Executive Orders N-28-20 (providing local governments the option to suspend evictions) and N-37-20 (establishing a statewide eviction moratorium through May 31, 2020). On May 27, 2020, the City Council adopted Urgency Ordinance No. 577 to extend the temporary moratorium on evictions through June 30, 2020. On May 29, 2020, the Governor issued Executive Order N-66-20, extending Executive Order N-28-20 until July 28, 2020. This means the City Council may choose to extend the City's temporary moratorium beyond the end date of the statewide eviction moratorium, which ended May 31, 2020. Alternatively, the City Council may choose not to extend the moratorium because eviction protection has been provided from other sources. Executive Order N-37-20 extended the deadline to respond to an eviction complaint by 60 days for any tenant who, from March 27 through May 31, is served a complaint seeking to evict the tenant for nonpayment of rent. Also, effective April 6, 2020, the California Judicial Council approved Emergency Rule 1 which, in essence, prevents unlawful detainer actions filed on or after April 6 from proceeding, bars entry of default for any defendant who failed to appear in an action filed on or after April 6 (unless excused under an executive order), and sets or continues trial dates for at least 60 days, unless contrary to public health and safety. The temporary emergency rule remains effective until 90 days after the Governor lifts the state of emergency. Thus, tenants have some statewide relief from evictions generally. If the Council wishes to extend the moratorium, the attached Urgency Ordinance would do so through July 31, 2020 for both residential and commercial tenants. The Urgency Ordinance requires a 4/5 vote of the City Council to pass.

ENVIRONMENTAL REVIEW

The Urgency Ordinance has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt from CEQA pursuant to Section 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that there is no possibility that the proposed Ordinance would have a significant effect on the environment.

FINANCIAL STATEMENT *m*

No direct fiscal impact to the City.

CITY ATTORNEY REVIEW

N/A Completed

RECOMMENDATION *MSB*

Consider the Urgency Ordinance, take action on it or provide direction as appropriate.

ATTACHMENTS

1. Urgency Ordinances Nos. 575 and 577
2. An Urgency Ordinance Extending a Temporary Moratorium on Evictions due to Nonpayment of Rent by Residential and Commercial Tenants impacted by the Novel Coronavirus (COVID-19) and Setting Forth the Facts Constituting Such Urgency

ORDINANCE NO. 575

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

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

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

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

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

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

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

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

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

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

ORDINANCE NO. 575

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

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

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

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

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

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

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

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

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

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

ORDINANCE NO. 575

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

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

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

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

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

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

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

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

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

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

ORDINANCE NO. 575

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

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

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

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

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

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

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

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

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

ORDINANCE NO. 575

- (i) A substantial decrease in business income (including but not limited to, a substantial decrease in business income caused by a reduction in opening hours or consumer demand); and
 - (ii) The decrease in business income described in subparagraph (i) was caused by the COVID-19 pandemic, or by any local, state, or federal government response to COVID-19; and
 - (iii) The decrease in business income described in subparagraph (i) and causation by COVID-19 described in subparagraph (ii) must be documented in writing.
- (b) For purposes of this Ordinance, the definition of substantial decrease in business income is at least a 30 percent decrease in business income.
- (c) A landlord who knows that a commercial tenant cannot pay some or all of the rent temporarily for the reasons set forth above shall not serve a notice pursuant to Code of Civil Procedure section 1167, file or prosecute an unlawful detainer action based on a 3-day pay or quit notice, or otherwise seek to evict for nonpayment of rent.
- (d) A landlord knows of a commercial tenant's inability to pay rent within the meaning of this Ordinance if the tenant, before the rent is due, or within a reasonable period of time afterwards not to exceed 7 days, notifies the landlord in writing of lost income and inability to pay full rent due to financial impacts related to COVID-19, and provides documentation to support the claim. For purposes of this Ordinance, "in writing" includes email or text communications to a landlord or the landlord's representative with whom the commercial tenant has previously corresponded by email or text. Any medical or financial information provided to the landlord shall be held in confidence, and only used for evaluating the commercial tenant's claim. For the month of April, the tenant must provide the notice described in this paragraph on or before April 30, 2020.
- (e) Within two weeks of notifying the landlord under subsection (c), the commercial tenant shall provide the landlord documentation or other objectively verifiable information that due to financial impacts related to COVID-19, the commercial tenant is unable to pay rent. Documentation may include, but is not limited to, financial statements, business records, physician's letter, bills, and, or a combination thereof.
- (f) Nothing in this Ordinance shall relieve the commercial tenant of liability for the unpaid rent, which the landlord may seek after expiration of the local emergency.
- (g) Commercial tenants who were afforded eviction protection under this Ordinance shall have a time period equivalent to the length of the moratorium to pay their landlords all unpaid rent. If a commercial tenant opts to move while this Ordinance is effective, all owed rent is due upon move-out. At the end of the

ORDINANCE NO. 575

defined payback period, a landlord may evict a commercial tenant who has not paid all outstanding rent and resort to all remedies available to the landlord under the lease and the law.

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

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

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

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

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

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

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

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

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

ORDINANCE NO. 575

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

AYES: HALL, HOULAHAN, KOVAL, MCNELIS, MINTO

NOES: NONE

ABSENT: NONE

APPROVED:


JOHN W. MINTO, MAYOR

ATTEST:


ANNETTE ORTIZ, CMC, CITY CLERK

**APPROVED AS TO FORM:
BEST, BEST & KRIEGER LLP**


SHAWN HAGERTY, CITY ATTORNEY

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

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-37-20

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

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

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

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

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

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

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

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

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

IT IS HEREBY ORDERED THAT:

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

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

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

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

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

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

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

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

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



GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State

ORDINANCE NO. 577

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

The City Council of the City of Santee does ordain as follows:

SECTION 1. Findings.

- A. The findings set forth in Ordinance No. 575 are still applicable and incorporated herein by reference.
- B. The City Council desires to extend the Santee commercial and residential eviction moratorium urgency ordinance to prevent uncertainty and confusion for tenants associated with multiple state and county regulations governing evictions during the COVID-19 pandemic and to provide certainty for tenants on the processes in place to repay deferred rent.
- C. This Ordinance is adopted pursuant to the City's police powers and powers afforded to the city in the time of a national, state, county and local emergency during an unprecedented health pandemic, such powers being afforded by the State Constitution, State law and the Chapter 2.32 of the Santee Municipal Code to protect the peace, health, and safety of the public. The Santee City Council finds that this ordinance is necessary for the preservation of the public peace, health, and safety of residents living within the City and finds urgency to approve this ordinance immediately based on the facts described herein and detailed in the staff report. Under Government Code Section 8634, this ordinance is necessary to provide for the protection of health, life and property.

SECTION 2. Section 4 of Ordinance No. 575 is amended to read as follows. All other provisions of the Ordinance remain in place.

Ordinance No. 575 shall remain in effect until June 30, 2020. In order to prevent inconsistencies, the Director of Emergency Services may suspend the effectiveness of any provision in this ordinance in the event that the President of the United States, Congress, Governor of the State of California or California State Legislature or other body with jurisdiction adopts an order or legislation that similarly prohibits evictions for failure to pay rent by individuals impacted by the COVID-19 crisis.

SECTION 3. Severability.

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

ORDINANCE NO. 577

SECTION 4. Environmental Review.

The City Council finds that adoption and implementation of this ordinance is not a “project” for purposes of the California Environmental Quality Act (CEQA), as that term is defined by CEQA guidelines (Guidelines) sections 15061(b)(3), and 15378(b)(5). The effect of the proposed amendment will be to maintain the status quo and extend the existing urgency ordinance for an additional month. No new development will result from the proposed action. No impact to the physical environment will result. The City Council also alternatively finds that the adoption and implementation of this ordinance is exempt from the provisions of CEQA as an administrative activity by the City of Santee, in furtherance of its police power, that will not result in any direct or indirect physical change in the environment, per sections 15061(b)(3), and 15378(b)(5) of the CEQA Guidelines, as well as CEQA Guidelines section 15064(e) (economic regulations).

SECTION 5. Urgency Declaration; Effective Date.

The City Council finds and declares that the adoption and implementation of this ordinance is necessary for the immediate preservation and protection of the public peace, health and safety as detailed above and as the City and public would suffer potentially irreversible displacement of commercial and residential tenants resulting from evictions for failure to pay rent during the COVID-19 crisis. During this local emergency, and in the interest of protecting the public health and preventing transmission of COVID-19, it is essential to avoid unnecessary housing displacement, to protect the City’s affordable housing stock, and to prevent housed individuals from falling into homelessness during a time of abnormal economic conditions, especially given state and county directives to stay at home. Promoting stability amongst commercial tenancies is also conducive to public health, allowing businesses to follow the advice and directives of public health officials to close and allowing employees to avoid public contact during times of a public health crisis without fear of imminent eviction or foreclosure. Loss of income as a result of COVID-19 may inhibit City residents and businesses from fulfilling their financial obligations, including payment of rent. By extending the local eviction moratorium ordinance for an additional month through June 30, 2020, the City Council desires to prevent uncertainty and confusion for tenants associated with multiple state and county regulations governing evictions during the COVID-19 pandemic and to provide certainty for tenants on the processes in place to repay deferred rent after the initial period of moratorium. The length of the period of federal, state and local emergency is unknown at this time and it is prudent to revisit these emergency response measures as the unprecedented situation and legal landscape evolve. The initial Urgency Ordinance is already in place and these amendments require immediate action so the ordinance does not expire. Under Government Code Section 8634 and Chapter 2.32 of the Santee Municipal Code, this

ORDINANCE NO. 577

ordinance is necessary to provide for the protection of life and property for the reasons set out herein. The Council therefore finds and determines that the immediate preservation of the public peace, health and safety, and protection of life and property, require that this Ordinance be enacted as an urgency ordinance pursuant to Government Code section 36937 and take effect immediately upon adoption by four-fifths of the City Council.

SECTION 6. Certification.

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

PASSED, APPROVED and ADOPTED by the City Council of the City of Santee at a Regular Meeting of said Council held on the 27th of May, 2020, by the following vote:

AYES: HALL, HOULAHAN, KOVAL, MCNELIS, MINTO

NOES: NONE

ABSENT: NONE

APPROVED:



JOHN W. MINTO, MAYOR

ATTEST:



ANNETTE ORTIZ, CMC, CITY CLERK

APPROVED AS TO FORM:
BEST, BEST & KRIEGER LLP



SHAWN HAGERTY, CITY ATTORNEY

ORDINANCE NO. _____

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

The City Council of the City of Santee does ordain as follows:

SECTION 1. Findings.

- A. Except as modified herein, the findings set forth in Ordinances No. 575 and No. 577 are still applicable and incorporated herein by reference.
- B. On May 29, 2020, the Governor of the State of California issued Executive Order N-66-20, extending, until July 28, 2020, Executive Order N-28-20, which suspends any state law provision that would restrict a local government's exercise of its police powers to impose substantive limitations on residential or commercial evictions.
- C. The City Council desires to extend the Santee commercial and residential eviction moratorium urgency ordinance to prevent uncertainty and confusion for tenants associated with multiple state and county regulations governing evictions during the COVID-19 pandemic and to provide certainty for tenants on the processes in place to repay deferred rent.
- D. This Ordinance is adopted pursuant to the City's police powers and powers afforded to the city in the time of a national, state, county and local emergency during an unprecedented health pandemic, such powers being afforded by the State Constitution, State law and the Chapter 2.32 of the Santee Municipal Code to protect the peace, health, and safety of the public. The Santee City Council finds that this ordinance is necessary for the preservation of the public peace, health, and safety of residents living within the City and finds urgency to approve this ordinance immediately based on the facts described herein and detailed in the staff report. Under Government Code Section 8634, this ordinance is necessary to provide for the protection of health, life and property.

SECTION 2. Section 4 of Ordinance No. 575 is amended to read as follows. All other provisions of the Ordinance remain in place.

This Ordinance shall remain in effect until July 31, 2020. In order to prevent inconsistencies, the Director of Emergency Services may suspend the effectiveness of any provision in this ordinance in the event that the President of the United States, Congress, Governor of the State of California or California State Legislature or other body with jurisdiction adopts an order or legislation that similarly prohibits evictions for failure to pay rent by individuals impacted by the COVID-19 crisis.

ORDINANCE NO. _____

SECTION 3. Severability.

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

SECTION 4. Environmental Review.

The City Council finds that adoption and implementation of this ordinance is not a “project” for purposes of the California Environmental Quality Act (CEQA), as that term is defined by CEQA guidelines (Guidelines) sections 15061(b)(3), and 15378(b)(5). The effect of the proposed amendment will be to maintain the status quo and extend the existing urgency ordinance for an additional month. No new development will result from the proposed action. No impact to the physical environment will result. The City Council also alternatively finds that the adoption and implementation of this ordinance is exempt from the provisions of CEQA as an administrative activity by the City of Santee, in furtherance of its police power, that will not result in any direct or indirect physical change in the environment, per sections 15061(b)(3), and 15378(b)(5) of the CEQA Guidelines, as well as CEQA Guidelines section 15064(e) (economic regulations).

SECTION 5. Urgency Declaration; Effective Date.

The City Council finds and declares that the adoption and implementation of this ordinance is necessary for the immediate preservation and protection of the public peace, health and safety as detailed above and as the City and public would suffer potentially irreversible displacement of commercial and residential tenants resulting from evictions for failure to pay rent during the COVID-19 crisis. During this local emergency, and in the interest of protecting the public health and preventing transmission of COVID-19, it is essential to avoid unnecessary housing displacement, to protect the City’s affordable housing stock, and to prevent housed individuals from falling into homelessness during a time of abnormal economic conditions, especially given state and county directives to stay at home. Promoting stability amongst commercial tenancies is also conducive to public health, allowing businesses to follow the advice and directives of public health officials to close and allowing employees to avoid public contact during times of a public health crisis without fear of imminent eviction or foreclosure. Loss of income as a result of COVID-19 may inhibit City residents and businesses from fulfilling their financial obligations, including payment of rent. By extending the local eviction moratorium ordinance for an additional month through July 31, 2020, the City Council desires to prevent uncertainty and confusion for tenants associated with multiple state and county regulations governing evictions during the COVID-19 pandemic and to provide certainty for tenants on the processes in place to repay deferred rent after the initial period of moratorium. The length of the period of federal, state and local emergency is unknown at this time and it is prudent to revisit these emergency response measures as the unprecedented situation and legal landscape evolve. The initial Urgency Ordinance is already in place and these amendments require immediate action so the ordinance does not expire. Under

ORDINANCE NO. _____

Government Code Section 8634 and Chapter 2.32 of the Santee Municipal Code, this ordinance is necessary to provide for the protection of life and property for the reasons set out herein. The Council therefore finds and determines that the immediate preservation of the public peace, health and safety, and protection of life and property, require that this Ordinance be enacted as an urgency ordinance pursuant to Government Code section 36937 and take effect immediately upon adoption by four-fifths of the City Council.

SECTION 6. Certification. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same, or the summary thereof, to be published or posted in the manner required by law.

PASSED, APPROVED and ADOPTED by the City Council of the City of Santee at a Regular Meeting of said Council held on the 24th of June, 2020, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

APPROVED AS TO FORM:
BEST, BEST & KRIEGER LLP

SHAWN D. HAGERTY, CITY ATTORNEY

Attachment 1: Governor Newsom's Executive Order N-66-20

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-66-20

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

WHEREAS the COVID-19 pandemic and the physical distancing measures implemented to combat it have affected governmental agencies, private businesses, and members of the public, with associated impacts on adherence to certain statutory and regulatory deadlines and other requirements; and

WHEREAS as a result of COVID-19, individuals seeking to obtain teacher credentials have been unable to meet certain credentialing requirements, and it is necessary to provide flexibility to minimize the impacts to these individuals and the State's supply of qualified teachers, while maintaining high teacher-credentialing standards; and

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

WHEREAS on April 16, 2020, the Department of Housing and Community Development issued guidance on relief options available to developers and property owners of Department-funded developments experiencing cash flow shortages due to decreased rental revenue as a result of COVID-19; and

WHEREAS certain projects and programs funded or administered through the Department of Housing and Community Development will continue to experience longer-term cash flow shortages as a result of COVID-19 and accordingly require continued and expanded administrative relief; and

WHEREAS said projects and programs funded or administered by or through the Department of Housing and Community Development serve essential public purposes such as promoting and maintaining affordable housing for Californians and assisting Californians experiencing or at risk of homelessness; and

WHEREAS the Coronavirus Aid, Relief, and Economic Stimulus (CARES) Act (Public Law 116-136) provides supplemental funding through the U.S. Department of Housing and Urban Development to the Department of Housing and Community Development's Emergency Solutions Grant and Community Development Block Grant programs to help cover higher anticipated costs and support administrative expenses related to actions to prevent, prepare for and respond to COVID-19; and

WHEREAS Public Law 116-136 additionally provides Community Development Block Grant recipients with new flexibilities with respect to the use of funding to support COVID-19 response; and

WHEREAS there remains an increased need for child care for families who may not have previously needed child care, or who may now require additional hours of child care; and

WHEREAS in light of the COVID-19 pandemic and stay-at-home order (issued via Executive Order N-33-20 on March 19, 2020), there remains an ongoing need to promote housing security and stability, and local jurisdictions may need to continue to take additional measures to protect public health and safety; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this Order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567, 8571, and 8627, do hereby issue the following Order to become effective immediately:

IT IS HEREBY ORDERED THAT:

- 1) The requirement in Education Code sections 44225(a) and 44259(b)(3) and any accompanying regulations for preliminary multiple credential candidates and preliminary single subject credential candidates to complete the Teaching Performance Assessment (TPA) is suspended for candidates whose teacher preparation program verifies that, during the 2019-20 academic year, the candidate satisfies all of the following conditions:
 - (i) Was placed or employed in a local educational agency impacted by COVID-19 related school site closures;
 - (ii) Was in the process of completing the TPA;
 - (iii) Was unable to complete the TPA due solely to school closures; and
 - (iv) Successfully completed all other preliminary teaching credential requirements.

Candidates for whom the TPA requirement is suspended pursuant to this Paragraph 3 must complete and pass a Commission-approved teaching performance assessment prior to being recommended for a clear teaching credential.

- 2) The requirement in California Code of Regulations, Title 5, section 80054(a)(2)(A) and (B) for preliminary administrative services credential candidates to complete the California Administrator Performance

Assessment (CalAPA) is suspended for candidates whose administrator preparation program verifies that, during the 2019-20 academic year, the candidate:

- (i) Was placed or employed in a local educational agency impacted by COVID-19 related school site closures;
- (ii) Was in the process of completing the CalAPA;
- (iii) Was unable to complete the CalAPA due solely to school closures; and
- (iv) Successfully completed all other preliminary administrative services credential requirements.

Candidates for whom the CalAPA requirement is suspended pursuant to this Paragraph 4 must complete and pass a Commission-approved administrator performance assessment prior to being recommended for a clear administrative services credential.

- 3) The requirements in Education Code sections 44283 and 44283.2, and California Code of Regulations, Title 5, sections 80048.3(a)(5), 80048.8, 80071.5(a)(5), and 80413(a)(4) for preliminary multiple subject credential candidates and Level 1 or preliminary education specialist credential candidates to complete the Reading Instruction Competence Assessment (RICA) are suspended for candidates who, between March 19, 2020 and August 31, 2020, were or are unable to complete the RICA due to COVID-19 related testing center closures. Candidates for whom the RICA requirement is suspended pursuant to this Paragraph must complete and pass Commission-approved reading instruction competence assessment prior to being recommended for a clear credential.
- 4) The requirement in Education Code section 44252(f)(1) and any accompanying regulations for credential program applicants to complete the California Basic Educational Skills Test (CBEST) prior to admission to a Commission-approved credential program is suspended for applicants who, between March 19, 2020 and August 31, 2020, were or are unable to complete the CBEST due to COVID-19 related testing center closures. Applicants for whom the CBEST requirement is suspended pursuant to this Paragraph must complete the CBEST during their program prior to recommendation for a preliminary credential. Any use of these applicants' CBEST scores by teacher preparation programs shall be consistent with Education Code section 44252(f).
- 5) The requirement in Education Code section 44453(a) and any accompanying regulations for applicants for a university intern credential program to complete a subject matter examination (CSET) prior to admission to a university intern credential program; and the requirement in Education Code section 44325(c)(3) and any accompanying regulations for applicants for a university or district intern credential to complete a CSET are suspended for applicants who, between March 19, 2020 and August 31, 2020, were or are

unable to complete the CSET due to COVID-19 related testing center closures. Applicants for whom the CSET requirement is suspended pursuant to this Paragraph must complete the CSET prior to being recommended for a preliminary credential. Additionally, notwithstanding the requirement in Education Code section 44326 that district interns teach only in the subject area for which they have met the subject matter requirement, district interns for whom the CSET requirement is suspended pursuant to this Paragraph may teach in the subject area for which they have enrolled.

- 6) Notwithstanding California Code of Regulations, Title 25, sections 7312(f), 8303, and 8309, the Department of Housing and Community Development shall implement financial and regulatory accommodations for projects adversely affected by the COVID-19 pandemic, including modifications to the rules regarding project reserves, in order to help maintain the projects' feasibility. Any standards and procedures developed to govern such financial and regulatory accommodations shall be exempt from the Administrative Procedures Act (Chapter 3.5 of Part 1 of Title 2 of the Government Code).
- 7) The requirements specified in California Code of Regulations, Title 25, sections 8402, 8403(a), 8403(c), 8403(g), 8404, 8405, 8406, 8407, 8408, and 8410(a), governing the administration of the Emergency Solutions Grant Program, shall not apply to any funds allocated pursuant to Public Law 116-136. Within 10 days of this Order, the Department of Housing and Community Development shall develop and implement new streamlined procedures and conditions for the administration of such funds. The Department shall post such procedures and guidelines on its publicly accessible website. The development and implementation of such procedures and conditions shall be exempt from the Administrative Procedures Act (Chapter 3.5 of Part 1 of Title 2 of the Government Code).
- 8) Health and Safety Code sections 50827(a), 50828, 50833(a), and 50833(b), requiring set-asides for economic development and housing in the Community Development Block Grant Program, shall not apply to any funding allocated pursuant to Public Law 116-136 or to funding for the 2019 or 2020 federal fiscal years that is used to respond to the COVID-19 pandemic.
- 9) Paragraph 1 of Executive Order N-45-20 is withdrawn and superseded by the following text:

In order to facilitate the continued provision of child care during the COVID-19 outbreak, any provision in Articles 1 through 11, 12, 15.5 through 18, 20, and 21 of Chapter 2 of Part 6 of Division 1 of the Education Code and implementing regulations in Chapter 19 and 19.5 of Division 1 of Title 5, California Code of Regulations, that restricts a child care and development program impacted by COVID-19 from serving children of essential critical infrastructure workers, as described in the document posted at <https://covid19.ca.gov/img/EssentialCriticalInfrastructureWorkers.pdf> is suspended through June 30, 2020 (or, for families enrolled in non-

CalWORKS early learning and care services, for 60 days following the date of the child's enrollment pursuant to Paragraphs 2 and 3 of Executive Order N-47-20, whichever is longer), on the condition that services are provided consistent with an informal directive or bulletin issued by the State Superintendent of Public Instruction pursuant to SB 117 (Chapter 3, Statutes of 2020) and that costs associated with all services provided pursuant to the informal directive or bulletin are within the budget authority of the California Department of Education.

10) Paragraph 5 of Executive Order N-45-20 is withdrawn and superseded by the following text:

The requirements in Education Code section 8273 and any accompanying regulations or other written policies or procedures related to assessment of fees for families using preschool and child care and development services pursuant to Chapter 2 of Part 6 of Division 1 of the Education Code are suspended through June 30, 2020.

11) The timeframe set forth in Executive Order N-40-20, Paragraph 1, is extended for an additional 60 days from the date of this Order.

12) The timeframe set forth in Executive Order N-40-20, Paragraph 2, is extended for an additional 60 days from the date of this Order.

13) The timeframe set forth in Executive Order N-40-20, Paragraph 7, is extended for an additional 60 days from the date of this Order.

14) The timeframe set forth in Executive Order N-40-20, Paragraph 9, is extended for an additional 60 days from the date of this Order.

15) The timeframe set forth in Executive Order N-40-20, Paragraph 10, is extended for an additional 60 days from the date of this Order.

16) The timeframe set forth in Executive Order N-40-20, Paragraph 12, is extended for an additional 60 days from the date of this Order.

17) The timeframe set forth in Executive Order N-40-20, Paragraph 13, is extended for an additional 60 days from the date of this Order.

18) The timeframe set forth in Executive Order N-40-20, Paragraph 15, is extended for an additional 30 days from the date of this Order.

19) The timeframe set forth in Executive Order N-40-20, Paragraph 16, is extended for an additional 60 days from the date of this Order.

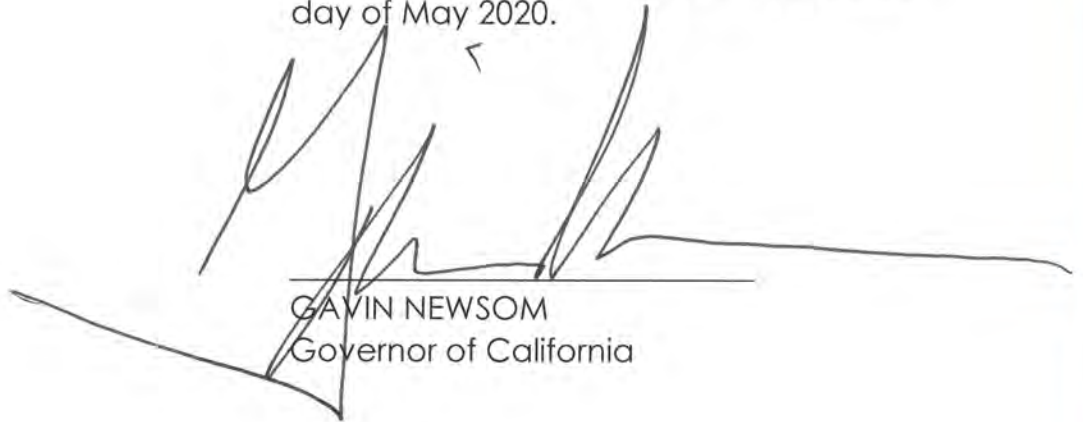
20) The timeframe for the protections set forth in Executive Order N-28-20, Paragraph 1, is extended for an additional 60 days from the date of this Order.

21) The timeframe for the protections set forth in Executive Order N-28-20, Paragraph 2 is extended for an additional 60 days from the date of this Order.

IT IS FURTHER ORDERED that, as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

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

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 29th day of May 2020.



A handwritten signature in black ink, appearing to read 'Gavin Newsom', is written over a horizontal line. The signature is stylized and extends to the right of the line.

GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State

City of Santee
COUNCIL AGENDA STATEMENT

Item 15

MEETING DATE

June 24, 2020

AGENDA ITEM NO.

ITEM TITLE

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA APPROVING AND ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2020-21 AND TAKING RELATED ACTIONS

DIRECTOR/DEPARTMENT

Marlene D. Best, City Manager
Tim K. McDermott, Finance *TKM*

SUMMARY

On June 16, 2020 the Proposed Operating Budget for Fiscal Year 2020-21 was presented to the City Council for review and discussion. The proposed budget is now being presented to the City Council for additional discussion, public comment and adoption.

The Proposed Operating Budget for Fiscal Year 2020-21 is on file with the City Clerk's Office and Finance Department and posted on the City's web site for public review. The attached Staff Report provides an overview of the requested actions to be taken in conjunction with the adoption of the proposed operating budget. Also attached is the agenda statement and staff report from the June 16, 2020 which provides a discussion regarding the proposed budget.

FINANCIAL STATEMENT *TKM*

The Proposed Operating Budget for Fiscal Year 2020-21 reflects a General Fund budget of \$46.4 million and a total operating budget of \$50.8 million for the upcoming year. The proposed General Fund budget, while utilizing \$486,070 in supplemental reserves, meets the General Fund Reserve Policy in accordance with City Council Resolution No. 059-2019. However, future challenges remain as the economy recovers from the impacts of the COVID-19 pandemic while the City continues to be faced with impacts such as contract law enforcement services costs and CalPERS retirement cost increases.

CITY ATTORNEY REVIEW

N/A **Completed**

RECOMMENDATION *MSB*

Adopt the attached resolution.

ATTACHMENTS (Listed Below)

1. Resolution Approving and Adopting the Operating Budget for Fiscal Year 2020-21 and Taking Related Actions (with Attachment A – Salary Schedules Effective June 25, 2020)
2. June 16, 2020 Agenda Statement and Staff Report
3. Proposed Operating Budget for Fiscal Year 2020-21

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE,
CALIFORNIA, APPROVING AND ADOPTING THE
OPERATING BUDGET FOR FISCAL YEAR 2020-21 AND TAKING RELATED ACTIONS**

WHEREAS, on June 16, 2020 and June 24, 2020 public meetings were held by the City Council to review the Proposed Operating Budget for Fiscal Year 2020-21; and

WHEREAS, the City Council considered all recommendations by staff and public testimony; and

WHEREAS, the City Council desires to adopt the Operating Budget for Fiscal Year 2020-21 incorporating any and all changes made by the City Council during the public meeting held on June 24, 2020.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Santee, California does hereby find, determine and declare as follows:

Section 1

The Operating Budget for Fiscal Year 2020-21, including all changes directed by the City Council, is approved and adopted.

Section 2

The monies necessary to offset the expenditures in the Operating Budget for Fiscal Year 2020-21 as adopted by the City Council pursuant to Section 1 hereof are authorized by this section to be appropriated out of the funds available to the City during said fiscal year.

Section 3

- A. The City Manager is authorized to implement salary and benefits adjustments for General, Management and Santee Firefighters' Association (SFFA) employee groups as approved and directed by the City Council.
- B. In accordance with the terms of the Memorandum of Understanding with the SFFA approved by the City Council via Resolution No. 060-2019 on June 26, 2019, the following adjustment is made to the salary and benefit plan for SFFA employees for fiscal year 2020-21.
 - 1) 2.5% salary increase effective June 25, 2020
- C. The following adjustments are made to the salary and benefit plan for General and Management employees including Executive Management for fiscal year 2020-21.
 - 1) 2.5% salary increase effective June 25, 2020
 - 2) Suspension of the vacation cash out program (Management employees)

RESOLUTION NO. _____

- D. The Salary Schedules effective June 25, 2020 as presented as Exhibit A are approved and adopted.
- E. The City Manager is authorized to execute agreements between the City of Santee and appropriate insurance companies for the purpose of providing health, life, long-term disability insurance and dental coverage for the eligible officers, active, retired and terminated employees of the City of Santee and their eligible dependents.

Section 4

- A. The City Manager is authorized to adjust operating budget line items during fiscal year 2020-21 as may from time to time be deemed desirable, not to exceed the authorized departmental totals.
- B. Unencumbered balances remaining at June 30, 2020 for operating accounts, excluding salaries and benefits, may be carried forward at the discretion of the City Manager to the subsequent fiscal year.
- C. An unencumbered balance in the amount of \$39,650 in the City Council budget at June 30, 2020 shall be carried forward to the Economic Development budget for fiscal year 2020-21.
- D. For contract building inspection services which are funded by permit fees collected, the City Manager is hereby authorized to increase the expenditure appropriation proportionately as increased revenues are received.
- E. For Recreation Revolving program expenditures that are funded from program revenues, the City Manager is hereby authorized to increase the expenditure appropriation as additional revenues are realized or if funds are available in the unappropriated balance of the Recreation Revolving Fund.
- F. In accordance with the terms of the Agreement for City Attorney Legal Services with Best Best & Krieger, the consumer price index adjusted rates effective July 1, 2020 will be as follows:

1) Monthly Retainer	\$15,510 (no increase)
2) Special Services	
i. Attorney	\$239 per hour
ii. Non-Attorney	\$196 per hour
3) Third Party Reimbursable Services	
i. Partner/Of Counsel	\$371 per hour
ii. Associate	\$307 per hour
iii. Non-Attorney	\$196 per hour
- G. The City Manager is authorized to execute the following professional service contract renewals provided for in the Operating Budget for Fiscal Year 2020-21 without further Council action:
 - 1) David Turch and Associates (legislative advocacy-federal) \$60,000

RESOLUTION NO. _____

- H. The City Manager is authorized to execute an amendment to the Agreement Between the City of Santee and Grossmont Union High School District for School Resource Officer Cost Sharing at Santana and West Hills High Schools in an amount for FY 2020-21 consistent with the City Council adopted budget.
- I. Grant funds awarded to the City of Santee, based on an application of these funds approved or accepted by the City Council, shall be appropriated as required.
- J. All fire benefit fee receipts shall be used exclusively to provide fire suppression services, with any funding shortfall made up from other General Fund sources.
- K. The fiscal year 2019-20 supplemental appropriation from the General Fund reserve balance in the amount of \$25,000 in response to the COVID-19 pandemic as approved by the City Council on March 11, 2020 is hereby increased to \$100,000. This appropriation is expected to be recovered from federal CARES Act allocations or FEMA/Cal OES reimbursements.

Section 5

The General Fund Reserve Policy is hereby continued by this resolution that a minimum reserve of 20% of annual General Fund operating expenditures be maintained.

Section 6

The Balanced General Fund Budget Policy is hereby continued by this resolution that, generally, ongoing revenues shall cover ongoing operating expenditures, allowing for use of General Fund reserves if the General Fund Reserve Policy is met.

RESOLUTION NO. _____

PASSED, APPROVED AND ADOPTED by the City Council of the City of Santee, California, at a regular meeting thereof held this 24th day of June, 2020, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

EXHIBIT A: Salary Schedules Effective June 25, 2020

CITY OF SANTEE
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE
 EFFECTIVE JUNE 25, 2020

<u>Classification</u>		A	B	C	D	E
Fire Captain / PM Base salary	Hourly	32.70	34.33	36.05	37.85	39.74
	Annual	95,216.79	99,978.70	104,977.32	110,225.42	115,737.33
 <i>Educational Incentive</i>						
Fire Captain / PM 31-45 units = 1.5% over base	Hourly	33.19	34.85	36.59	38.42	40.34
	Annual	96,644.84	101,478.39	106,552.08	111,878.96	117,473.43
Fire Captain / PM 46 units and over = 3.0% over base	Hourly	33.68	35.36	37.13	38.99	40.94
	Annual	98,073.19	102,978.06	108,126.82	113,531.89	119,209.19
Fire Captain / PM A.A. Degree = 4.5% over base	Hourly	34.17	35.88	37.67	39.56	41.53
	Annual	99,501.55	104,477.45	109,701.23	115,185.43	120,945.25
Fire Captain / PM Bachelor Degree = 6% over base	Hourly	34.66	36.39	38.21	40.12	42.13
	Annual	100,929.59	105,977.11	111,275.99	116,838.98	122,681.66

CITY OF SANTEE
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE
 EFFECTIVE JUNE 25, 2020

<u>Classification</u>		A	B	C	D	E
Fire Captain Base salary	Hourly	31.29	32.85	34.50	36.22	38.03
	Annual	91,116.41	95,673.08	100,456.48	105,478.78	110,752.73
 <i>Educational Incentive</i>						
Fire Captain 31-45 units = 1.5% over base	Hourly	31.76	33.35	35.01	36.77	38.60
	Annual	92,483.11	97,107.98	101,963.64	107,060.99	112,414.06
Fire Captain 46 units and over = 3.0% over base	Hourly	32.23	33.84	35.53	37.31	39.17
	Annual	93,850.11	98,543.17	103,470.18	108,642.91	114,075.39
Fire Captain A.A. Degree = 4.5% over base	Hourly	32.70	34.33	36.05	37.85	39.74
	Annual	95,216.79	99,978.39	104,977.02	110,225.42	115,736.72
Fire Captain Bachelor Degree = 6% over base	Hourly	33.17	34.83	36.57	38.40	40.32
	Annual	96,583.49	101,413.30	106,484.17	111,807.35	117,398.03

CITY OF SANTEE
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE
 EFFECTIVE JUNE 25, 2020

<u>Classification</u>		A	B	C	D	E
Fire Engineer/PM Base salary	Hourly	28.05	29.43	30.87	32.45	33.98
	Annual	81,682.83	85,691.66	89,900.17	94,486.50	98,961.72
 <i>Educational Incentive</i>						
Fire Engineer / PM 31-45 units = 1.5% over base	Hourly	28.47	29.87	31.34	32.93	34.49
	Annual	82,908.29	86,976.90	91,248.35	95,903.86	100,446.02
Fire Engineer / PM 46 units and over = 3.0% over base	Hourly	28.89	30.31	31.80	33.42	35.00
	Annual	84,133.46	88,262.47	92,597.14	97,320.87	101,930.38
Fire Engineer / PM A.A. Degree = 4.5% over base	Hourly	29.31	30.75	32.26	33.91	35.51
	Annual	85,358.60	89,547.71	93,945.61	98,738.21	103,415.01
Fire Engineer / PM Bachelor Degree = 6% over base	Hourly	29.73	31.19	32.72	34.39	36.02
	Annual	86,584.06	90,833.28	95,294.08	100,155.57	104,899.36

CITY OF SANTEE
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE
 EFFECTIVE JUNE 25, 2020

<u>Classification</u>		A	B	C	D	E
Fire Engineer Base salary	Hourly	26.71	28.02	29.40	30.90	32.36
	Annual	77,776.57	81,592.90	85,600.75	89,967.77	94,229.46
 <i>Educational Incentive</i>						
Fire Engineer 31-45 units = 1.5% over base	Hourly	27.11	28.44	29.84	31.36	32.84
	Annual	78,943.32	82,816.93	86,884.91	91,317.31	95,642.85
Fire Engineer 46 units and over = 3.0% over base	Hourly	27.51	28.86	30.28	31.82	33.33
	Annual	80,110.04	84,040.67	88,168.76	92,666.87	97,056.59
Fire Engineer A.A. Degree = 4.5% over base	Hourly	27.91	29.28	30.72	32.29	33.82
	Annual	81,276.46	85,264.70	89,452.90	94,016.42	98,469.99
Fire Engineer Bachelor Degree = 6% over base	Hourly	28.31	29.70	31.16	32.75	34.30
	Annual	82,443.49	86,488.42	90,736.74	95,365.98	99,883.39

CITY OF SANTEE
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE
 EFFECTIVE JUNE 25, 2020

<u>Classification</u>		A	B	C	D	E	F	G	H
Firefighter Paramedic	Hourly	24.04	25.03	26.06	27.13	28.73	29.89	31.10	32.36
Base salary	Annual	70,001.61	72,877.31	75,872.62	78,990.65	83,665.69	87,045.62	90,562.33	94,229.46

Educational Incentive (after completing 3 1/2 years of employment)

	G	H
Firefighter Paramedic	31.57	32.84
31-45 units = 1.5% over base	91,920.60	95,642.85
Firefighter Paramedic	32.03	33.33
46 units and over = 3.0% over base	93,278.90	97,056.59
Firefighter Paramedic	32.50	33.82
A.A. Degree = 4.5% over base	94,637.79	98,469.99
Firefighter Paramedic	32.97	34.30
Bachelor Degree = 6% over base	95,996.07	99,883.39

CITY OF SANTEE
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE
 EFFECTIVE JUNE 25, 2020

<u>Classification</u>		A	B	C	D	E	F	G	H
Firefighter	Hourly	20.40	21.42	22.39	23.61	24.79	26.03	27.33	28.70
Base salary	Annual	59,397.00	62,365.52	65,207.29	68,758.87	72,197.07	75,807.24	79,596.75	83,577.53
Educational Incentive (after completing 3 1/2 years of employment)								G	H
Firefighter								27.74	29.13
31-45 units = 1.5% over base								80,790.88	84,831.15
Firefighter								28.15	29.56
46 units and over = 3.0% over base								81,984.73	86,084.78
Firefighter								28.56	29.99
A.A. Degree = 4.5% over base								83,178.84	87,338.72
Firefighter								28.97	30.42
Bachelor Degree = 6% over base								84,372.67	88,592.03

CITY OF SANTEE
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE
 EFFECTIVE JUNE 25, 2020

Range	Classification		A	B	C	D	E
29	Account Clerk	Hourly	22.39	23.51	24.69	25.92	27.22
		Annual	46,578.96	48,907.97	51,353.43	53,921.31	56,617.17
35	Administrative Secretary	Hourly	25.97	27.27	28.63	30.06	31.57
		Annual	54,017.54	56,718.36	59,554.33	62,532.33	65,658.85
	Assistant City Clerk	Hourly		31.22	to	44.60	
		Annual		64,941.99	to	92,774.28	
	Assistant to the City Manager	Hourly		59.76	to	80.67	
		Annual		124,294.06	to	167,797.16	
50	Assistant Engineer	Hourly	37.61	39.49	41.47	43.54	45.72
		Annual	78,233.43	82,145.34	86,252.81	90,565.16	95,093.63
58	Associate Civil Engineer / Associate Traffic Engineer	Hourly	45.83	48.12	50.52	53.05	55.70
		Annual	95,319.71	100,086.12	105,090.71	110,345.08	115,862.58
49	Associate Planner	Hourly	36.69	38.53	40.46	42.48	44.60
		Annual	76,325.45	80,141.75	84,148.92	88,356.65	92,774.28
	City Clerk	Hourly		45.72	to	64.02	
		Annual		95,102.62	to	133,167.11	
	City Manager (Single Rate)	Hourly		111.01	to	111.01	
		Annual		230,896.75	to	230,896.75	
26	Code Compliance Assistant	Hourly	20.79	21.83	22.93	24.07	25.28
		Annual	43,253.14	45,415.87	47,686.64	50,071.08	52,574.47
44	Code Compliance Officer	Hourly	32.43	34.05	35.76	37.55	39.42
		Annual	67,460.65	70,833.49	74,375.44	78,093.94	81,998.67

CITY OF SANTEE
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE
 EFFECTIVE JUNE 25, 2020

Range	Classification		A	B	C	D	E
46	Confidential Accountant	Hourly	34.07	35.78	37.57	39.45	41.42
		Annual	70,875.85	74,419.64	78,140.65	82,047.55	86,150.04
46	Confidential Payroll Specialist	Hourly	34.07	35.78	37.57	39.45	41.42
		Annual	70,875.85	74,419.64	78,140.65	82,047.55	86,150.04
46	Confidential Secretary to City Manager/Council	Hourly	34.07	35.78	37.57	39.45	41.42
		Annual	70,875.85	74,419.64	78,140.65	82,047.55	86,150.04
	Crossing Guards ^ (Single Rate)	Hourly			13.50		
	Deputy Fire Chief	Hourly		60.16	to	82.31	
		Annual		125,123.46	to	171,199.17	
35	Development Services Technician	Hourly	25.97	27.27	28.63	30.06	31.57
		Annual	54,017.54	56,718.36	59,554.33	62,532.33	65,658.85
	Director of Community Services	Hourly		65.48	to	87.31	
		Annual		136,203.33	to	181,611.69	
	Director of Development Services	Hourly		64.79	to	87.35	
		Annual		134,769.56	to	181,687.40	
	Director of Finance / City Treasurer	Hourly		68.46	to	92.11	
		Annual		142,390.73	to	191,588.79	
	Director of Fire & Life Safety (Fire Chief)	Hourly		71.95	to	93.92	
		Annual		149,662.06	to	195,352.50	

CITY OF SANTEE
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE
 EFFECTIVE JUNE 25, 2020

Range	Classification		A	B	C	D	E
	Director of Human Resources	Hourly		63.93	to	86.31	
		Annual		132,980.94	to	179,524.48	
	Economic Development Manager	Hourly		40.26	to	54.35	
		Annual		83,741.61	to	113,051.91	
44	Engineering Inspector	Hourly	32.43	34.05	35.76	37.55	39.42
		Annual	67,460.65	70,833.49	74,375.44	78,093.94	81,998.67
39	Equipment Mechanic	Hourly	28.67	30.10	31.60	33.18	34.84
		Annual	59,625.35	62,606.74	65,737.01	69,023.92	72,474.92
35	Equipment Operator	Hourly	25.97	27.27	28.63	30.06	31.57
		Annual	54,017.54	56,718.36	59,554.33	62,532.33	65,658.85
38	Facilities Maintenance Supervisor	Hourly	27.97	29.37	30.83	32.38	33.99
		Annual	58,171.08	61,079.62	64,133.56	67,340.45	70,707.38
25	Facilities Maintenance Technician	Hourly	20.29	21.30	22.37	23.49	24.66
		Annual	42,198.09	44,307.87	46,523.53	48,849.44	51,291.79
	Finance Manager	Hourly		50.55	to	68.24	
		Annual		105,137.78	to	141,936.08	
	Fire Battalion Chief (2920 hours)	Hourly		38.33	to	51.97	
		Annual		111,935.13	to	151,744.15	

CITY OF SANTEE
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE
 EFFECTIVE JUNE 25, 2020

Range	Classification		A	B	C	D	E
	Fire Division Chief	Hourly		56.49	to	76.26	
		Annual		117,508.25	to	158,614.89	
44	Fire Inspector ^	Hourly	32.43	34.05	35.76	37.55	39.42
		Annual	67,460.65	70,833.49	74,375.44	78,093.94	81,998.67
	Fire Marshal	Hourly		50.55	to	68.24	
		Annual		105,137.78	to	141,936.08	
	Graduate Intern ^	Hourly		13.00	to	18.60	
38	Human Resources Technician	Hourly	27.97	29.37	30.83	32.38	33.99
		Annual	58,171.08	61,079.62	64,133.56	67,340.45	70,707.38
53	Information Technology Analyst	Hourly	40.50	42.53	44.66	46.89	49.23
		Annual	84,248.89	88,461.29	92,884.82	97,528.83	102,405.45
	Information Technology Manager	Hourly		45.95	to	62.04	
		Annual		95,579.80	to	129,032.87	
29	Landscape and Irrigation Maintenance Worker	Hourly	22.39	23.51	24.69	25.92	27.22
		Annual	46,578.96	48,907.97	51,353.43	53,921.31	56,617.17
48	Lead Equipment Mechanic	Hourly	35.80	37.59	39.47	41.44	43.52
		Annual	74,463.87	78,187.05	82,096.15	86,201.10	90,511.28

CITY OF SANTEE
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE
 EFFECTIVE JUNE 25, 2020

Range	Classification		A	B	C	D	E
29	Maintenance Worker	Hourly	22.39	23.51	24.69	25.92	27.22
		Annual	46,578.96	48,907.97	51,353.43	53,921.31	56,617.17
46	Management Analyst	Hourly	34.07	35.78	37.57	39.45	41.42
		Annual	70,875.85	74,419.64	78,140.65	82,047.55	86,150.04
	Marketing Coordinator	Hourly		31.22	to	44.60	
		Annual		64,941.99	to	92,774.28	
	Office Assistant ^	Hourly		13.00	to	17.76	
		Annual					
48	Parks & Landscape Supervisor	Hourly	35.80	37.59	39.47	41.44	43.52
		Annual	74,463.87	78,187.05	82,096.15	86,201.10	90,511.28
	Principal Civil Engineer	Hourly		56.79	to	76.92	
		Annual		118,130.83	to	159,999.97	
	Principal Planner	Hourly		45.01	to	60.76	
		Annual		93,615.60	to	126,383.04	
	Principal Traffic Engineer	Hourly		56.79	to	76.92	
		Annual		118,130.83	to	159,999.97	
38	Procurement Specialist	Hourly	27.97	29.37	30.83	32.38	33.99
		Annual	58,171.08	61,079.62	64,133.56	67,340.45	70,707.38
	Public Services Manager	Hourly		43.70	to	59.01	
		Annual		90,904.16	to	122,749.36	

CITY OF SANTEE
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE
 EFFECTIVE JUNE 25, 2020

Range	Classification		A	B	C	D	E
43	Public Works Supervisor	Hourly	31.64	33.22	34.89	36.63	38.46
		Annual	65,815.18	69,105.82	72,561.19	76,189.38	79,998.50
	Recreation Aide ^	Hourly		13.00	to	15.59	
28	Recreation Coordinator	Hourly	21.85	22.94	24.09	25.29	26.56
		Annual	45,442.95	47,715.28	50,100.97	52,605.94	55,236.38
	Recreation Leader ^	Hourly		14.00	to	17.00	
	Recreation Services Manager	Hourly		43.70	to	59.01	
		Annual		90,904.16	to	122,749.36	
	Recreation Supervisor	Hourly		31.22	to	44.60	
		Annual		64,941.99	to	92,774.28	
36	Senior Account Clerk	Hourly	26.62	27.95	29.35	30.82	32.36
		Annual	55,368.09	58,136.51	61,043.49	64,095.60	67,300.60
	Senior Civil Engineer / Senior Traffic Engineer	Hourly		49.78	to	67.70	
		Annual		103,551.37	to	140,809.94	
	Senior Human Resources Analyst	Hourly		41.24	to	55.68	
		Annual		85,784.09	to	115,809.28	
	Senior Management Analyst	Hourly		39.28	to	53.03	
		Annual		81,699.14	to	110,294.54	

CITY OF SANTEE
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE
 EFFECTIVE JUNE 25, 2020

Range	Classification		A	B	C	D	E
	Senior Planner	Hourly		39.14	to	52.84	
		Annual		81,404.26	to	109,898.44	
	Special Events Supervisor	Hourly		31.22	to	44.60	
		Annual		64,941.99	to	92,774.28	
	Storm Water Program Assistant^	Hourly		27.76	to	33.74	
50	Storm Water Program Manager	Hourly	37.61	39.49	41.47	43.54	45.72
		Annual	78,233.43	82,145.34	86,252.81	90,565.16	95,093.63
	Student Intern ^	Hourly		13.00	to	17.00	
	Technical Professional Expert ^	Hourly		50.00	to	160.00	

^Part-time, temporary status

CITY OF SANTEE
MAYOR AND CITY COUNCIL MEMBERS SALARY SCHEDULE
EFFECTIVE AUGUST 22, 2019

<u>Range</u>	<u>Classification</u>		
	City Council Member	Monthly	1,728.40
		Annual	20,740.80
	Mayor	Monthly	2,912.89
		Annual	34,954.68

City of Santee
COUNCIL AGENDA STATEMENT

MEETING DATE June 16, 2020

AGENDA ITEM NO.

ITEM TITLE **REVIEW OF THE PROPOSED OPERATING BUDGET FOR FISCAL YEAR 2020-21**

DIRECTOR/DEPARTMENT Marlene D. Best, City Manager
Tim K. McDermott, Finance

SUMMARY

The Proposed Operating Budget for Fiscal Year 2020-21 will be presented to the City Council and public for initial review and discussion. It will be brought back to the City Council on June 24, 2020 for additional discussion, public comment and adoption.

The Proposed Operating Budget for Fiscal Year 2020-21 is on file in the City Clerk's Office and Finance Department and posted on the City's web site for public review. The attached Staff Report provides an overview of the proposed operating budget.

FINANCIAL STATEMENT

The Proposed Operating Budget for Fiscal Year 2020-21 reflects a General Fund budget of \$46.4 million and a total operating budget of \$50.8 million for the upcoming year. The proposed General Fund budget, while utilizing \$486,070 in supplemental reserves, meets the General Fund Reserve Policy in accordance with City Council Resolution No. 059-2019. However, future challenges remain as the economy recovers from the impacts of the COVID-19 pandemic while the City continues to be faced with impacts such as contract law enforcement services costs and CalPERS retirement cost increases.

CITY ATTORNEY REVIEW N/A **Completed**

RECOMMENDATION

Review and discuss the Proposed Operating Budget for Fiscal Year 2020-21 and provide direction to staff.

ATTACHMENTS (Listed Below)

1. Staff Report
2. Proposed Operating Budget for Fiscal Year 2020-21

STAFF REPORT
PROPOSED OPERATING BUDGET
FOR FISCAL YEAR 2020-21

CITY COUNCIL MEETING
JUNE 16, 2020

Overview

The COVID-19 pandemic and related stay at home orders have had a substantial adverse impact on the City of Santee’s revenues, and will continue to do so as the economy attempts to recover from these impacts. Fortunately, Santee entered this period of uncertainty having experienced several years of solid growth in its key property tax and sales tax revenues, which, coupled with prudent expenditure restraint will provide resources that are expected to carry the City through the remainder of the current fiscal year and the upcoming fiscal year while continuing to meet the City Council reserve policy. However, given the degree of uncertainty as to the extent of the actual impacts and the period of time and pace of the subsequent recovery, revenues will be continually monitored as we move through the upcoming fiscal year.

Projected revenues for the current fiscal year ending June 30, 2020 reflect an overall \$678,800 decrease from the mid-year budget estimates, including a \$1.0 million decrease in projected sales tax revenue. In response to this revenue loss, the City has taken actions such as furloughing or laying off most part-time employees, implementing a hiring freeze, suspending the vacation buyback program for management employees, implementing a cut-off of all non-essential purchases effective May 1, 2020 for the remainder of the current fiscal year and deferring certain capital and other expenditures. General Fund expenditure savings of at least \$870,300 are expected to be realized at June 30, 2020, with an additional \$584,800 in General Fund savings in capital expenditure transfers.

The Proposed Operating Budget for Fiscal Year 2020-21 reflects the use of \$486,070 in supplemental reserves in order to balance the budget, with a projected reserve balance of \$10.0 million or 21.6% of annual General Fund operating expenditures at June 30, 2021, thereby meeting the City’s 20% reserve policy. Supplemental reserves beyond the 20% policy amount will provide additional protection against ongoing economic uncertainty.

General Fund
Proposed Budget Summary
FY 2020-21

Revenues	\$ 46,263,040
Expenditures	<u>(46,379,890)</u>
Revenues Over (Under) Expenditures	(116,850)
Other Financing Sources	175,000
Transfers to Other Funds	(394,220)
Unfunded Liabilities Payment (OPEB Trust)	<u>(150,000)</u>
Change in Fund Balance	(486,070)
Unassigned Fund Balance, 7/1/20	<u>10,522,161</u>
Unassigned Fund Balance, 6/30/21	<u><u>\$ 10,036,091</u></u>

General Fund Revenues

General Fund revenues for FY 2020-21 are projected to total \$46.3 million, a \$588,940 or 1.3% increase from the current fiscal year revised estimate. Following is a discussion of key revenues.

Property Taxes: Property Taxes represent 44% of General Fund revenues and are received based on property assessed valuation. Citywide assessed valuation is projected to increase by 5.1% in FY 2020-21. Property tax revenues are projected to total \$20.2 million in FY 2020-21, an increase of \$897,500 from the current fiscal year. Property tax revenues are only moderately impacted by the current economic downturn, primarily from an expected increase in payment delinquencies.

Sales Tax: Sales Tax represents 29% of General Fund revenues and is projected to total \$13.6 million in FY 2020-21, an increase of \$157,000 or 1.2% from the current fiscal year. This FY 2020-21 increase reflects the expected deferral of current fiscal year sales tax payments by small business taxpayers of up to \$50,000 per business that can spread the payments out by up to twelve months through July 31, 2021, thus shifting a portion of the City's FY 2019-20 sales tax revenues into FY 2020-21. Virtually all major categories of retail sales are experiencing sharp declines, other than State and County Pool allocations (online sales).

Franchise Fees: Franchise Fees represent the third largest discretionary source of revenue, and are received from Waste Management, San Diego Gas & Electric (SDG&E), Cox Communications and AT&T. Franchise Fees are projected to total \$3.0 million in FY 2020-21, an increase of just \$6,500 from the current fiscal year. Increases in revenues from SDG&E and Waste Management continue to be offset by reductions in revenues from Cox Communications and AT&T.

Transient Occupancy Tax: Transient Occupancy Tax (TOT) revenue for the current fiscal year is projected to total \$501,700 which is \$87,300 less than the mid-year budget estimate. For FY 2020-21 TOT revenue is projected to total \$414,800, a decrease of \$86,900 from the current fiscal year revised projection.

County Service Area 69 (CSA 69): Emergency medical service program reimbursements to be received from the County in FY 2020-21 will total \$3.6 million for the General Fund with an additional \$230,450 to be received in the Vehicle Replacement Fund. The General Fund amount reflects a \$169,170 increase from the current fiscal year.

Building Fees: The FY 2020-21 proposed budget reflects a decrease in building permit and plan check revenue which is projected to total \$1.2 million, a \$193,000 or 13.5% decrease from the current fiscal year.

CARES Act: On May 19, 2020 the County Board of Supervisors voted to allocate a total of \$25 million of Coronavirus Aid, Relief, and Economic Security (CARES) Act Coronavirus Relief Fund monies to the 17 cities that did not receive a direct allocation from the federal government. Santee's allocation is \$1,036,010. The FY 2019-20 revised revenue estimates include \$640,000 of this allocation and the FY 2020-21 proposed budget includes an additional \$240,000 of this allocation. These amounts represent the estimated cost to staff and operate the City's emergency operations center and other costs for the City's response to the COVID-19 pandemic.

General Fund Expenditures

The proposed budget reflects General Fund operating expenditures totaling \$46.4 million in FY 2020-21, a \$960,700 or 2.1% increase from the current fiscal year budget.

Public safety continues to represent the largest portion of the General Fund operating budget. The Law Enforcement budget totals \$16.1 million representing 35% of the total General Fund expenditures and the Fire and Life Safety budget totals \$14.4 million representing 31% of the total General Fund expenditures. Development Services Department and Community Services Department expenditures each total nearly \$5.0 million or 11% of the total General Fund expenditures.

Following is a discussion of some of the key impacts on the proposed budget.

Law Enforcement Services Contract: The law enforcement services contract with the San Diego County Sheriff Department will total \$16.0 million in FY 2020-21, a \$761,953 or 5.0% increase from the current fiscal year. The proposed budget continues to fund all current 51 sworn and two non-sworn contract positions. FY 2020-21 represents the fourth year of the current five-year contract for law enforcement services. The FY 2021-22 scheduled contract cost increase is 4.5% or \$720,046.

Personnel Costs: The proposed budget includes no new positions, position reclassifications or special salary adjustments. Two currently vacant Recreation Coordinator positions have been frozen and are not funded. The proposed budget includes the 2.5% scheduled salary increase for all Santee Firefighters' Association (SFFA) employees pursuant to the terms of the existing Memorandum of Understanding with the SFFA. The proposed budget includes a similar 2.5% salary increase for all General and Management employees. The proposed budget also includes the new technology allowance for the mayor (\$80 per month) and city council members (\$50 per month) in accordance with prior City Council action.

CalPERS Retirement Costs: Over the past several years CalPERS has enacted various changes in actuarial methods and assumptions in an effort to strengthen the funding status of the retirement program. Most recently the CalPERS board approved a reduction in the discount rate (the assumed rate of return on retirement plan assets) from 7.5% to 7.0%. The impact of this change is being phased-in over a seven-year period starting in FY 2018-19, and continues to impact current and future CalPERS retirement costs. In FY 2020-21 CalPERS retirement costs are projected to total \$4.9 million, a \$539,160 increase from the current fiscal year.

Other Expenditures: Other expenditures of note affecting the proposed budget are as follows.

City Council: No additional funding is included in FY 2020-21 for activities in support of the City's 40th anniversary of incorporation. Funds appropriated in FY 2019-20 for this purpose will be carried forward to the upcoming fiscal year.

City Manager (Economic Development): No additional funding is included in FY 2020-21 for the implementation of the City's new brand. Funds appropriated in FY 2019-20 for this purpose will be carried forward to the upcoming fiscal year.

Human Resources & Risk Management: Reflects an anticipated increase in liability insurance costs.

Finance: Defers both the development impact fee study and cost allocation plan/user fee study budgeted in the current and prior fiscal year.

Development Services: Includes funding for an inclusionary housing in-lieu fee study and for the implementation of web-based software to track and report on greenhouse gas emissions in accordance with the Sustainable Santee Plan.

Community Services: Includes increased operations and maintenance costs for a full year for the renovated Mast Park and the new 4.5-acre Weston Park.

Law Enforcement: Reduces by 50% the City's funding of the cost for a School Resource Officer at both West Hills and Santana High Schools.

Fire: Includes funds for the purchase of additional structural turnouts thereby meeting the goal of having two sets of turnouts for each firefighter. Includes funds for the purchase of firefighter brush clothing to complete the transition to single layer wildland gear.

Transfers and Other Uses: The proposed budget reflects reductions in the amount of transfers to the Vehicle Replacement Fund and Capital Improvement Program, both in the current fiscal year and in FY 2020-21. Funding previously allocated or committed by the City Council at the FY 2019-20 mid-year budget update for street repairs (\$492,013), community choice aggregation start-up costs (\$300,000) and Highway 52 improvements (\$492,013) are not impacted by these reductions. A contribution to the City's retiree health OPEB trust in the amount of \$150,000 is included in the proposed FY 2020-21 budget, which is less than the contributions made in prior years but sufficient to ensure the City's actuarially determined contribution is met.

Reserve Policy

Section 5 of City Council Resolution No. 059-2019 affirmed the City Council reserve policy that a minimum reserve of 20% of annual General Fund operating expenditures be maintained. The reserve policy contributes to the fiscal security of the City by providing resources that could be used to mitigate future risks such as revenue shortfalls, economic downturns, natural disasters and other catastrophic events. The reserve policy increases the credit worthiness of the City to credit rating agencies, resulting in cost savings when the City issues debt. The reserve policy also provides a benchmark to assist in short-term and long-term financial planning. The proposed budget conforms to the reserve policy for the upcoming fiscal year, though a structural deficit may require the continued use of reserves going forward.

OTHER FUNDS

The Other Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes or have been designated for a specified purpose. Following is an overview of the proposed operating budgets for the Other Funds.

Risk Management and Workers' Compensation Reserve Funds

The Risk Management and Workers' Compensation Reserve Funds are used to account for funds held in reserve for general liability and workers' compensation claims for which the City is self-insured up to the applicable self-insured retention amounts (\$150,000 and \$350,000 per claim respectively). The reserve fund balances, when combined with claims-related expenditures budgeted in the General Fund are targeted to meet the "expected" funding level based on an actuarial analysis of the estimated outstanding liability. An actuarial analysis of the City's liability and workers' compensation claims experience is performed every two years, the next such report to be done with a valuation date of June 30, 2020.

Vehicle Acquisition & Replacement Fund

The Vehicle Acquisition & Replacement Fund is used to account for funds that are accumulated for the replacement of City vehicles. Following are the vehicles proposed for purchase in FY 2020-21.

- Paramedic ambulance box remount onto an F-450 chassis with an estimated cost of \$190,570 to replace a 2015 chassis with more than 145,000 miles
- Ford Fusion Hybrid Sedan for use as a City pool vehicle to replace a 1998 Ford Taurus with 85,000 miles on it
- Ford F150 Crew Cab 4x4 truck to replace a 1998 Ford F250 truck used primarily by Development Services Department engineering staff

The budget for the second two vehicles listed above has been prepared based on the utilization of a lease program such as the one offered by Enterprise Fleet Management. This program is becoming more frequently utilized by many public agencies, and will likely provide cost savings, fleet improvements and cash flow advantages to the City. Staff is completing its due diligence of this program which is expected to be brought forward for consideration by the City Council in the next several months.

Recreation Revolving Fund

The Recreation Revolving Fund is used to account for revenues received from recreation program/class participants and the direct costs of these programs. Included are instructional classes for all ages, sports leagues, youth camps, senior trips, teen activities and Santee Parks and Recreation Committee (SPARC) special fund-raising events (Bluegrass Festival). The proposed budget has been prepared as a "status quo" budget reflecting all regular programs and activities, other than a reduction in staffing as a result of the unfilled Recreation Coordinator positions. Revenues are estimated to be \$242,750 in FY 2020-21 with proposed expenditures of \$202,100.

Supplemental Law Enforcement Fund

The Supplemental Law Enforcement Fund is used to account for revenues received annually under the State's Citizens' Option for Public Safety program in the estimated amount of \$100,000. These revenues are used to partially offset the cost of one Special Purpose Officer in the Community Oriented Policing Unit.

Highway 52 Coalition Fund

The Highway 52 Coalition Fund is used to account for funds budgeted in support of the Coalition's efforts to secure funding to improve Highway 52 which are used primarily for the cost of a lobbyist assisting in efforts to obtain federal funding, for support costs incurred by the City Attorney's Office and for meetings and outreach efforts with regional, state and federal representatives. The proposed FY 2020-21 budget totals \$73,600.

CASp Certification and Training Fund

The CASp Certification and Training Fund is used to account for a State mandated surcharge collected on every business license issued or renewed. This revenue must be used for certified disabled access specialist training and certification and to facilitate compliance with construction-related accessibility requirements.

Gas Tax Fund

The Gas Tax Fund is used to account for revenues received from the State of California through the Highway Users Tax Account (HUTA) that are restricted for street and road purposes (including the public right-of-way). Gas Tax Fund revenues are projected to total \$1,391,000 in FY 2020-21, exclusive of the Gas Tax revenues received in accordance with State Senate Bill 1 (SB 1) which are separately budgeted and discussed below. Gas Tax HUTA revenues are projected to increase by 7% in FY 2020-21 from the current fiscal year, though the current estimate reflects is 7% lower than the prior estimate received from the State in January 2020. Gas Tax HUTA revenues are utilized for the following purposes: traffic signal maintenance, street sweeping, street striping, minor street repairs, right-of-way and median landscape maintenance and curb/gutter/sidewalk maintenance. The proposed budget reflects \$1,606,880 in operating expenditures and transfers.

SAFE Program Fund

The SAFE (Service Authority for Freeway Emergencies) Program Fund provides for the expenditure of Santee's share of excess program reserve funds that were distributed to all cities and the county in accordance with Assembly Bill 1572. This funding is used to offset the cost of traffic management and traffic operations center activities.

Gas Tax-RMRA (SB 1) Fund

The Gas Tax-RMRA (SB 1) Fund is used to account for revenues received from the State of California as a result of the Road Repair and Accountability Act of 2017. The allowable use of Gas Tax-RMRA funds is similar, but not identical to, that of existing Gas Tax funds. Gas Tax-RMRA Fund revenues are projected to total \$1,005,800 in FY 2020-21 which reflects a 3% increase from the current fiscal year amount but is 9% lower than the prior estimate received from the State in January 2020. Gas Tax-RMRA funds will be used exclusively for certain street and road projects as identified in the proposed Capital Improvement Program for FY 2020 through FY 2024.

Zone 2 Flood Control District Fund

The Zone 2 Flood Control District Fund is used to account for property tax allocations used primarily for activities required by the Municipal Storm Water Permit issued by the San Diego Regional Water Quality Control Board. Revenues are projected to total \$414,300 in FY 2020-21, covering a portion but not all of the storm water permit and storm drain/channel maintenance activities, the balance of which is paid from the General Fund.

Community Development Block Grant (“CDBG”) Fund

The CDBG Fund is used to account for federal CDBG revenues received annually for public service, public facility and program administrative activities that benefit low and moderate income families, aid in the prevention or elimination of blight or address an urgent community need. CDBG revenues are estimated to be \$278,750 in FY 2020-21 which will be expended on Program Year 2020 activities in accordance with prior City Council action. This amount does not include the additional CDBG-CV (coronavirus response) funds to be received as a result of the CARES Act.

Community Facilities Districts (“CFDs”) Funds:

Community Facilities Districts Funds are used to account for the proceeds of property owner special tax assessments received to pay for the cost of municipal services in the following CFDs:

- CFD No. 2015-1 (Municipal Maintenance Services) – provides for storm water facility maintenance for the 10-residential unit El Nopal Estates II subdivision.
- CFD No. 2017-2 (Weston Municipal Services) – provides a funding mechanism to offset the cost impact of providing various public services as a result of the 415-residential unit Weston development.

Town Center Landscape Maintenance District (“TCLMD”) Funds

The TCLMD Funds are used to account for property owner assessments received to pay for landscape maintenance and related costs within the following four zones: Town Center, The Lakes, San Remo and Mission Creek. Assessment revenues have reached the maximum allowed in each of the four zones. Staff continues to evaluate alternatives for converting landscape materials to more drought-tolerant/low water use materials where feasible. Revenues and operating transfers in from the Gas Tax Fund are estimated to total \$325,180 in FY 2020-21 with proposed expenditures of \$346,100.

Santee Landscape Maintenance District (“SLMD”) Funds

The SLMD Funds are used to account for property owner assessments received to pay for landscape maintenance and related costs within the following ten zones: El Nopal, Country Scenes, Camelot Heights, Silver Country Estates, Mattazaro/Timberlane, The Heights, Prospect Hills, Mitchell Ranch, Dakota Ranch and Allos. Assessment revenues have reached the maximum allowed in seven of the ten zones, and one assessment increase reflecting a CPI adjustment is proposed in FY 2020-21. Staff continues to evaluate alternatives for converting landscape materials to more drought-tolerant/low water use materials where feasible. Revenues are estimated to total \$116,340 in FY 2020-21 with proposed expenditures of \$120,250.

Special Street Light Tax (Zone A) Fund

The Special Street Light Tax Fund is used to account for property tax allocations required to be utilized to operate, maintain and replace street lights of general benefit located throughout the City, primarily arterial streets (also referred to as “Zone A” of the Santee Roadway Lighting District). Revenues are estimated to be \$361,700 in FY 2020-21 with proposed expenditures of \$177,000. Reserves are being accumulated for the future replacement of street lights.

Roadway Lighting District (Zone B) Fund

The Roadway Lighting District Fund is used to account for assessments received from benefiting property owners (currently \$14.06 per year for a single family residence) in order to operate, maintain and replace street lights of special benefit throughout the City (also referred to as “Zone B” of the Santee Roadway Lighting District). Revenues are estimated to be \$353,360 in FY 2020-21 with proposed expenditures of \$346,510.

Mobile Home Park Ordinance Administration Fund

The Mobile Home Park Ordinance Administration Fund is used to account for assessment revenues collected from mobile park owners to help defray the reasonable and necessary costs incurred in the administration of the City’s mobile home rent control ordinance. Park owners are assessed \$3 per month for each space subject to the City’s rent control ordinance. Revenues are estimated to total \$41,500 in FY 2020-21 with proposed expenditures of \$40,840.

PEG Fees Fund

The PEG Fees Fund is used to account for revenues received from cable television providers in an amount equal to 1% of their gross revenues, to be used by the City for capital costs related to public, educational and governmental access facilities consistent with state and federal law. PEG fees collected in FY 2020-21 will be used for the City Council Chamber Improvements project which will provide the equipment and facilities necessary to provide for the livestreaming and public access broadcasting services of City Council meetings. PEG fee revenues are projected to total \$154,700 in FY 2020-21.

Next Steps

The Proposed Operating Budget for Fiscal Year 2020-21 will be brought back to the City Council on June 24, 2020 for additional discussion, public comment and adoption. Once adopted, the budget will be closely and continually monitored in light of the degree of uncertainty regarding current and future economic conditions



**Proposed
Operating Budget
Fiscal Year 2020-21**



*This page intentionally left blank
(Front Cover)*

**CITY OF SANTEE, CALIFORNIA
PROPOSED
OPERATING BUDGET
Fiscal Year 2020-21**



MAYOR

JOHN W. MINTO, Mayor

COUNCIL MEMBERS

LAURA KOVAL, Vice Mayor
RONN HALL, Council Member
STEPHEN HOULAHAN, Council Member
ROB MCNELIS, Council Member

EXECUTIVE MANAGEMENT

City Manager, Marlene D. Best
City Attorney, Shawn Hagerty
City Clerk, Annette Ortiz
Director of Finance/Treasurer, Tim K. McDermott
Assistant to the City Manager, Kathy Valverde
Director of Community Services, Bill Maertz
Director of Development Services, Melanie Kush
Director of Fire & Life Safety, John Garlow
Director of Human Resources/Risk Management, Erica Hardy
Economic Development Manager, Pamela A. White
Sheriff Captain, Christina Bavencoff



This page intentionally left blank

CITY OF SANTEE, CALIFORNIA
PROPOSED OPERATING BUDGET
Fiscal Year 2020-21

Table of Contents

INTRODUCTION

City of Santee Organizational Chart	i
Community Profile	ii
Mission, Vision, Values Statement	iii
Summary of Funded Positions	v

GENERAL FUND

Summary of Revenues and Expenditures - General Fund	1
Revenue Detail - General Fund	2
Detail of Other Financing Sources and Uses - General Fund	4

DEPARTMENT DETAIL

City Council	5
City Attorney	11
City Manager/Economic Development	15
Information Technology	29
Animal Control	35
City Clerk	37
Human Resources & Risk Management	45
Finance	55
Development Services:	61
Engineering	63
Storm Water	71
Planning	75
Building	81
Code Compliance	85
Community Services:	91
Administration	93
Public Services	99
Storm Water	109
Solid Waste and Recycling	113
Facility Operations	117
Recreation Services	121
Special Events	127
Law Enforcement Services	133

**CITY OF SANTEE, CALIFORNIA
PROPOSED OPERATING BUDGET
Fiscal Year 2020-21**

Table of Contents (continued)

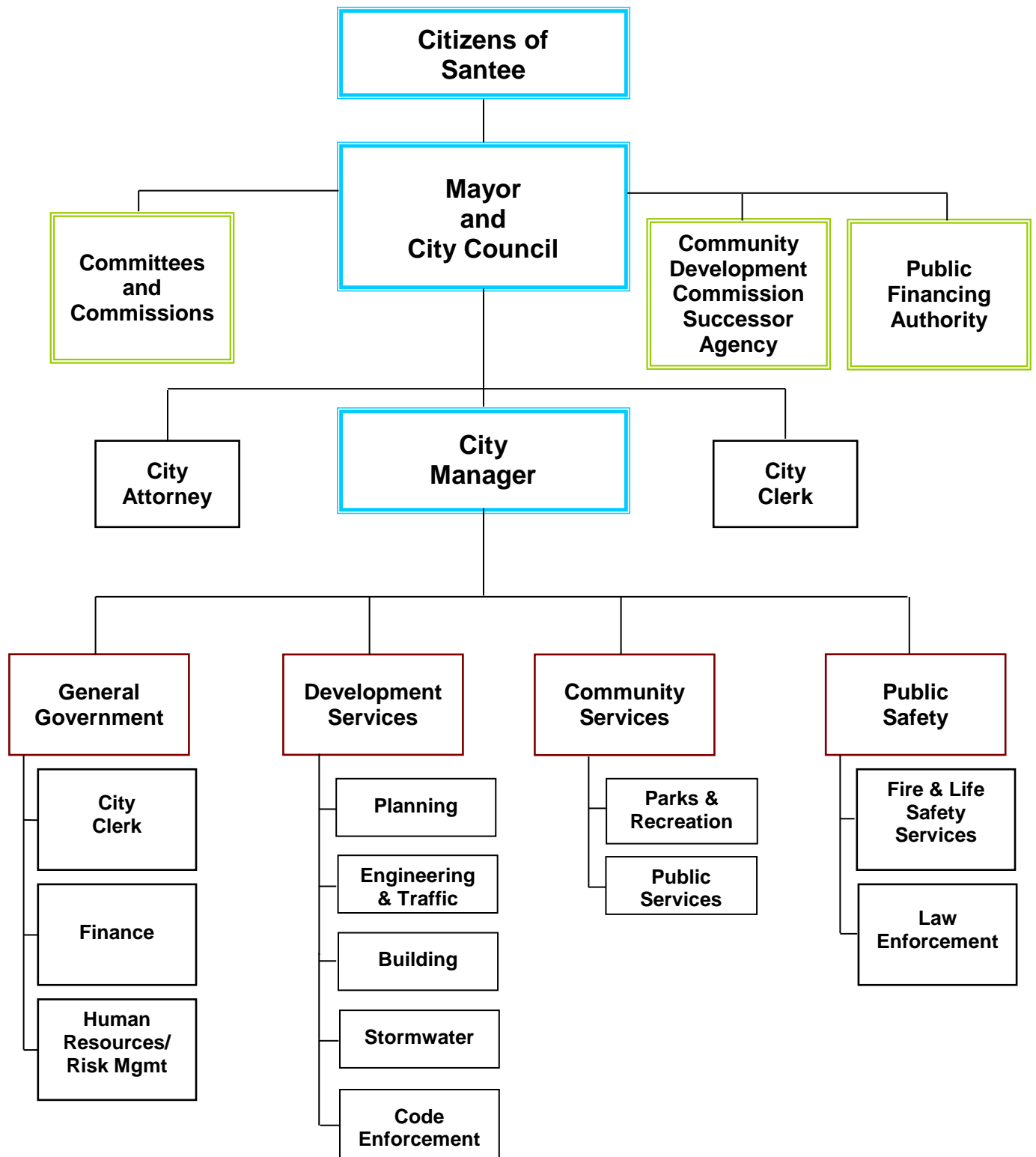
GENERAL FUND (continued)

Fire & Life Safety:	139
Fire Administration	141
Emergency Operations	147
Emergency Medical	153
Emergency Preparedness	159
Fleet Operations & Maintenance	163
Emergency Declaration	169
Other Uses	171

OTHER FUNDS

Summary of Other Funds	173
Revenue Detail - Other Funds	174
Vehicle Acquisition & Replacement	179
Recreation Revolving	183
Supplemental Law Enforcement Services	189
Highway 52 Coalition	191
CASp Certification and Training	195
Gas Tax	197
SAFE Program Fund	205
Gas Tax-RMRA (SB1)	209
Zone 2 Flood Control District	211
Community Development Block Grant	219
Community Facilities Districts	223
Town Center Landscape Maintenance District	229
Santee Landscape Maintenance District	235
Roadway Lighting District - Zone A	247
Roadway Lighting District - Zone B	251
Mobile Home Park Administration Assessment	255
PEG Fees	259

CITY OF SANTEE ORGANIZATIONAL CHART



CITY OF SANTEE COMMUNITY PROFILE



Date Incorporated	December 1, 1980
City Charter	Voter Approved November 4, 2008
Form of Government	Council - Manager
City Employment (full-time equivalent funded positions)	128.1
Population (as of 01/01/20)	57,999
Number of Registered Voters (as of 02/17/20)	35,640
Median Household Income (2018)	\$84,361
Median Housing Price (2020 Q1 – single family residential)	\$585,000
Area	16.7 square miles
Streets (miles)	121.5
Elevation	350 ft.



MISSION

We honor the public trust and serve our community by providing quality services and programs to promote economic prosperity, safety, social well being and a healthy environment.

VISION

Exceptional and dedicated people working together for a dynamic and progressive City where family, community and diversity are embraced.

VALUES

Accountability

Taking responsibility and ownership for actions and their results.

Visionary

Exemplifying innovation and initiative.

Integrity

Dedication to honest and ethical actions in public service.

Professionalism

Demonstrating high standards of performance, service or teamwork with responsiveness, courtesy and respect.

Commitment

Displaying dedication and loyalty to the community, organization or profession.





This page intentionally left blank

**CITY OF SANTEE
SUMMARY OF FUNDED POSITIONS**

	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
GENERAL FUND			
City Council	5.50	5.50	5.50
City Manager	4.00	5.00	4.50
Information Technology	2.00	2.00	2.00
City Clerk	2.50	2.50	3.00
Human Resources	3.00	3.00	3.00
Finance	8.00	8.00	8.00
Development Services	21.30	21.30	21.30
Community Services	22.21	22.28	20.98
Fire and Life Safety	57.60	60.60	60.60
Total General Fund	126.11	130.18	128.88
Recreation Revolving Fund	0.79	0.72	0.02
Mobile Home Park Ord. Admin. Fund	0.20	0.20	0.20
Total Funded Positions	127.10	131.10	129.10

Note: does not include part-time temporary (non-benefitted) positions



This page intentionally left blank

**CITY OF SANTEE
GENERAL FUND SUMMARY
FY 2020-21 PROPOSED BUDGET**

	FY 2019-20		FY 2020-21
	Current Budget	Projected at 6/30/20	Proposed Budget
Revenues	\$ 46,352,900	\$ 45,674,100	\$ 46,263,040
Expenditures by Dept:			
City Council	484,850	466,050	445,200
City Attorney	755,120	745,120	728,120
City Manager (total):	994,340	979,840	996,430
City Manager	695,260	683,760	674,180
Economic Development	299,080	296,080	322,250
Information Technology	450,490	436,490	471,380
Animal Control	424,810	424,810	435,000
City Clerk	420,970	367,470	440,300
Human Resources & Risk Mgmt (total):	1,157,410	1,052,010	1,142,960
Human Resources	552,860	543,860	518,820
Risk Management	604,550	508,150	624,140
Finance	1,308,330	1,261,230	1,329,340
Development Services (total):	5,023,330	4,924,330	4,973,810
Engineering	2,311,390	2,276,390	2,387,130
Stormwater	197,170	185,170	202,320
Planning	1,297,780	1,269,780	1,319,660
Building	1,063,180	1,063,180	921,500
Code Compliance	153,810	129,810	143,200
Community Services (total):	5,029,144	4,573,144	4,976,980
Administration	471,900	410,700	458,370
Public Svcs - Maintenance	3,424,614	3,123,914	3,481,730
Stormwater	104,820	93,080	129,850
Solid Waste	44,850	44,990	37,870
Facility Operations	88,480	66,180	54,530
Recreation	629,920	604,520	597,580
Special Events	264,560	229,760	217,050
Law Enforcement	15,398,450	15,394,450	16,061,050
Fire and Life Safety (total):	13,946,990	13,898,990	14,354,320
Administration	882,590	872,590	902,540
Emergency Operations	9,305,270	9,285,270	9,554,370
Emergency Medical	3,334,200	3,334,200	3,496,350
Emergency Preparedness	26,330	18,330	28,490
Grants	-	-	-
Fleet Operations and Maintenance	398,600	388,600	372,570
Emergency Declaration	25,000	100,000	25,000
Total Operating Expenditures	45,419,234	44,623,934	46,379,890
Revenues Over (Under) Expenditures	933,666	1,050,166	(116,850)
Other Financing Sources	10,000	290,000	175,000
Other Financing Uses	(3,091,126)	(2,506,326)	(544,220)
Change in Unassigned Fund Balance	(2,147,460)	(1,166,160)	(486,070)
Unassigned Fund Balance, Beg. of Year	11,688,321	11,688,321	10,522,161
Unassigned Fund Balance, End of Year	\$ 9,540,861	\$ 10,522,161	\$ 10,036,091
Unassigned Fund Balance %	21.0%	22.7%	21.6%
20% Reserve Policy Minimum Balance	\$ 9,083,847	\$ 9,275,978	\$ 9,275,978
Amount in Excess of Reserve Policy	\$ 457,014	\$ 1,246,183	\$ 760,113

**CITY OF SANTEE
GENERAL FUND
REVENUE DETAIL
FY 2020-21 PROPOSED BUDGET**

Account No.	Account Name	FY 2019-20 Revised Estimates	FY 2020-21 Estimates	Increase (Decrease)
TAXES				
Property Taxes		19,660,300	20,525,300	865,000
1001.00.4001	Property Tax Secured and Unsecured	10,855,500	11,321,700	466,200
1001.00.4002	Property Tax - Redev Pass-through	472,200	493,800	21,600
1001.00.4003	Property Tax - Redev Residual Distrib	1,612,400	1,694,600	82,200
1001.00.4006	Property Tax In Lieu (of VLF)	6,394,900	6,722,400	327,500
1001.00.4005	Real Property Transfer	325,300	292,800	(32,500)
Sales and Use Taxes		11,861,100	12,068,300	207,200
1001.00.4011	Sales and Use Taxes	13,401,000	13,558,000	157,000
1001.00.4015	Location Agreement Payment	(1,539,900)	(1,489,700)	50,200
Transient Occupancy Tax		501,700	414,800	(86,900)
1001.00.4020	Transient Occupancy Tax	501,700	414,800	(86,900)
Franchise Fees		3,003,600	3,010,100	6,500
1001.00.4030	Franchise Fees	3,003,600	3,010,100	6,500
SPECIAL ASSESSMENTS		1,103,100	1,111,300	8,200
1001.03.4102	Assessments - Fire Benefit Fee	1,103,100	1,111,300	8,200
INTERGOVERNMENTAL		875,400	502,300	(373,100)
1001.00.4202	Motor Vehicle License Fees	46,200	27,600	(18,600)
1001.00.4206	SB90 Claims	37,100	39,000	1,900
1001.00.4220	Grants - Federal	640,000	240,000	(400,000)
1001.03.4250	Fire Reimbursements - Federal	80,800	61,300	(19,500)
1001.03.4251	Fire Reimbursements - State	60,000	127,500	67,500
1001.03.4252	Fire Reimbursements - Local/Other	11,300	6,900	(4,400)
LICENSES AND PERMITS		1,573,300	1,399,700	(173,600)
1001.00.4301	Business Licenses - New	35,700	38,600	2,900
1001.00.4302	Business Licenses - Renewals	50,300	50,800	500
1001.00.4303	Regulatory Permits	2,200	2,500	300
1001.00.4304	Business Licenses - Other	700	800	100
1001.00.4306	Home Occupation Permit - New	5,600	5,300	(300)
1001.00.4307	Home Occupation Permit - Renewal	12,400	12,900	500
1001.00.4310	Alarm Permits	1,200	1,300	100
1001.03.4330	Fire Department - Permits/Services	36,700	52,000	15,300
1001.04.4340	Building Fees - Eng Direct City Costs	14,200	14,000	(200)
1001.04.4341	Building Fees - Subject to Split	1,407,400	1,213,000	(194,400)
1001.04.4343	Building Fees - Plng Direct City Costs	6,900	8,500	1,600
FINES AND FORFEITURES		208,100	189,500	(18,600)
1001.00.4401	Vehicle Code Fines	132,100	123,700	(8,400)
1001.00.4402	Other Fines and Forfeitures	15,300	14,900	(400)
1001.04.4403	Code Compliance Administrative Citations	7,300	2,000	(5,300)
1001.04.4404	Storm Water Administrative Citations	12,000	10,000	(2,000)
1001.00.4410	Parking Citations	41,400	38,900	(2,500)
CHARGES FOR SERVICES		5,917,900	6,212,610	294,710
1001.04.4601	Engineering - Fee Based	58,200	51,000	(7,200)
1001.04.4603	Engineering - Full Cost Recovery	569,000	470,000	(99,000)
1001.04.4611	Street Light Energizing Fee	200	200	-
1001.04.4612	Storm Water Inspection	8,000	5,000	(3,000)

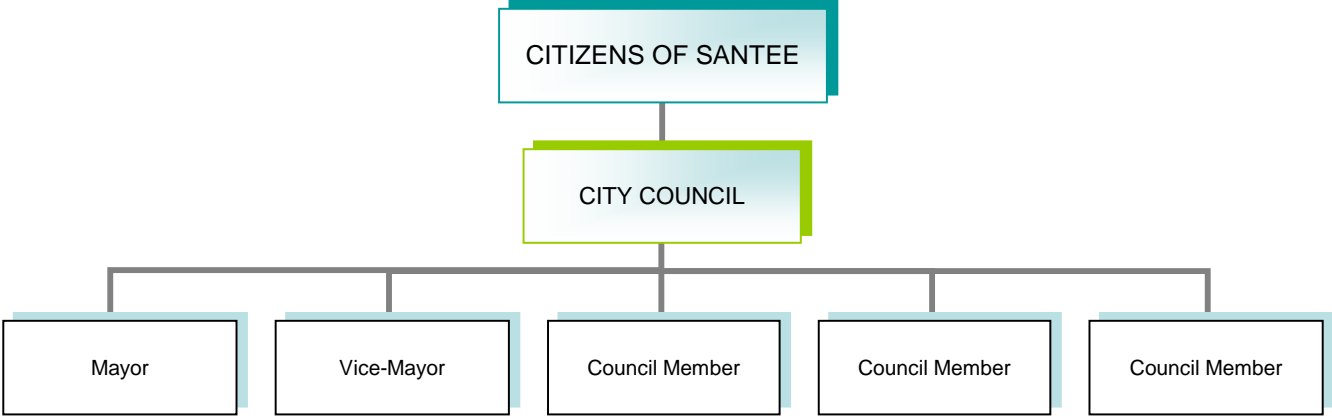
**CITY OF SANTEE
GENERAL FUND
REVENUE DETAIL
FY 2020-21 PROPOSED BUDGET**

Account No.	Account Name	FY 2019-20 Revised Estimates	FY 2020-21 Estimates	Increase (Decrease)
1001.04.4621	Planning - Fee Based	12,100	12,800	700
1001.04.4623	Planning - Full Cost Recovery	296,700	319,000	22,300
1001.02.4632	CSD - Full Cost Recovery	700	700	-
1001.03.4633	Fire - Full Cost Recovery	1,500	200	(1,300)
1001.00.4635	Finance - Full Cost Recovery	2,000	2,000	-
1001.00.4640	Admin Tow Fees	26,500	26,500	-
1001.00.4641	Cost Recovery - Restitution	400	400	-
1001.02.4645	Cost Recovery - Subrogation	3,300	-	(3,300)
1001.03.4646	Instructional Services - FTES	8,500	20,620	12,120
1001.02.4650	Sports Field Lighting	48,400	50,400	2,000
1001.02.4665	Disc Golf Fees	2,600	15,000	12,400
1001.02.4668	Electric Vehicle Charging Stations	100	1,000	900
1001.02.4676	Teen Programs	6,300	10,300	4,000
1001.02.4680	Special Events	126,700	117,100	(9,600)
1001.00.4691	Candidate Statements	-	3,600	3,600
1001.03.4692	CSA 69	3,440,100	3,609,270	169,170
1001.00.4694	City Clerk - Misc Fees	800	1,000	200
1001.00.4695	City Clerk - Passport Services	23,500	26,400	2,900
1001.00.4699	Charges to Other Funds	114,900	143,680	28,780
1001.02.4699	Charges to Other Funds	399,400	552,020	152,620
1001.04.4699	Charges to Other Funds	768,000	774,420	6,420
	USE OF MONEY AND PROPERTY	545,200	430,900	(114,300)
1001.00.4701	Interest Income	337,400	143,400	(194,000)
1001.04.4701	Interest Income	-	-	-
1001.04.4705	Rent/Lease/Use Income	14,600	14,600	-
1001.02.4711	City Facilities - Sportsplex	51,100	114,300	63,200
1001.02.4716	Concessions	4,000	18,600	14,600
1001.02.4722	Rental - Bldgs 7 & 8	17,500	20,000	2,500
1001.02.4723	Rental - Picnic Shelters	42,100	45,000	2,900
1001.02.4724	Rental - Ball Fields	78,500	75,000	(3,500)
	OTHER REVENUE	424,400	398,230	(26,170)
1001.00.4031	Sycamore Landfill Fees	351,300	358,300	7,000
1001.00.4801	Miscellaneous Income	5,000	5,000	-
1001.01.4801	Miscellaneous Income	46,100	30,000	(16,100)
1001.02.4801	Miscellaneous Income	2,300	-	(2,300)
1001.03.4801	Miscellaneous Income	2,400	1,430	(970)
1001.04.4801	Miscellaneous Income	2,100	1,000	(1,100)
1001.02.4803	Donations - Memorial Program	1,600	1,500	(100)
1001.04.4805	Abandoned Property Registration	1,100	1,000	(100)
1001.04.4806	Code Compliance/Other	2,000	-	(2,000)
1001.03.4821	Sale of Real & Personal Property	10,500	-	(10,500)
	TOTAL GENERAL FUND	45,674,100	46,263,040	588,940

**CITY OF SANTEE
GENERAL FUND
DETAIL OF OTHER FINANCING SOURCES AND USES
FY 2020-21 PROPOSED BUDGET**

	<u>FY 2019-20</u>		<u>FY 2020-21</u>
	<u>Current Budget</u>	<u>Projected at 6/30/20</u>	<u>Proposed Budget</u>
Other Financing Sources:			
Operating Transfers In	\$ 10,000	\$ 10,000	\$ -
Release of Prior Year Appropriations	-	55,000	-
Release of Assigned Fund Balance	-	50,000	-
Release of Reserved Fund Balance	-	175,000	175,000
	<u> </u>	<u> </u>	<u> </u>
Total Other Financing Sources	<u>\$ 10,000</u>	<u>\$ 290,000</u>	<u>\$ 175,000</u>
Other Financing Uses:			
Transfers to Other Funds	\$ (547,100)	\$ (447,100)	\$ (359,600)
Transfers to CIP	(760,000)	(275,200)	(34,620)
Transfers to CIP (street repairs)	(492,013)	(492,013)	-
Unfunded Liabilities (OPEB/retiree health)	(500,000)	(500,000)	(150,000)
Committed for CCA Start Up Costs	(300,000)	(300,000)	-
Committed for Highway 52 Improvements	(492,013)	(492,013)	-
	<u> </u>	<u> </u>	<u> </u>
Total Other Financing Uses	<u>\$ (3,091,126)</u>	<u>\$ (2,506,326)</u>	<u>\$ (544,220)</u>

**CITY OF SANTEE
CITY COUNCIL**



CITY OF SANTEE CITY COUNCIL

Mission Statement

The mission of the City of Santee is to honor the public trust and serve our community by providing quality services and programs to promote economic prosperity, safety, social well-being and a healthy environment.

Program Description

The City Council serves as the legislative and policy-making body of the City of Santee. The City Council establishes policy, approves contracts and agreements, and adopts an annual budget. The City Council enacts ordinances and resolutions essential for governing the affairs of the City as well as adopting measures that may be necessary for the protection of the health, safety, welfare and property of the City's residents. The City Council represents the interests of the community at local, regional, state and federal levels.

FY 2019-20 Accomplishments

- Maintained fiscal stability and achieved steady progress in the retention and expansion of retail, commercial and industrial sectors, prior to the COVID-19 pandemic
- Adopted the "Support Our Santee" program to provide relief and assistance to residents and businesses experiencing hardships as a result of the economic impacts due to COVID-19. The program includes eviction moratoriums; enhanced funding for public service organizations; micro grants/loans; emergency rental assistance; waiver of business license late payments; TOT deferrals; and rent adjustments for City lessees and concessionaries
- Launched online/virtual City Council meetings to meet social distancing requirements in response to the COVID-19 pandemic
- Approved an Exclusive Negotiating Agreement for a future hotel in Santee
- Approved an Ordinance authorizing the City's participation in a future Joint Powers Authority (JPA) Community Choice Aggregation (CCA) program; considered three JPA opportunities; and set aside funds for the City's share of any future startup costs
- Completed a comprehensive branding effort and approved a new City brand, logo and tagline; and approved a Marketing Coordinator to implement the new brand initiative
- Continued support and education of the Highway 52 Coalition to enhance the opportunities to "fix the 52" and benefit the entire region

FY 2020-21 Goals and Objectives

- Support continued response efforts to mitigate the impacts related to COVID-19 and to ensure the City's short and long-term fiscal stability throughout the pandemic
- Maintain emphasis on efficient delivery of City services for taxpayers with a high level of fiscal responsibility while balancing competing interests in challenging economic times
- Uphold the priority to protect the health, safety and welfare of Santee residents through effective public safety strategies including continuing to push for a Public Safety Center
- Support a high quality of life for Santee residents and visitors through construction of a Community Center and implementation of planned safety strategies, especially for parks and trails
- Encourage regional collaboration with other agencies on issues that may impact Santee and our surrounding community, including CSA 69
- Continue efforts in support of the Highway 52 Coalition
- Provide legislative support as required for the 2020 election

**CITY OF SANTEE
CITY COUNCIL**

General Government City Council 1001.00.1101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	------------------------------	-------------------------------	--------------------------------

SUMMARY OF EXPENDITURES

Personnel	\$ 307,564	\$ 289,960	\$ 299,700
Operations & Maintenance	121,355	194,890	145,500
Capital Outlay	-	-	-
Grand Total	\$ 428,919	\$ 484,850	\$ 445,200

SUMMARY OF FUNDED POSITIONS

Mayor	1.00	1.00	1.00
Council Members	4.00	4.00	4.00
Confidential Secretary to City Manager/Council Members	0.50	0.50	0.50
Total Positions	5.50	5.50	5.50

**CITY OF SANTEE
CITY COUNCIL**

General Government City Council 1001.00.1101		FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 41,007	\$ 42,020	\$ 43,080
Salaries & Wages - Mayor & City Council	50013	118,843	117,530	117,920
Sick Leave Buy Back	50036	473	470	500
Auto Allowance	50040	20,650	21,000	21,000
Technology Allowance	50042	-	-	3,360
Retirement - PERS	50050	16,066	14,770	16,240
Retirement - Unfunded Liability	50052	21,940	25,320	27,800
Medicare	50060	2,624	2,620	2,700
Health Insurance	50070	64,810	60,950	61,860
Dental Insurance	50071	4,567	5,080	5,040
OPEB Health	50072	16,390	-	-
Life Insurance	50075	51	50	50
Long Term Disability	50076	142	150	150
Total Personnel		<u>\$ 307,564</u>	<u>\$ 289,960</u>	<u>\$ 299,700</u>
OPERATIONS & MAINTENANCE COSTS				
Expert/Consulting Services	51040	\$ 22,219	\$ 24,000	\$ 24,000
Subscriptions/Memberships	51104	50,439	61,590	63,100
Professional Development	51110	11,905	15,000	15,000
Printing & Duplicating	51120	231	500	500
Telephone & Fax	51121	4,771	5,000	5,000
Postage	51122	65	100	100
Promotional Activities	51131	-	50,000	-
Rentals/Leases - Office Equipment	51141	905	-	-
Materials & Supplies	51160	1,859	4,500	4,000
Recognition Program	51170	4,868	6,000	6,000
Electricity & Gas	51180	14,449	16,000	15,600
Repair/Maint - Equipmint	51211	-	200	200
Contributions	51350	-	2,000	2,000
Contributions - Chamber of Commerce	51351	9,645	10,000	10,000
Total Operations & Maintenance		<u>\$ 121,355</u>	<u>\$ 194,890</u>	<u>\$ 145,500</u>
Grand Total		<u>\$ 428,919</u>	<u>\$ 484,850</u>	<u>\$ 445,200</u>

**CITY OF SANTEE
CITY COUNCIL**

General Government City Council 1001.00.1101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS

<p>Expert/Consulting Services</p> <p>This account provides funding for legislative advocacy services, and a biennial facilitated City Council Strategic Planning Workshop.</p>	\$ 22,219	\$ 24,000	\$ 24,000
<p>Subscriptions & Memberships</p> <p>This appropriation provides for annual membership dues with the League of California Cities; San Diego Association of Governments (SANDAG) and Criminal Justice Clearinghouse; San Diego East County Economic Development Council (ECEDC); Local Agency Formation Commission (LAFCO); International Council of Shopping Centers (ICSC); and the Regional Task Force on the Homeless.</p>	50,439	61,590	63,100
<p>Professional Development</p> <p>This appropriation provides funding for official City business related expenses for the Mayor and City Council, including travel expenses, to attend various meetings, trainings, seminars and workshops.</p>	11,905	15,000	15,000
<p>Printing & Duplicating</p> <p>This account provides for copying and printing of specialized letterhead, envelopes and business cards.</p>	231	500	500
<p>Telephone & Fax</p> <p>This account provides funding for telephone, cable, internet and cellular charges associated with the Mayor and City Council Offices.</p>	4,771	5,000	5,000
<p>Postage</p> <p>This account provides funding for all mailings and official correspondence of the Mayor and City Council.</p>	65	100	100
<p>Promotional Activities</p> <p>This appropriation will provide funding for events, services and materials in support of the City's 40th anniversary of incorporation in 2020.</p>	-	50,000	-
<p>Rentals/Leases - Office Equipment</p> <p>This appropriation previously provided for the City Council's portion of the annual lease payment, copy charges and maintenance of the department copy machine.</p>	905	-	-

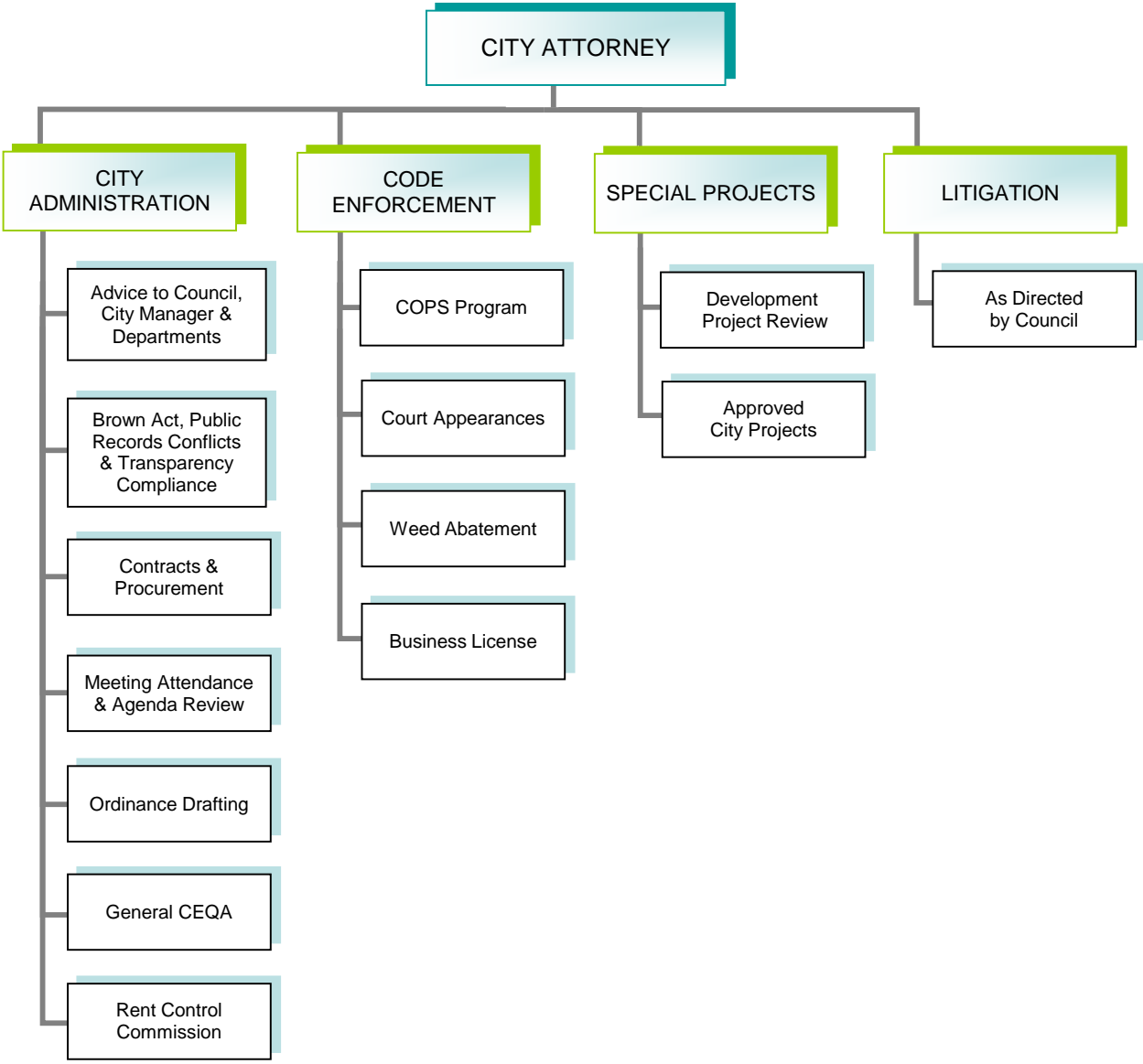
**CITY OF SANTEE
CITY COUNCIL**

General Government City Council 1001.00.1101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS (Continued)

Materials & Supplies	\$ 1,859	\$ 4,500	\$ 4,000
This account provides for the purchase of office supplies and miscellaneous materials, including plaques and ceremonial items, expenses associated with Council appointed sub-committees, and City Council photographs when applicable.			
Recognition Program	4,868	6,000	6,000
This appropriation provides funding to support the City's Mission, Vision & Values (MV2) Employee Recognition Program, the annual City Employee's Holiday Social and an annual employee appreciation event. It also provides support for the Santee Sheriff's Department RSVP annual holiday event.			
Electricity & Gas	14,449	16,000	15,600
This account provides for the cost of gas and electricity allocated to the City Council Offices and Council Chamber.			
Repair/Maint - Equipment	-	200	200
This account provides for the City Council's portion of the annual citywide maintenance agreement for the department copy machine.			
Contributions	-	2,000	2,000
This appropriation provides support for the Miss Santee program.			
Contributions - Chamber of Commerce	9,645	10,000	10,000
This appropriation allocates funding to support services provided by the Santee Chamber of Commerce.			
Total Operations & Maintenance	\$ 121,355	\$ 194,890	\$ 145,500

**CITY OF SANTEE
CITY ATTORNEY**



CITY OF SANTEE

CITY ATTORNEY

Mission Statement

The City Attorney's office provides candid and independent legal advice to the City of Santee, through its City Council and staff, and represents the City in civil, criminal code enforcement and administrative proceedings.

Program Description

The City Attorney is a statutory office filled by City Council appointment. The City Attorney prepares or reviews all general legal documents related to the conduct of the City's business affairs including contracts, leases, property acquisition and disposition documents. The office also oversees the preparation of all ordinances and resolutions, and related regulations. The City Attorney advises City departments regarding compliance with Federal, State and City law. The City Attorney provides legal counsel relating to the legal implementation and enforcement of the City's planning and zoning laws, including compliance with the California Environmental Quality Act. The City Attorney represents the City in all litigation, civil and criminal, code enforcement matters, unless otherwise directed by the City Council.

FY 2019-20 Accomplishments

- Completed the update to the City Council governance and meeting policy.
- Supported the establishment of the Entertainment District.
- Supported the adoption of the Sustainable Santee Plan (CAP).
- Supported the adoption of an ordinance related to Community Choice Aggregation (CCA).
- Assisted in the continued efforts to develop the theater and to explore development of a hotel at Trolley Square.
- Continued the successful implementation of the City's Community Oriented Policing Program.
- Successfully pursued litigation related to storm water unfunded mandates.
- Assisted the City in its initial response to the COVID-19 pandemic, including the declaration of local emergency, transition to "virtual" City Council meetings, adoption of the eviction moratorium and compliance with state and local public health orders.

FY 2020-21 Goals and Objectives

- Continue to assist the City in its response to the COVID-19 pandemic, the future reopening of public and private operations in Santee and response to budget impacts resulting from pandemic.
- Support the City's effort to assess existing impediments to equality and tolerance and assist the City in efforts to remove them.
- Assist the City Clerk in the processing of two initiative measures and 2020 election.
- Defend the City in litigation over the CAP and Parcel 4.
- Continue to support the City's efforts to establish a CCA for Santee.
- Continue to support the City's processing of land development projects for City Council consideration.
- Continue to support the City's efforts regarding the Entertainment District, including the theater and possible hotel.
- Continue to support the City's efforts to comply with affordable housing requirements.
- Continue to implement the Community Oriented Policing Program.

**CITY OF SANTEE
CITY ATTORNEY**

General Government City Attorney 1001.00.1201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	------------------------------	-------------------------------	--------------------------------

SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 636,587	\$ 755,120	\$ 728,120
	\$ 636,587	\$ 755,120	\$ 728,120
Total	\$ 636,587	\$ 755,120	\$ 728,120

EXPENDITURES

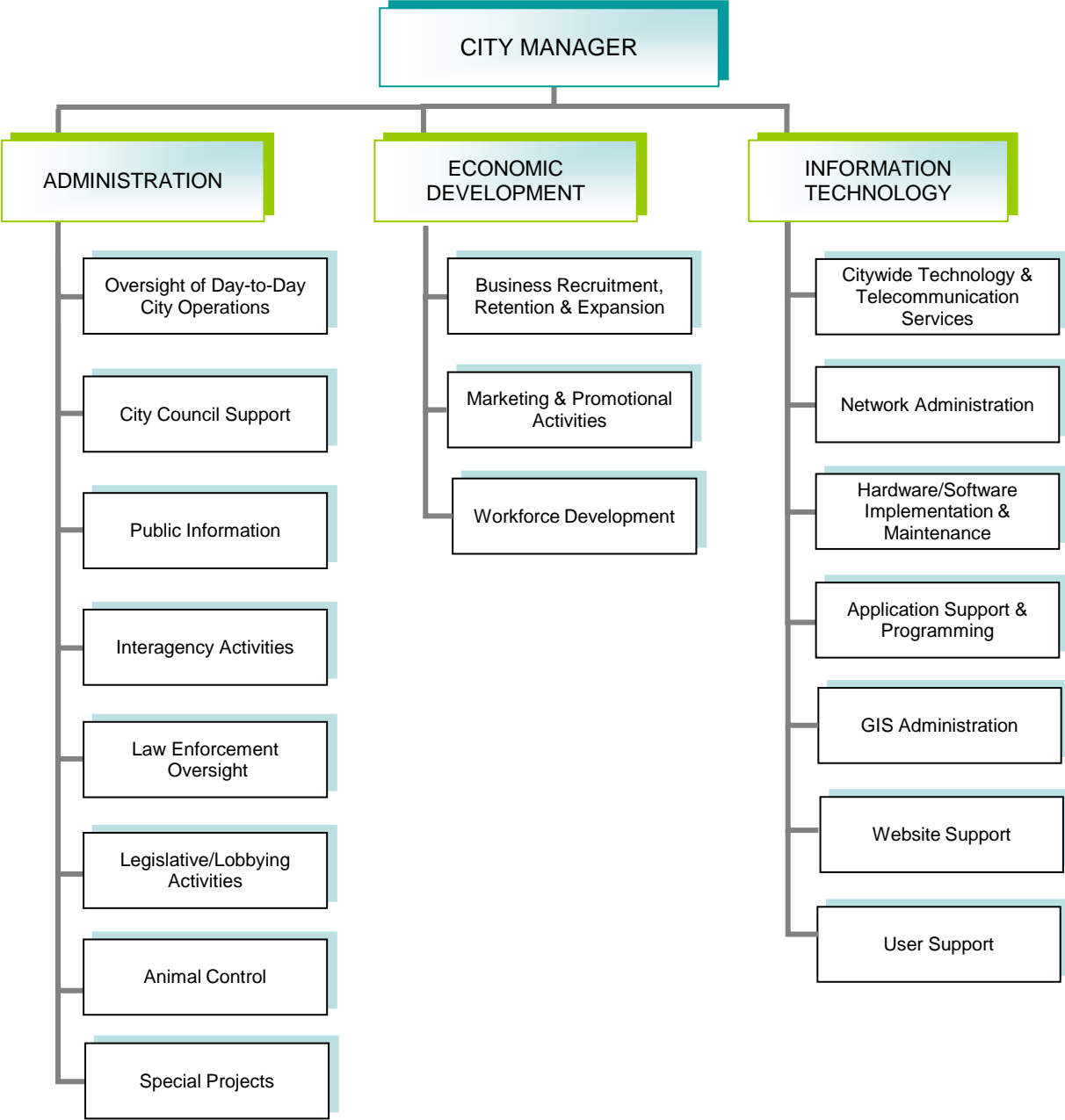
OPERATIONS & MAINTENANCE COSTS

Legal Services - City Attorney	\$ 634,686	\$ 743,120	\$ 717,120
This appropriation will fund general retainer legal services at the retainer amount of \$15,510 per month. Also included is additional funding for services related to labor and employment issues, litigation, special projects and reimbursable costs.			
Legal Services - Outside Counsel	1,901	12,000	11,000
This appropriation will fund certain legal matters, typically involving multiple jurisdictions, that are handled by counsel other than the City Attorney's office.			
	\$ 636,587	\$ 755,120	\$ 728,120
Total Operations & Maintenance	\$ 636,587	\$ 755,120	\$ 728,120



This page intentionally left blank

**CITY OF SANTEE
CITY MANAGER**



**CITY OF SANTEE
CITY MANAGER SUMMARY**

	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
SUMMARY OF EXPENDITURES			
City Manager	\$ 704,711	\$ 695,260	\$ 674,180
Economic Development	<u>196,035</u>	<u>299,080</u>	<u>322,250</u>
Total	<u><u>\$ 900,746</u></u>	<u><u>\$ 994,340</u></u>	<u><u>\$ 996,430</u></u>

SUMMARY OF FUNDED POSITIONS

City Manager	3.00	3.00	2.50
Economic Development	<u>1.00</u>	<u>2.00</u>	<u>2.00</u>
Total	<u><u>4.00</u></u>	<u><u>5.00</u></u>	<u><u>4.50</u></u>

CITY OF SANTEE

CITY MANAGER

Mission Statement

The City Manager's Office provides leadership, inspiration and support to the City organization. The Office develops and recommends solutions to current and future challenges, and holds the community's interests as its top priority.

Program Description

The City Manager's Office is responsible for the implementation of City Council policies and day-to-day management of the municipal operations. The City Manager advises the City Council on issues facing the City, establishes working relationships with other agencies and municipal organizations whose actions may affect the City, and oversees the City's financial condition. The Office also undertakes economic development initiatives, directs the City's information technology services, oversees law enforcement and animal control services, and provides internal programs to maintain a quality workforce.

FY 2019-20 Accomplishments

- In collaboration with the Finance Department, presented an operating budget designed to navigate the City's short and long-term fiscal stability through the COVID-19 pandemic
- In response to the COVID-19 pandemic, activated the City's Emergency Operations Center; established a team responsible for interpreting and accurately communicating the State and County health orders to keep the City Council, employees and public informed; and ensured accurate, timely and responsible implementation of all health orders for City operations
- Negotiated an Exclusive Negotiation Agreement for a hotel in the Entertainment District
- Studied the overall viability of establishing a Community Choice Aggregation (CCA) program in Santee and evaluated opportunities for partnerships with other cities
- Supported the efforts of the Highway 52 Coalition for the benefit of the entire region
- Collaborated with the Santee Sheriff's Station to best serve the community and transitioned to a new Sheriff's Captain

FY 2020-21 Goals and Objectives

- Continue to support City Council members in their role in representing the City's interests
- Continue to provide leadership, guidance and direction to City departments and staff in all matters of operation, and particularly through the COVID-19 pandemic
- Maintain short and long-term fiscal planning with emphasis on controlling costs and developing contingency plans in response to the COVID-19 pandemic
- Provide the City Council, public and media with accurate and timely information on matters related to City operations while adapting to new protocols and ways of doing business as a result of the COVID-19 pandemic
- Continue collaboration with the Santee Sheriff's and support a new Public Safety Center
- Work with staff and the private sector to construct a new theater in the Entertainment District, and pursue additional entertainment and hospitality venues
- Continue to pursue partnership opportunities for a Community Choice Aggregation (CCA) program that is mutually beneficial to all partners
- Continue to work with federal, state and local agencies to improve State Route 52
- Begin negotiations for a new law enforcement contract with the County Sheriff's Department
- Assist the City Council in determining future waste hauling options

**CITY OF SANTEE
CITY MANAGER**

General Government	FY 2018-19	FY 2019-20	FY 2020-21
City Manager 1001.05.1401	Actual	Amended	Proposed

SUMMARY OF EXPENDITURES

Personnel	\$ 616,894	\$ 658,360	\$ 642,680
Operations & Maintenance	87,817	36,900	31,500
Capital Outlay	-	-	-
Grand Total	\$ 704,711	\$ 695,260	\$ 674,180

SUMMARY OF FUNDED POSITIONS

City Manager	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00
Confidential Secretary to City Manager/City Council	0.50	0.50	0.50
Administrative Secretary	0.50	0.50	-
Total Positions	3.00	3.00	2.50

**CITY OF SANTEE
CITY MANAGER**

General Government		FY 2018-19	FY 2019-20	FY 2020-21
City Manager 1001.05.1401		Actual	Amended	Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 437,393	\$ 458,610	\$ 451,090
Overtime	50025	338	1,000	-
Sick Leave Buy Back	50036	473	470	500
Auto Allowance	50040	11,208	11,210	11,210
Technology Allowance	50042	1,200	1,200	1,200
Retirement - PERS	50050	44,733	46,580	50,610
Retirement - Unfunded Liability	50052	58,700	74,040	77,890
Deferred Compensation	50059	-	20,000	10,000
Medicare	50060	6,561	7,020	6,880
Health Insurance	50070	39,036	33,960	29,530
Dental Insurance	50071	2,722	2,600	2,240
OPEB Health	50072	12,910	-	-
Life Insurance	50075	649	670	620
Long Term Disability Insurance	50076	972	1,000	910
Total Personnel		<u>\$ 616,894</u>	<u>\$ 658,360</u>	<u>\$ 642,680</u>
OPERATIONS & MAINTENANCE COSTS				
Expert/Consulting Services	51040	\$ 62,854	\$ 500	\$ -
Outreach and Education	51046	-	5,000	-
Subscriptions/Memberships	51104	8,241	8,800	8,800
Professional Development	51110	6,684	11,600	12,100
Printing & Duplicating	51120	-	100	100
Telephone & Fax	51121	3,616	3,800	3,800
Postage	51122	67	100	100
Rentals/Leases - Office Equipment	51141	905	-	-
Materials & Supplies	51160	1,358	2,300	2,000
Electricity & Gas	51180	4,092	4,500	4,400
Repair/Maint - Equipment	51211	-	200	200
Total Operations & Maintenance		<u>\$ 87,817</u>	<u>\$ 36,900</u>	<u>\$ 31,500</u>
CAPITAL OUTLAY COSTS				
Office Equipment	60010	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Capital Outlay		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Grand Total		<u><u>\$ 704,711</u></u>	<u><u>\$ 695,260</u></u>	<u><u>\$ 674,180</u></u>

**CITY OF SANTEE
CITY MANAGER**

General Government	FY 2018-19	FY 2019-20	FY 2020-21
City Manager 1001.05.1401	Actual	Amended	Proposed

OPERATIONS & MAINTENANCE COSTS

<p>Expert/Consulting Services</p> <p>This appropriation provides funding for an annual Executive Management Team planning workshop.</p>	\$ 62,854	\$ 500	\$ -
<p>Outreach and Education</p> <p>This account provides funding to improve communication to our residents, including public awareness and education regarding issues facing our City and topics of concern to our residents.</p>	-	5,000	-
<p>Subscriptions/Memberships</p> <p>This appropriation provides for annual membership dues for the International City/County Management Association (ICMA), California Park & Recreation Society (CPRS), National Recreation & Park Association (NRPA), International Council of Shopping Centers (ICSC), and CleanTECH San Diego. It also provides funds for an annual subscription to the San Diego Union Tribune.</p>	8,241	8,800	8,800
<p>Professional Development</p> <p>This appropriation provides funds for the City Manager and Assistant to the City Manager to attend annual conferences and monthly meetings with the International City/County Management Association (ICMA), League of California Cities, and the City/County Management Association (CCMA). It also provides funds for department staff to attend other meetings, seminars and workshops which are valuable to the department and the City.</p>	6,684	11,600	12,100
<p>Printing & Duplicating</p> <p>This account provides for general department printing needs, including business cards, stationery and special reports.</p>	-	100	100
<p>Telephone & Fax</p> <p>This account provides funding for telephone, fax, cable, internet and cellular charges associated with the City Manager's Office.</p>	3,616	3,800	3,800
<p>Postage</p> <p>This account provides funding for all mailings and official correspondence of the City Manager's Office.</p>	67	100	100
<p>Rentals/Leases - Office Equipment</p> <p>This appropriation provides for the City Manager's portion of the annual lease payment, copy charges and maintenance of the department copy machine.</p>	905	-	-
<p>Materials & Supplies</p> <p>This account provides for the purchase of office supplies and miscellaneous materials.</p>	1,358	2,300	2,000

**CITY OF SANTEE
CITY MANAGER**

General Government	FY 2018-19	FY 2019-20	FY 2020-21
City Manager 1001.05.1401	Actual	Amended	Proposed

OPERATIONS & MAINTENANCE COSTS (Continued)

Electricity & Gas	\$ 4,092	\$ 4,500	\$ 4,400
This account provides for the cost of gas and electricity allocated to the City Manager's Office.			
Repair/Maint - Equipment	-	200	200
This appropriation provides for the City Manager's portion of the annual citywide maintenance agreement for the department copy machine.			
Total Operations & Maintenance	\$ 87,817	\$ 36,900	\$ 31,500



This page intentionally left blank

CITY OF SANTEE

CITY MANAGER – ECONOMIC DEVELOPMENT

Program Description

The Economic Development Division is responsible for implementing programs and activities that promote business recruitment, expansion and retention to enhance the community's local economic and employment opportunities. The Division also develops promotional materials and strategies to attract commercial development activity and economic investment.

FY 2019-20 Accomplishments

- Provided outreach, support and informational resources to local businesses in response to the COVID-19 pandemic
- In collaboration with the Finance Department and Development Services, initiated the “Support Our Santee” program to provide relief and assistance to residents and businesses experiencing hardships as a result of the economic impacts due to COVID-19
- Conducted a comprehensive branding study with community and stakeholder input to develop a new City brand and logo, which was approved and adopted by City Council
- Created a new Marketing Coordinator position to assist with economic development activities and citywide marketing efforts in conjunction with the new City brand and logo
- Established and adopted citywide brand standards for use of the new City logo and brand
- Began planning for the City of Santee’s 40th Birthday in December 2020
- Expanded the Business Visitation Program to solicit feedback from local businesses on business priorities, commercial space needs and economic conditions
- Assisted the Development Services Department in creating an Entertainment District for the City within the Town Center area
- Collaborated with the Envision Santee Committee to develop an initial economic development strategic plan to expand marketing and outreach efforts, promote retention of local businesses, and attract new businesses and targeted industries to Santee
- Marketed the City at the International Council of Shopping Centers (ICSC) conference in Los Angeles
- Continued to provide administrative support to the Community Development Commission Successor Agency Oversight Board

FY 2020-21 Goals and Objectives

- Continue implementation of the City’s new logo and brand to improve and expand outreach efforts, marketing strategies and economic development opportunities
- Resume planning and preparation of the City of Santee’s 40th Birthday in December 2020
- Continue to support the recovery and revitalization of local businesses impacted by the current pandemic
- Finalize and implement an economic development strategic plan
- Further pursue targeted recruitment strategies to attract breweries, craft distilleries, wineries, restaurants and other entertainment and hospitality related industries to key areas of the City, including the Entertainment District the Prospect Avenue corridor
- Promote tourism for the City, highlighting the trail system, Entertainment District, Santee Lakes, Sportsplex USA, arts and shopping venues

**CITY OF SANTEE
CITY MANAGER - ECONOMIC DEVELOPMENT**

CITY MANAGER	FY 2018-19	FY 2019-20	FY 2020-21
Economic Development 1001.05.1402	Actual	Amended	Proposed

SUMMARY OF EXPENDITURES

Personnel	\$ 163,141	\$ 241,330	\$ 306,200
Operations & Maintenance	32,894	57,750	16,050
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Grand Total	<u><u>\$ 196,035</u></u>	<u><u>\$ 299,080</u></u>	<u><u>\$ 322,250</u></u>

SUMMARY OF FUNDED POSITIONS

Economic Development Manager	1.00	1.00	1.00
Marketing Coordinator	<u>-</u>	<u>1.00</u>	<u>1.00</u>
Total Positions	<u><u>1.00</u></u>	<u><u>2.00</u></u>	<u><u>2.00</u></u>

CITY OF SANTEE
CITY MANAGER - ECONOMIC DEVELOPMENT

CITY MANAGER		FY 2018-19	FY 2019-20	FY 2020-21
Economic Development 1001.05.1402		Actual	Amended	Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 107,616	\$ 172,250	\$ 205,830
Retirement - PERS	50050	13,126	20,740	27,160
Retirement - Unfunded Liability	50052	14,720	17,460	35,540
Medicare	50060	-	870	1,350
Health Insurance	50070	16,616	27,630	33,520
Dental Insurance	50071	923	1,610	1,900
OPEB Health	50072	9,610	-	-
Life Insurance	50075	102	180	210
Long Term Disability Insurance	50076	372	590	690
Workers' Compensation Insurance	50080	56	-	-
Total Personnel		\$ 163,141	\$ 241,330	\$ 306,200
OPERATIONS & MAINTENANCE COSTS				
Expert/Consulting Services	51040	\$ 27,521	\$ 14,760	\$ -
Outreach and Education	51046	\$ -	\$ -	\$ 2,500
Subscriptions/Memberships	51104	2,058	2,300	1,000
Professional Development	51110	364	1,000	6,000
Printing & Duplicating	51120	136	200	200
Telephone & Fax	51121	617	700	1,400
Postage	51122	-	50	50
Promotional Activities	51131	228	2,000	2,000
City Branding	51135	-	35,240	-
Rentals/Leases - Office Equipment	51141	907	-	-
Materials & Supplies	51160	41	200	500
Electricity & Gas	51180	1,023	1,100	2,200
Repair/Maint - Equipment	51211	-	200	200
Total Operations & Maintenance		\$ 32,894	\$ 57,750	\$ 16,050
Grand Total		\$ 196,035	\$ 299,080	\$ 322,250

**CITY OF SANTEE
CITY MANAGER - ECONOMIC DEVELOPMENT**

CITY MANAGER	FY 2018-19	FY 2019-20	FY 2020-21
Economic Development 1001.05.1402	Actual	Amended	Proposed

OPERATIONS & MAINTENANCE COSTS

<p>Expert/Consulting Services</p> <p>The FY 2018-19 expenditures were mostly attributable to work on the Citywide Branding Campaign through a professional services agreement, with ancillary costs for consultant services to finalize a theater agreement. The FY 2019-20 appropriation provides funding to continue and finalize the Branding Campaign.</p>	\$ 27,521	\$ 14,760	\$ -
<p>Outreach and Education</p> <p>This account provides funding to support the Business Visitation Program to solicit feedback from local businesses, and to promote public awareness and education regarding issues facing our City and topics of concern to residents and businesses.</p>	-	-	2,500
<p>Subscriptions/Memberships</p> <p>This appropriation provides funding for annual agency and employee memberships with the International Council of Shopping Centers (ICSC); annual membership with the City-County Communications & Marketing Association (3CMA); and an annual survey monkey subscription for the City.</p>	2,058	2,300	1,000
<p>Professional Development</p> <p>This account provides funds to attend trainings, conferences and meetings that support economic development activities, including the International Council of Shopping Centers (ICSC) conference; the City-County Communications & Marketing Association (3CMA) conference; and Santee Chamber meetings.</p>	364	1,000	6,000
<p>Printing & Duplicating</p> <p>This account provides for copying and printing services for promotional brochures and fliers, business cards and special reports.</p>	136	200	200
<p>Telephone & Fax</p> <p>This account provides funding for telephone, cable and internet charges associated with economic development.</p>	617	700	1,400
<p>Postage</p> <p>This account provides funding for mailings and correspondence for economic development purposes.</p>	-	50	50
<p>Promotional Activities</p> <p>This account provides funding to promote and market the City, including attendance at the International Council of Shopping Centers (ICSC) convention, and hosting a Government Day in Santee.</p>	228	2,000	2,000

**CITY OF SANTEE
CITY MANAGER - ECONOMIC DEVELOPMENT**

CITY MANAGER Economic Development 1001.05.1402	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS (Continued)			
City Branding This appropriation provides funding to support activities related to the implementation of the City's new brand and logo, and events, services and materials in support of the City's 40th anniversary of incorporation in 2020.	\$ -	\$ 35,240	\$ -
Rentals/Leases - Office Equipment This appropriation provides for a share of the annual lease payment, copy charges and maintenance of the department copy machine.	907	-	-
Materials & Supplies This account provides for the purchase of supplies and promotional materials for economic development activities and events.	41	200	500
Electricity & Gas This account provides for the cost of gas and electricity allocated to the Economic Development division.	1,023	1,100	2,200
Repair/Maint - Equipment This appropriation provides for a portion of the annual citywide maintenance agreement for the department copy machine related to Economic Development activities.	-	200	200
Total Operations & Maintenance	\$ 32,894	\$ 57,750	\$ 16,050



This page intentionally left blank

CITY OF SANTEE

CITY MANAGER – INFORMATION TECHNOLOGY

Program Description

The Information Technology (I.T.) Division oversees all of the City's technology and telecommunications needs, including administration of the City's network operating systems; installation, configuration, testing and maintenance of all hardware and software; day-to-day user support and technical troubleshooting; oversight of the Geographic Information System (GIS); and application support for the City website, the financial system and the Emergency Operations Center (EOC). Support is provided to over 125 users located at four City facilities.

FY 2019-20 Accomplishments

- In response to the COVID-19 pandemic, initiated the following activities to allow the City to continue to provide essential services while meeting social distancing requirements:
 - Activated the City's Emergency Operations Center (EOC), and later activated a Virtual EOC, in coordination with the Fire Department
 - Launched virtual online City Council meetings, in coordination with the City Clerk's Office
 - Expanded video conferencing and teleconferencing capabilities for the City
 - Implemented secure remote computer access / telecommuting capabilities for all employees, in coordination with the Human Resources Department
- Assisted the Development Services Department in launching an upgraded Permitting and Land Management system to maximize use of the application
- Assisted the City Clerk's Office in launching the upgrade of the Council Chamber audio/visual system
- Implemented new Disaster Recovery backup software to improve network security
- Deployed a new Geographic Information System (GIS) portal to allow for direct public access to City data, including general plan and zoning information
- Expanded electronic data collection for GIS in the areas of stormwater and field inspections to more efficiently track and manage work
- Expanded the use of the City's SharePoint software to assist the Fire Department with tracking of Personal Protection Equipment, without having to purchase additional software

FY 2020-21 Goals and Objectives

- Build on lessons learned as a result of the COVID-19 pandemic to proactively improve network performance and resiliency
- Continue to update and implement advanced security measures, including network infrastructure vulnerability testing and expanded disaster recovery plans; finalize the implementation of Fire Station 5 as City's physical disaster recovery location
- Assist with final testing and implementation of the automated Permitting and Land Management system
- Assist with finalization of the City Council Chamber audio/visual system upgrade
- Provide support for upgrade of the City's web page
- Continue research on additional opportunities to utilize SharePoint to create automated workflows and improve productivity
- Build on recent conference room hardware upgrades to improve video conferencing capabilities
- Update and further develop the City's I.T. policies to ensure the City's technology requirements are accurately addressed and documented

CITY OF SANTEE
CITY MANAGER - INFORMATION TECHNOLOGY

City Manager	FY 2018-19	FY 2019-20	FY 2020-21
Information Technology 1001.00.1801	Actual	Amended	Proposed

SUMMARY OF EXPENDITURES

Personnel	\$ 282,684	\$ 301,490	\$ 324,680
Operations & Maintenance	91,917	149,000	146,700
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Grand Total	<u><u>\$ 374,601</u></u>	<u><u>\$ 450,490</u></u>	<u><u>\$ 471,380</u></u>

SUMMARY OF FUNDED POSITIONS

Information Technology Manager	1.00	1.00	1.00
Information Systems Analyst	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Positions	<u><u>2.00</u></u>	<u><u>2.00</u></u>	<u><u>2.00</u></u>

CITY OF SANTEE
CITY MANAGER - INFORMATION TECHNOLOGY

City Manager Information Technology 1001.00.1801		FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 201,804	\$ 214,750	\$ 226,940
Overtime	50020	-	-	1,000
Retirement - PERS	50050	19,609	21,170	24,600
Retirement - Unfunded Liability	50052	25,670	33,650	39,180
Medicare	50060	2,926	3,110	3,300
Health Insurance	50070	27,874	27,270	28,120
Dental Insurance	50071	634	650	650
OPEB Health	50072	3,290	-	-
Life Insurance	50075	215	210	210
Long Term Disability Insurance	50076	662	680	680
Total Personnel		<u>\$ 282,684</u>	<u>\$ 301,490</u>	<u>\$ 324,680</u>
OPERATIONS & MAINTENANCE COSTS				
Expert/Consulting Services	51040	\$ -	\$ 2,000	\$ 2,000
Subscriptions/Memberships	51104	130	300	300
Professional Development	51110	-	4,200	2,700
Telephone & Fax	51121	2,283	2,400	2,400
Postage	51122	-	-	-
Rentals/Leases - Buildings	51140	-	-	-
Materials & Supplies	51160	227	2,000	2,000
Electricity & Gas	51180	2,046	2,300	2,200
Software Maintenance & Licensing	51201	83,618	122,500	128,600
Repair/Maint - Equipment	51211	3,613	10,000	5,000
Minor Equipment	51361	-	3,300	1,500
Total Operations & Maintenance		<u>\$ 91,917</u>	<u>\$ 149,000</u>	<u>\$ 146,700</u>
CAPITAL OUTLAY COSTS				
New I.T. Equipment	60013	\$ -	\$ -	\$ -
Total Capital Outlay		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Grand Total		<u><u>\$ 374,601</u></u>	<u><u>\$ 450,490</u></u>	<u><u>\$ 471,380</u></u>

CITY OF SANTEE
CITY MANAGER - INFORMATION TECHNOLOGY

City Manager	FY 2018-19	FY 2019-20	FY 2020-21
Information Technology 1001.00.1801	Actual	Amended	Proposed

OPERATIONS & MAINTENANCE COSTS

Expert/Consulting Services	\$ -	\$ 2,000	\$ 2,000
This appropriation will provide for as-needed software/hardware consulting and troubleshooting services.			
Subscriptions/Memberships	130	300	300
This account provides memberships for I.T. staff with the Municipal Information Systems Association of California (MISAC), Southern Chapter.			
Professional Development	-	4,200	2,700
This appropriation provides funds to attend professional conferences, trainings and meetings to stay abreast of developments in the rapidly evolving I.T. field.			
Telephone & Fax	2,283	2,400	2,400
This account provides funding for telephone, fax, cable and internet charges associated with the I.T. Division.			
Materials & Supplies	227	2,000	2,000
This account provides funding to purchase various materials and supplies to support I.T. activities, the City's plotter, and Geographic Information System (GIS) equipment.			
Electricity & Gas	2,046	2,300	2,200
This account provides for the cost of gas and electricity allocated to the I.T. Division.			
Software Maintenance & Licensing	83,618	122,500	128,600
This account provides for the annual licensing, maintenance and support costs for all the City's software needs, including security and anti-virus software, ArcGIS software, AutoCAD software, third party website hosting and maintenance, a third party property information database, as well as the City's financial management and business licensing systems, and network risk assessment software.			

**CITY OF SANTEE
CITY MANAGER - INFORMATION TECHNOLOGY**

City Manager Information Technology 1001.00.1801	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS (Continued)

Repair/Maintenance - Equipment	\$ 3,613	\$ 10,000	\$ 5,000
---------------------------------------	----------	-----------	----------

This appropriation provides for the repair, maintenance and/or replacement of I.T. assets that are no longer under warranty or eligible for replacement under the City's replacement program. This may include computer and printer repairs, hard drives, keyboards, re-build kits, and other computer peripherals or software.

Minor Equipment	-	3,300	1,500
------------------------	---	-------	-------

Purchase of tablets for use by public services, engineers, inspectors, stormwater and code compliance to allow employees to capture assets and data while working in the field and keep the City's GIS database updated in real time.

Total Operations & Maintenance

	\$ 91,917	\$ 149,000	\$ 146,700



This page intentionally left blank

CITY OF SANTEE ANIMAL CONTROL

Mission Statement

To provide animal control services for the City of Santee through a contractual agreement with the San Diego Humane Society in order to protect the health, safety and welfare of people and animals.

Program Description

The San Diego Humane Society provides two fundamental services for the City: 1) shelter and care of domestic animals; and 2) enforcement of animal laws and public protection. Other services include patrol and investigation of animal violations; investigation of barking dog complaints; dog licensing; vaccination clinics; pet adoption; lost and found services; microchip pet identification; spay and neuter programs; humane euthanasia and after care services; and animal behavior, training and education classes.

The Humane Society also helps people keep their pets by providing essential services and support to low-income pet families through the PAWS San Diego program; provides emergency response and evacuation assistance during disasters; offers a variety of youth programs; and works to improve the quality of life for local wildlife and the community as the primary resource for animal rehabilitation and conservation education through their Project Wildlife program.

**CITY OF SANTEE
ANIMAL CONTROL SERVICES**

General Government Animal Control Services 1001.00.2301	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 424,804	\$ 424,810	\$ 435,000
	<hr/>	<hr/>	<hr/>
Total	<u><u>\$ 424,804</u></u>	<u><u>\$ 424,810</u></u>	<u><u>\$ 435,000</u></u>

EXPENDITURES

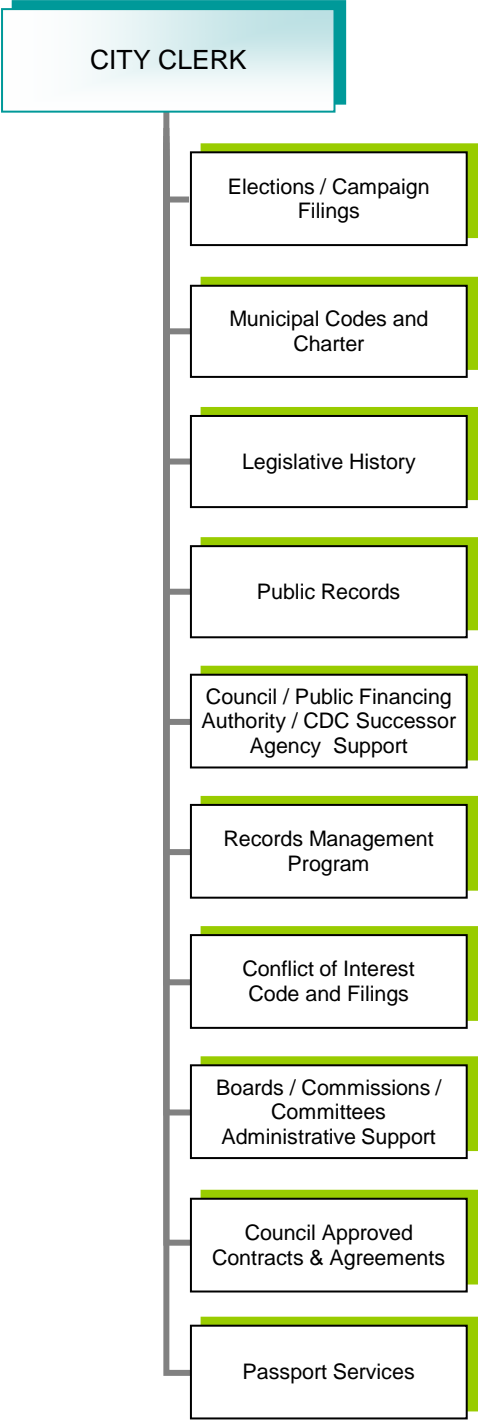
OPERATIONS & MAINTENANCE COSTS

Contract Services - Animal Control	51154	\$ 424,804	\$ 424,810	\$ 435,000
---	-------	------------	------------	------------

This account provides funds for animal control services through an agreement with the San Diego Humane Society for the shelter and care of domestic animals; enforcement of animal laws and public protection; as well as the rehabilitation, conservation and education of local wildlife.

Total Operations & Maintenance	<u><u>\$ 424,804</u></u>	<u><u>\$ 424,810</u></u>	<u><u>\$ 435,000</u></u>
---	--------------------------	--------------------------	--------------------------

CITY OF SANTEE
CITY CLERK



CITY OF SANTEE

CITY CLERK

Mission Statement

The City Clerk's Office promotes community involvement and awareness, and supports City Council and staff by coordinating the legislative process, administering City elections, and managing City records with integrity, accuracy, impartiality, and professionalism.

Program Description

The City Clerk is appointed by the City Council and performs duties as outlined in the Santee Municipal Code, City Charter, California Government Code and California Election Code. The City Clerk's Office is responsible for the preparation of the City Council agendas, maintaining the legislative history by accurately recording and documenting Council actions in official minutes, resolutions and ordinances; and oversees the citywide records management program. As the Election Official, the City Clerk is responsible for the administration of all general and special municipal elections, and as the Filing Officer, receives Campaign Disclosure Filings and Statements of Economic Interest in accordance with the Political Reform Act. This office also receives and responds to all subpoenas and requests for public information, maintains the Santee Municipal Code and receives and publicly opens bids for City goods and services.

FY 2019-20 Accomplishments

- Passport program has served over 700 customers this fiscal year
- Initiated the Council Chamber Audio/Visual Upgrade project which will also enable the City to livestream City Council meetings. This project will be primarily funded with PEG fees that the City is now collecting
- Updated the Candidates' Handbook/Guide with the new City logo for the November 2020 Municipal Election
- Implemented the NetFile system for all Form 700 filers, State filers and campaign disclosure statements making the process easier for filers, the City and the public when reviewing and requesting documents
- Completed audit of records database to correct misfiled records
- Held the City's first virtual meeting due to the pandemic and updated all templates and the website to keep citizens and staff informed

FY 2020-21 Goals and Objectives

- Implement a new Agenda Management software to allow for better control of routing documents in the preparation of City Council meeting agendas
- Provide for the completion of the Council Chamber Audio/Visual Upgrade project by December 2020 in time for the Oath of Office
- Respond to requests for public records and information within the California Public Records Act legal guidelines
- Administer provisions of the Political Reform Act; Conflict of Interest and Campaign filings
- Coordinate training and receive AB1234 Ethics Training certificates per Fair Political Practices Commission's regulations
- Update the Records Retention Schedule to ensure consistency with government codes
- Administer the second by-district Municipal Election to fill two Council seats and the Mayoral seat in November 2020 and complete the transition to district-based elections
- Update the City's Conflict of Interest Code to include new position classifications, delete reference to positions that have been abolished, and revise disclosure categories as needed

**CITY OF SANTEE
CITY CLERK**

General Government City Clerk 1001.00.1301	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Personnel	\$ 307,037	\$ 336,420	\$ 366,600
Operations & Maintenance	90,910	84,550	73,700
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Grand Total	<u><u>\$ 397,947</u></u>	<u><u>\$ 420,970</u></u>	<u><u>\$ 440,300</u></u>

SUMMARY OF FUNDED POSITIONS

City Clerk	1.00	1.00	1.00
Deputy City Clerk	1.00	-	-
Assistant City Clerk	-	1.00	1.00
Administrative Secretary	<u>0.50</u>	<u>0.50</u>	<u>1.00</u>
Total Positions	<u><u>2.50</u></u>	<u><u>2.50</u></u>	<u><u>3.00</u></u>

**CITY OF SANTEE
CITY CLERK**

General Government City Clerk 1001.00.1301		FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 192,573	\$ 216,640	\$ 243,480
Salaries & Wages - Part Time	50020	12,800	12,780	-
Overtime	50025	2,992	3,400	1,700
Auto Allowance	50040	4,200	4,200	4,200
Retirement - PERS	50050	15,052	17,010	20,920
Retirement - Unfunded Liability	50052	26,510	33,950	42,040
Retirement - Part Time	50055	480	480	-
Medicare	50060	3,082	3,440	3,610
Health Insurance	50070	41,727	40,870	46,630
Dental Insurance	50071	2,605	2,720	3,020
OPEB Health	50072	4,110	-	-
Life Insurance	50075	252	260	310
Long Term Disability Insurance	50076	654	670	690
Total Personnel		\$ 307,037	\$ 336,420	\$ 366,600
OPERATION & MAINTENANCE COSTS				
Expert/Consulting Services	51040	\$ -	\$ 1,450	\$ 4,000
Subscriptions/Memberships	51104	614	1,000	1,000
Professional Development	51110	6,799	4,500	6,000
Printing & Duplicating	51120	699	1,500	1,500
Telephone & Fax	51121	2,653	2,800	2,800
Postage	51122	5,406	4,500	4,500
Advertising	51123	3,297	7,500	6,000
Election Expense	51124	47,335	16,000	16,000
Rentals/Leases - Buildings	51140	8,425	9,000	9,000
Rentals/Leases - Office Equipment	51141	4,269	6,000	6,000
Materials & Supplies	51160	2,798	4,000	4,000
Electricity & Gas	51180	3,581	4,000	3,900
Software Maintenance & Licensing	51201	-	13,300	-
Repair/Maint - Equipment	51211	5,035	9,000	9,000
Total Operation & Maintenance		\$ 90,910	\$ 84,550	\$ 73,700
Grand Total		\$ 397,947	\$ 420,970	\$ 440,300

**CITY OF SANTEE
CITY CLERK**

General Government	FY 2018-19	FY 2019-20	FY 2020-21
City Clerk 1001.00.1301	Actual	Amended	Proposed
OPERATION & MAINTENANCE COSTS			
Expert/Consulting Services	\$ -	\$ 1,450	\$ 4,000
This account provides for expert and consultant services in the area of elections and operations.			
Subscriptions/Memberships	614	1,000	1,000
This appropriation will provide for memberships including: International Institute of Municipal Clerks, California City Clerk's Association, San Diego County City Clerks Association, and National Notary Association. These memberships provide current and valuable information through education, support, and communication.			
Professional Development	6,799	4,500	6,000
This account provides for attendance at selected professional association meetings, conferences and seminars. These include New Law & Election Seminar, Southern California City Clerks Association Quarterly Meetings, SD County City Clerks Meetings, SD County Deputy City Clerks Association Meetings, and CCAC's Nuts & Bolts Training. Points are earned towards the Certified and Master Municipal Clerk designations with each attendance.			
Printing & Duplicating	699	1,500	1,500
Printing and binding costs incurred in the duplication of City Council/CDC Successor Agency/Public Financing Authority agenda materials and documents, Boards, Commission & Committee handbooks and applications, pamphlets, claim forms, public records request forms, engraving, the full share of the central copy machine supplies used by various departments, and other informational material. Scanning and imaging of City documents is also paid from this account.			
Telephone & Fax	2,653	2,800	2,800
This appropriation will fund the cost of telephone and the fax machine.			
Postage	5,406	4,500	4,500
This account covers the costs of mailing City forms and correspondence, City Council agendas, legal documents, requests for information, policy and organizational materials. This account also covers the cost of the annual maintenance agreement for the postage machine and meter.			

**CITY OF SANTEE
CITY CLERK**

General Government City Clerk 1001.00.1301	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

OPERATION & MAINTENANCE COSTS (Continued)

<p>Advertising</p> <p>This amount will provide for legal publication of certain Resolutions and Ordinances as required by law, public hearing notices, and advertisements.</p>	\$ 3,297	\$ 7,500	\$ 6,000
<p>Election Expense</p> <p>The FY 2020-21 covers half of the estimated cost to conduct the City's Regular November 2020 election for the Mayor and two Council Member seats. Costs include an Oath of Office ceremony, Candidate Handbooks, forms, printing, the Martin & Chapman Election Handbook and supplies related to candidate filings and future election planning. This account also covers required printing, publishing, and posting of the ballot pamphlet in five languages, canvassing of votes and providing certified election results.</p>	47,335	16,000	16,000
<p>Rentals/Leases - Buildings</p> <p>This appropriation provides the allocation for high security, off-site city-wide storage, retrieval, and destruction of records/boxes.</p>	8,425	9,000	9,000
<p>Rentals/Leases - Office Equipment</p> <p>The FY 2020-21 appropriation includes the cost for the lease of a new postage machine.</p>	4,269	6,000	6,000
<p>Materials & Supplies</p> <p>This appropriation provides for: 1) office supplies, including laser printer cartridges, stationery, copier supplies, public noticing supplies, records management materials and other miscellaneous office supplies; 2) books; and 3) materials and supplies, covering a wide variety of items needed ranging from gavels, agenda binders, special forms and plaques, meeting name signs, binders and folders, flags, record boxes, etc. This account also covers the supplies and support for City Council meetings and workshops.</p>	2,798	4,000	4,000
<p>Electricity & Gas</p> <p>This appropriation will fund the cost of electricity and gas allocated to the City Clerk's office.</p>	3,581	4,000	3,900
<p>Software Maintenance & Licensing</p> <p>This appropriation provides for an Agenda Management Software: Meeting Manager Pro, unlimited support, unlimited users, training sessions and storage for meeting related content.</p>	-	13,300	-

**CITY OF SANTEE
CITY CLERK**

General Government	FY 2018-19	FY 2019-20	FY 2020-21
City Clerk 1001.00.1301	Actual	Amended	Proposed

OPERATION & MAINTENANCE COSTS (Continued)

Repair & Maintenance - Equipment	\$ 5,035	\$ 9,000	\$ 9,000
---	-----------------	-----------------	-----------------

This amount provides for the Department's share of the City's pooled copier maintenance agreement, repair and maintenance of the department's printers, scanner, reader/printer microfilm machine, fax and date/time stamp machine. Also included in this account is the annual fee for web posting & updating of the Municipal Code (both paper and electronic versions) and the annual cost of software maintenance, support and upgrades for the City's Document Imaging System.

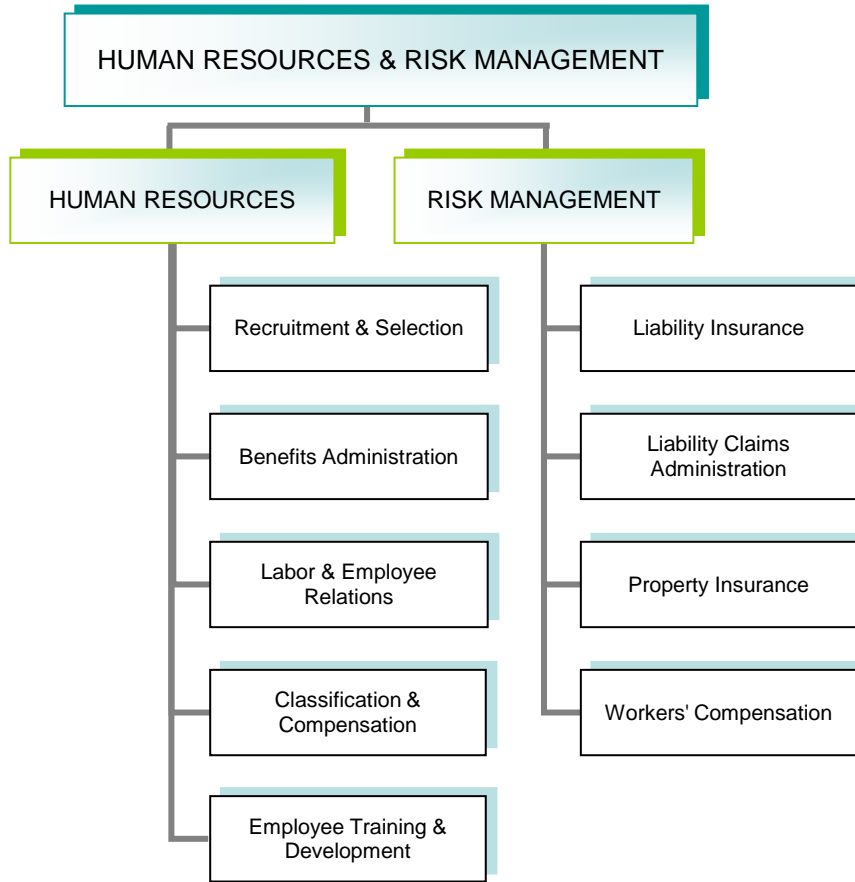
Total Operations and Maintenance	\$ 90,910	\$ 84,550	\$ 73,700
---	------------------	------------------	------------------



This page intentionally left blank

CITY OF SANTEE

HUMAN RESOURCES & RISK MANAGEMENT



CITY OF SANTEE
HUMAN RESOURCES AND RISK MANAGEMENT SUMMARY

	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
SUMMARY OF EXPENDITURES			
Human Resources	\$ 501,097	\$ 552,860	\$ 518,820
Risk Management	<u>530,112</u>	<u>604,550</u>	<u>\$ 624,140</u>
Total	<u><u>\$ 1,031,209</u></u>	<u><u>\$ 1,157,410</u></u>	<u><u>\$ 1,142,960</u></u>
SUMMARY OF FUNDED POSITIONS			
Human Resources	3.00	3.00	3.00
Risk Management	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u><u>3.00</u></u>	<u><u>3.00</u></u>	<u><u>3.00</u></u>

CITY OF SANTEE

HUMAN RESOURCES & RISK MANAGEMENT

Mission Statement

We recruit exceptional individuals, provide professional development to employees, and foster respectful labor relations.

Program Description

The Human Resources and Risk Management Department is responsible for the City's recruitment and selection process, classification and compensation plan, benefits administration, labor and employee relations, employee training and development and risk management functions including liability and property insurance, workers' compensation, general liability claims and loss control.

FY 2019-20 Accomplishments

- Partnered with departments to innovate recruitment processes for positions like Firefighter Paramedic which resulted in a record number (12) of qualified candidates hired from one list.
- Implemented a targeted recruitment advertising strategy to reach diverse groups
- Produced and deployed an advertising video for Community Services Department recruitments
- Implemented a competency-based performance management program for all City employees
- Implemented digital signatures and electronic versions of various forms
- Delivered enhanced training courses and supervisor resources
- Provided ongoing consultation to departments on policy and employee relations
- Promoted professional development through participation in regional training and supervisor resources
- Coordinated onsite flu and measles vaccinations
- In response to the COVID-19 pandemic: Created policies and procedures in compliance with various Federal, State, and County Orders; Successfully negotiated the terms of a side letter with the Santee Firefighters' Association; Emergency Operations Center Activation Team
- Continued to facilitate City/County Risk Management Association to share best practices
- Implemented an employee wellness program targeting physical, mental, and financial wellness with an overall strategy of fostering employee engagement

FY 2020-21 Goals and Objectives

- Continue to evaluate and implement operational improvements that result in efficiencies and leverage technology to innovate departmental functions.
- Develop a customer service program engaging employees across departments
- Continue support of City branding through recruitment efforts
- Collaborate with the City Attorney's Office to complete additional compliance and policy revisions
- Support ongoing positive employee/employer relations
- Explore opportunities to expand HR/Risk Department services at zero net cost

**CITY OF SANTEE
HUMAN RESOURCES**

General Government Human Resources 1001.01.1601	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	------------------------------	-------------------------------	--------------------------------

SUMMARY OF EXPENDITURES

Personnel	\$ 455,597	\$ 485,490	\$ 457,480
Operations & Maintenance	45,500	67,370	61,340
Capital Outlay	-	-	-
Grand Total	<u>\$ 501,097</u>	<u>\$ 552,860</u>	<u>\$ 518,820</u>

SUMMARY OF FUNDED POSITIONS

Director of Human Resources & Risk Management	1.00	-	-
Director of Human Resources	-	1.00	1.00
Confidential Senior Human Resources Analyst	1.00	-	-
Senior Human Resources Analyst	-	1.00	1.00
Confidential Human Resources & Risk Management Technician	1.00	-	-
Human Resources Technician	-	1.00	1.00
Total Positions	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

**CITY OF SANTEE
HUMAN RESOURCES**

General Government Human Resources 1001.01.1601	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
PERSONNEL COSTS			
Salaries & Wages - Regular	50010 \$ 315,275	\$ 340,940	\$ 304,990
Salaries & Wages - Part Time	50020 17,469	18,080	20,740
Auto Allowance	50040 4,200	4,200	4,200
Retirement - PERS	50050 27,622	29,560	29,060
Retirement - PERS EPMC	50051 -	-	-
Retirement - Unfunded Liability	50052 44,230	52,710	52,660
Retirement - Part Time	50055 31	150	160
Medicare	50060 4,886	5,280	4,780
Health Insurance	50070 25,906	31,060	37,080
Dental Insurance	50071 1,869	2,250	2,610
OPEB Health	50072 12,900	-	-
Life Insurance	50075 298	310	310
Long Term Disability Insurance	50076 911	950	890
Total Personnel	\$ 455,597	\$ 485,490	\$ 457,480
OPERATIONS & MAINTENANCE COSTS			
Employee Assistance Program	51013 \$ 3,243	\$ 3,570	\$ 3,510
Technical Personnel Services	51014 15,991	2,500	2,500
Tuition Reimbursement	51015 3,500	12,000	12,000
Expert/Consulting Services	51040 6	13,000	8,800
Subscriptions/Memberships	51104 1,894	2,050	1,880
Professional Development	51110 4,531	4,500	4,500
Printing & Duplicating	51120 -	300	200
Telephone & Fax	51121 2,863	3,000	3,000
Postage	51122 53	100	100
Advertising	51123 1,200	4,300	4,350
Rentals/Leases - Office Equipment	51141 2,401	-	-
Materials and Supplies	51160 3,485	5,000	4,500
Wellness Program	51169 -	8,650	4,000
Recognition Program	51170 2,241	2,900	2,400
Electricity & Gas	51180 4,092	4,500	4,400
Software Maintenance & Licensing	51201 -	-	4,000
Repair/Maint - Equipment	51211 -	1,000	1,200
Total Operations & Maintenance	\$ 45,500	\$ 67,370	\$ 61,340
Grand Total	\$ 501,097	\$ 552,860	\$ 518,820

**CITY OF SANTEE
HUMAN RESOURCES**

General Government Human Resources 1001.01.1601	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS

<p>Employee Assistance Services</p> <p>The Employee Assistance Program (EAP) is an employer provided resource for the personal and professional well-being of its employees. Employees can obtain confidential, professional assistance when facing family, financial, legal or personal situations that may impact job performance. EAP also provides for City-wide debriefs or counseling following major, critical incidents.</p>	\$ 3,243	\$ 3,570	\$ 3,510
<p>Technical Personnel Services</p> <p>This account funds pre-employment background and medical testing.</p>	15,991	2,500	2,500
<p>Tuition Reimbursement</p> <p>This program reimburses employees for qualifying expenses to support professional growth through continuing education.</p>	3,500	12,000	12,000
<p>Expert/Consulting Services</p> <p>(CCPA) Training Consortium which provides important employee training throughout the year at a substantial savings. Other personnel services paid from this account include the annual fee for the on-line recruitment system; validated standardized exams for recruitment testing; legal/outside professional services to assist with human resources functions; and unforeseen personnel related costs that may arise during the fiscal year.</p>	6	13,000	8,800
<p>Subscriptions & Memberships</p> <p>This appropriation will provide for memberships in relevant Human Resources and Risk Management professional associations, as well as subscriptions to relevant publications.</p>	1,894	2,050	1,880
<p>Professional Development</p> <p>conferences and trainings to remain current on various legal mandates and developments in case law, public employment and industry trends in Human Resources and Risk Management.</p>	4,531	4,500	4,500
<p>Printing & Duplicating</p> <p>This account provides for human resources related professional printing services.</p>	-	300	200
<p>Telephone & Fax</p> <p>This appropriation will fund the cost of telephone, fax machine, and modem line charges.</p>	2,863	3,000	3,000

**CITY OF SANTEE
HUMAN RESOURCES**

General Government Human Resources 1001.01.1601	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS (Continued)			
Postage This account will cover the costs of mailing general correspondence as well as recruitments, benefits, policy, and organizational materials.	\$ 53	\$ 100	\$ 100
Advertising This account provides for publishing recruitment bulletins online and in professional publications.	1,200	4,300	4,350
Rentals/Leases-Office Equipment This account covers the cost for the lease and maintenance of the Xerox BW/color copier.	2,401	-	-
Materials & Supplies This appropriation provides for office supplies, expenses incurred in administering interviews, testing and assessment centers, as well as supplies and expenses for special City meetings and workshops for employees.	3,485	5,000	4,500
Wellness Program This appropriation is funded by the CIGNA wellness fund to cover employee wellness program expenses such as employee events, educational workshops, incentive items and other related activities.	-	8,650	4,000
Recognition Program This appropriation funds the annual employee service awards program.	2,241	2,900	2,400
Electricity & Gas This appropriation will fund the cost of electricity and gas.	4,092	4,500	4,400
Software Maintenance & Licensing This appropriation covers the annual fee for the on-line recruitment system.	-	-	4,000
Repair/Maint - Equipment This appropriation will cover the department's share of the copier pooled maintenance agreement.	-	1,000	1,200
Total Operations & Maintenance	\$ 45,500	\$ 66,370	\$ 61,340

**CITY OF SANTEE
RISK MANAGEMENT**

General Government Risk Management 1001.01.1701	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 530,112	\$ 604,550	\$ 624,140
Total	\$ 530,112	\$ 604,550	\$ 624,140

EXPENDITURES

OPERATIONS & MAINTENANCE COSTS

Claims Administration	51033	\$ 16,112	\$ 22,000	\$ 21,600
Legal Defense	51034	91,256	100,000	100,000
Expert/Consulting Services	51040	4,924	6,250	6,580
Property Insurance	51301	76,342	95,100	91,220
Public Liability Insurance	51305	199,578	295,200	318,740
Awards & Indemnities	51310	141,900	86,000	86,000
Loss Control	51313	-	-	-
Total Operations & Maintenance		\$ 530,112	\$ 604,550	\$ 624,140

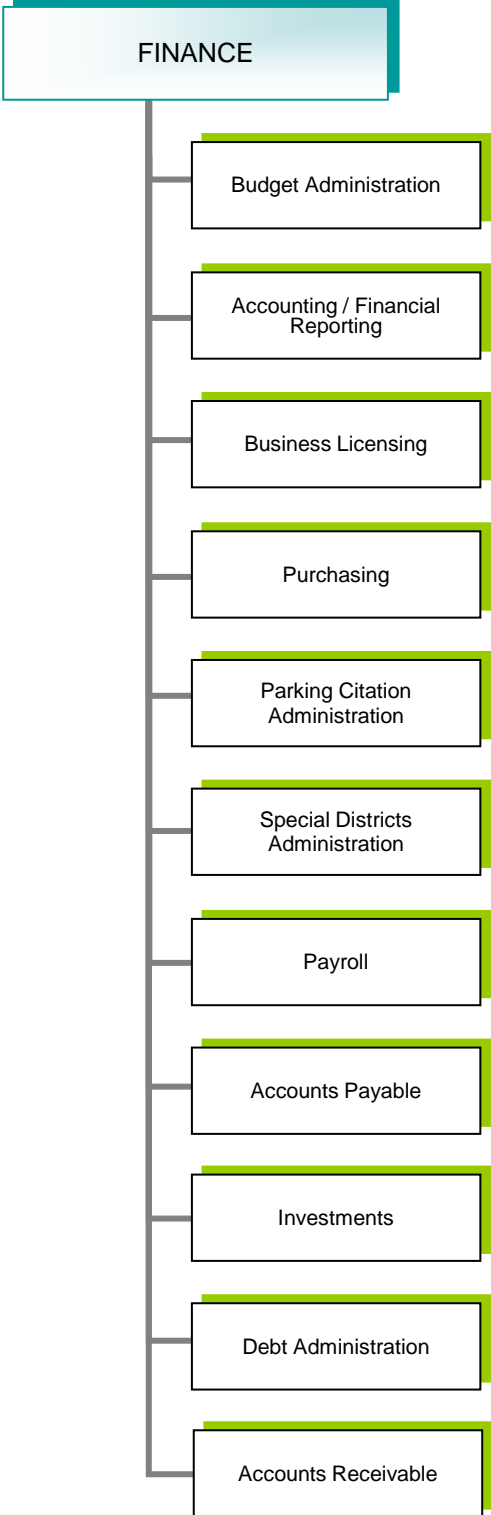
CITY OF SANTEE RISK MANAGEMENT

General Government Risk Management 1001.01.1701	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS			
Claims Administration	\$ 16,112	\$ 22,000	\$ 21,600
This appropriation funds the third party administrator for liability claims.			
Legal Defense	91,256	100,000	100,000
This appropriation represents an estimate of the legal defense costs in settling or dismissing claims against the City. Actual costs depend on the number and severity of claims filed.			
Expert/Consulting Services	4,924	6,250	6,580
This account funds OSHA required programs including Department of Transportation random drug testing, hearing conservation and chemical inventory. Also funds DMV license medical testing.			
Property Insurance	76,342	95,100	91,220
This appropriation provides insurance coverage for City owned properties and vehicles including fire trucks and engines, patch trucks, and other emergency/specialized vehicles. The City's regular fleet vehicles are self-insured.			
Public Liability Insurance	199,578	295,200	318,740
This appropriation funds the costs of municipal liability insurance for the City including brokerage, underwriting and administrative fees. A portion of this cost has been budgeted in the Emergency Medical budget of the Fire Department as it is reimbursed from CSA 69. Current liability coverage includes the reimbursement of defense costs and payment of litigated court settlements and awards beyond the City's self-insured retention (SIR). The City is a member of PRISM (formerly CSAC EIA) with an SIR of \$150,000 and excess coverage up to \$50 million.			
Awards & Indemnities	141,900	86,000	86,000
This appropriation provides for awards and claim settlement payments which are estimated.			
Loss Control	-	-	-
This appropriation is funded by the CSAC EIA and LAWCX risk management subsidies to cover loss prevention related expenses such as the purchase of safety equipment, ergonomic equipment, contracting for inspections or specialized training, and expenses related to attending seminars, conferences and regional training.			
Total Operations & Maintenance	\$ 530,112	\$ 604,550	\$ 624,140



This page intentionally left blank

CITY OF SANTEE
FINANCE



CITY OF SANTEE

FINANCE

Mission Statement

We are dedicated to safeguarding City assets while providing sound fiscal management and excellent customer service to all citizens, the business community, and City employees. We accomplish budgetary planning, the investment of public funds, purchasing, accounting and business licensing with professionalism and integrity.

Program Description

The Finance Department is responsible for the collection and investment of City monies, accounting and financial reporting, budget preparation and administration, debt administration, long-range fiscal planning, purchasing, business licensing, parking citation administration, payroll, accounts payable, accounts receivable, and capital asset inventory control.

FY 2019-20 Accomplishments

- Received the Government Finance Officers Association of the United States and Canada (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the City's Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2019
- Provided sound fiscal planning by utilizing strong budgetary controls and a five-year financial projection to ensure the continued fiscal health of the City
- Conducted a City Council Workshop to identify and discuss future revenue needs and options
- Identified available resources that were used to make additional payments to reduce the City's unfunded retiree health liability
- Led the development of the City's FY 2020-21 Operating Budget and Capital Improvement Program for Fiscal Years 2020-2024
- Supported the City's Emergency Operations Center Finance and Logistics Sections during the COVID-19 pandemic response

FY 2020-21 Goals and Objectives

- Continue to identify and implement strategies to address unfunded liabilities including CalPERS retirement costs and retiree health insurance costs
- Develop an enhanced long-range financial planning model to better assist the City in its long-range fiscal planning efforts
- Complete the entire Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2020 in-house
- Ensure the City maximizes federal and state reimbursement opportunities of eligible costs incurred as a result of the COVID-19 pandemic
- Continue to navigate and address the fiscal challenges faced by the City as a result of the economic impacts of the COVID-19 pandemic

**CITY OF SANTEE
FINANCE**

General Government Finance 1001.00.1501	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	------------------------------	-------------------------------	--------------------------------

SUMMARY OF EXPENDITURES

Personnel	\$ 1,029,130	\$ 1,084,980	\$ 1,131,270
Operations & Maintenance	139,888	223,350	198,070
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Grand Total	<u><u>\$ 1,169,017</u></u>	<u><u>\$ 1,308,330</u></u>	<u><u>\$ 1,329,340</u></u>

SUMMARY OF FUNDED POSITIONS

Director of Finance/Treasurer	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00
Confidential Accountant	1.00	1.00	1.00
Confidential Payroll Specialist	1.00	1.00	1.00
Procurement Specialist	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Account Clerk	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Positions	<u><u>8.00</u></u>	<u><u>8.00</u></u>	<u><u>8.00</u></u>

**CITY OF SANTEE
FINANCE**

General Government Finance 1001.00.1501		FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 703,928	\$ 744,990	\$ 765,510
Salaries & Wages - Part Time	50020	4,170	13,860	16,100
Overtime	50025	14,209	15,000	12,000
Sick Leave Buy Back	50036	-	620	-
Auto Allowance	50040	4,200	4,200	4,200
Retirement - PERS	50050	70,769	74,330	84,540
Retirement - Unfunded Liability	50052	96,540	116,830	132,180
Retirement - Part Time	50055	156	520	240
Medicare	50060	10,534	11,240	11,560
Health Insurance	50070	93,781	93,870	95,620
Dental Insurance	50071	6,523	6,490	6,270
OPEB Health	50072	21,120	-	-
Life Insurance	50075	794	840	840
Long Term Disability Insurance	50076	2,080	2,190	2,210
Unemployment Insurance	50081	324	-	-
Total Personnel		<u>\$ 1,029,130</u>	<u>\$ 1,084,980</u>	<u>\$ 1,131,270</u>
OPERATIONS & MAINTENANCE COSTS				
Accounting/Auditing	51010	\$ 36,020	\$ 45,100	\$ 44,650
Expert/Consulting Services	51040	46,066	107,410	70,420
Subscriptions/Memberships	51104	1,840	2,300	2,210
Professional Development	51110	5,617	10,050	10,000
Mileage Reimbursement	51112	57	100	100
Printing & Duplicating	51120	3,934	5,400	5,400
Telephone & Fax	51121	6,341	6,700	6,700
Postage	51122	5,003	5,200	5,200
Advertising	51123	179	350	350
Bank Fees	51150	19,096	24,790	36,690
Materials & Supplies	51160	3,604	4,700	4,800
Electricity & Gas	51180	8,184	9,100	9,100
Repair/Maint - Equipment	51211	3,949	2,150	2,450
Total Operations & Maintenance		<u>\$ 139,888</u>	<u>\$ 223,350</u>	<u>\$ 198,070</u>
Grand Total		<u>\$ 1,169,017</u>	<u>\$ 1,308,330</u>	<u>\$ 1,329,340</u>

**CITY OF SANTEE
FINANCE DEPARTMENT**

General Government Finance 1001.00.1501	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS

Accounting/Auditing	\$ 36,020	\$ 45,100	\$ 44,650
----------------------------	------------------	------------------	------------------

This appropriation will provide for independent financial statement audit services for the City, the Single Audit of federal awards and a franchise fee or transient occupancy tax audit. Also included is the preparation of the State Controller's Report of Financial Transactions, various demographic & statistical Information required for the Comprehensive Annual Financial Report ("CAFR") and the Government Finance Officers Association CAFR award application fee.

Expert/Consulting Services	46,066	107,410	70,420
-----------------------------------	---------------	----------------	---------------

The FY 2020-21 appropriation will provide for the following contract services : property tax revenue analysis and reporting, sales tax revenue analysis and reporting, state mandated cost reimbursement claims, parking citation collection and administration, GASB 68 (pension) actuarial reporting, GASB 75 (OPEB) actuarial valuation, Worker's Compensation and Liability insurance actuarial, and long range financial model preparation

Subscriptions/Memberships	1,840	2,300	2,210
----------------------------------	--------------	--------------	--------------

This appropriation will provide for the following memberships: Government Finance Officers Association, California Municipal Treasurers Association, California Association of Public Purchasing Officers, the California Society of Municipal Finance Officers, and subscriptions for government and payroll updates.

Professional Development	5,617	10,050	10,000
---------------------------------	--------------	---------------	---------------

This appropriation provides for travel and attendance at professional association meetings, conferences, and seminars related to fiscal policy, management, governmental accounting and related issues. Included are costs related to the California Society of Municipal Finance Officers annual conference, Tyler Technologies Eden users annual conference, and the California Association of Public Purchasing Officers annual conference. Also included are the cost of miscellaneous professional association meetings, computer software application training and general professional development opportunities.

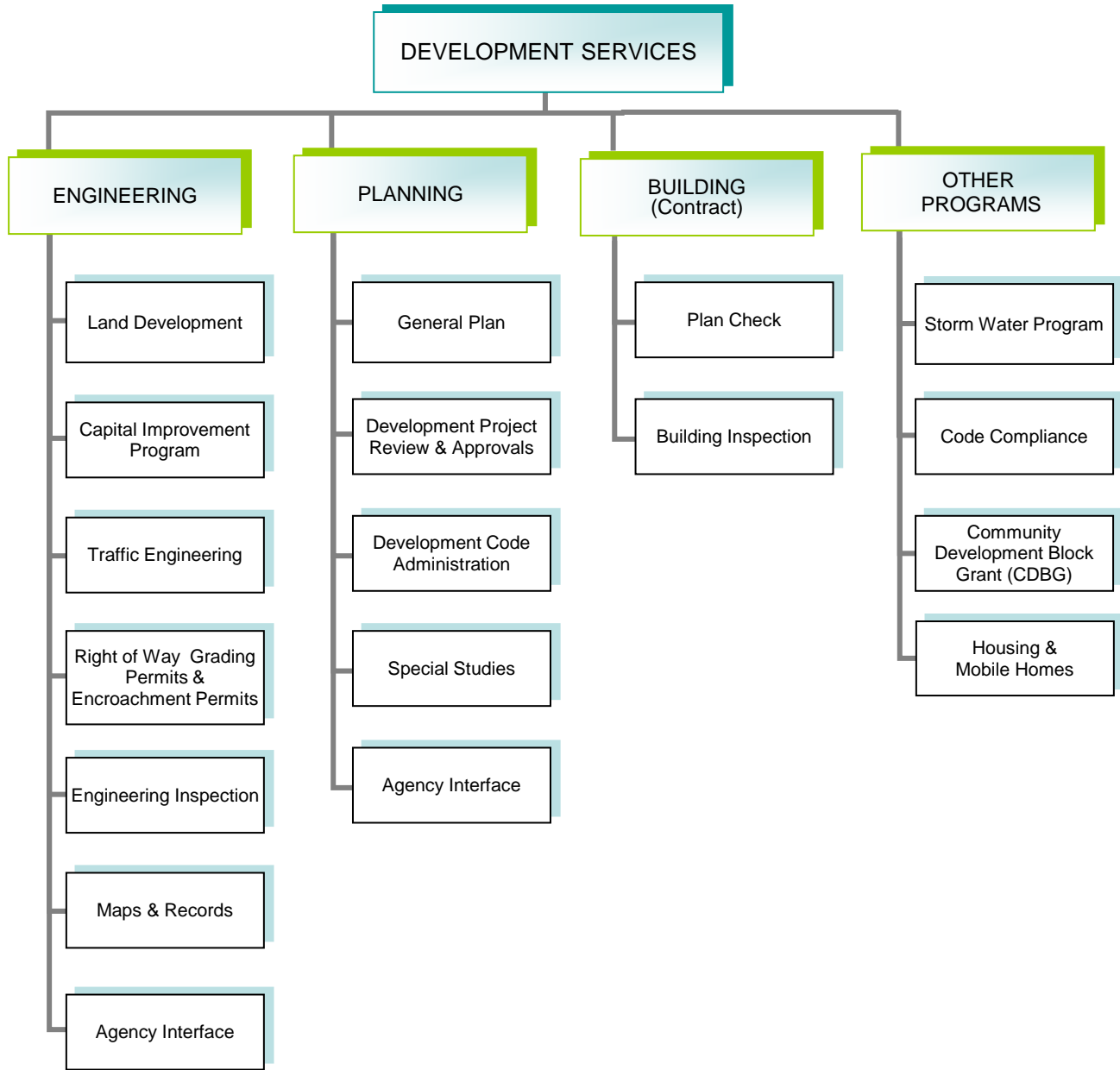
Mileage Reimbursement	57	100	100
------------------------------	-----------	------------	------------

This appropriation will cover mileage reimbursement for use of personal vehicles while on City business.

**CITY OF SANTEE
FINANCE DEPARTMENT**

General Government Finance 1001.00.1501	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS (Continued)			
Printing & Duplicating	\$ 3,934	\$ 5,400	\$ 5,400
This appropriation will provide for printing of budget documents, the annual financial report, checks, business license forms, receipt and tax forms, general document copying and computer paper.			
Telephone & Fax	6,341	6,700	6,700
This appropriation will fund the cost of telephone and fax line charges for the department.			
Postage	5,003	5,200	5,200
This appropriation will fund the cost of mailing vendor payments, business license renewals and certificates and other department correspondence.			
Advertising	179	350	350
This appropriation will provide for advertising of formal bids and other required public notices.			
Bank Fees	19,096	24,790	36,690
This appropriation will fund the fees to process credit card transactions, including online transactions, and the cost of armored car pickup of daily cash deposits.			
Materials & Supplies	3,604	4,700	4,800
This appropriation provides for materials and supplies as required for operations such as letterhead, envelopes, printer toner and ink, small office equipment and furniture.			
Electricity & Gas	8,184	9,100	9,100
This appropriation will fund the cost of electricity and gas allocated to the Finance Department.			
Repair/Maintenance - Equipment	3,949	2,150	2,450
This appropriation will fund small office equipment repair and maintenance, including the department's share of the copier pooled maintenance agreement.			
Total Operations & Maintenance	<u>\$ 139,888</u>	<u>\$ 223,350</u>	<u>\$ 198,070</u>

CITY OF SANTEE DEVELOPMENT SERVICES



**CITY OF SANTEE
DEVELOPMENT SERVICES SUMMARY**

	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
SUMMARY OF EXPENDITURES			
Engineering	\$ 2,166,252	\$ 2,311,390	\$ 2,387,130
Storm Water	183,442	197,170	202,320
Planning	971,882	1,297,780	1,319,660
Building	1,066,447	1,063,180	921,500
Code Compliance	120,748	153,810	143,200
Total	\$ 4,508,771	\$ 5,023,330	\$ 4,973,810

SUMMARY OF FUNDED POSITIONS

Engineering	12.40	12.40	12.40
Storm Water	1.00	1.00	1.00
Planning	6.40	6.40	6.40
Code Compliance	1.50	1.50	1.50
Total	21.30	21.30	21.30

CITY OF SANTEE

DEVELOPMENT SERVICES – ENGINEERING

Mission Statement

Guiding sustainable development through community partnership and excellence in service.

Program Description

The Engineering Division has the responsibility for Capital Improvements Program (CIP) project programming and implementation, Land Development engineering activities, Traffic Engineering, utility coordination, and the preparation of special studies and reports for the City Council.

The Capital Improvement Program section is responsible for the planning, programming, bidding, award and construction of all new City parks, roads and City owned infrastructure, the large-scale maintenance, renovation and construction of City owned facilities, the coordination and management of emergency facility repairs, and performing construction inspections.

The Land Development section administers the Grading, Encroachment, Subdivision and Flood Damage Prevention Ordinances; provides public information on grading and encroachment permits; prepares and reviews grading and improvement plans, and administers the Storm Water Program.

The Traffic Engineering section is responsible for responding to and investigating citizen requests on traffic issues related to signage, striping, signal operation, traffic calming and improving traffic safety. The Traffic Engineering section is also responsible for maintenance of the City's street lights, traffic signals, street signage and roadway striping, carrying out traffic related projects, seeking grant funding, and traffic review for development projects.

The Engineering Division also provides support for projects and programs for the Community Services Department, provides information to outside agencies, administers all right of way encroachments, applies for and administers roadway and safety grants and has program responsibility for several other funds including Flood Control, Santee Roadway Lighting District, TransNet, Regional Transportation Congestion Improvement Program (RTCIP) and Gas Tax.

FY 2019-20 Accomplishments

Capital Improvement Program (CIP)

- Managed and completed the construction of two street paving projects totaling 46,000 square feet of pavement overlays, 1,155,150 square feet of slurry and chip sealing including Mast Blvd., 1,466 square feet of concrete sidewalk, 25 accessible pedestrian ramps, 115 feet of curb and gutter with the street work
- Completed the construction contract for the Corrugated Metal Pipe Storm Drains (CMP) Program at a final multiyear contract cost of \$1.72 million. Also completed the emergency repair of failed CMP storm drain on Santana Street.
- Continued the design and Caltrans right of way coordination of the SR-67 / Woodside Avenue Intersection Improvement project for a proposed round-about
- Bid, awarded and completed the construction of the City Hall Accessibility Upgrades Project
- Completed the construction and project management of the Mast Park Improvements project, with a total project cost of \$12.4 million. Also bid and awarded the Electric Vehicle Charging Station project as part of the Park improvements.
- Began design on three new projects: the Cuyamaca Street Right Turn Pocket Project, the grant funded Prospect Ave/Mesa Avenue Intersection Improvements and the Santee Lakes CMP Replacement Project

CITY OF SANTEE DEVELOPMENT SERVICES – ENGINEERING

- Completed the design and began construction on two new projects: Concrete Repairs Citywide, and Citywide Trash Diversion Project

Land Development

- Provided plan review and construction oversight for grading and improvements required for the Lantern Crest Phase 3, East County Estates Subdivision, Prospect Fields Subdivision, Montivo Subdivision, Sharp Medical Office Building, Mission Gorge Multi-Family, River Village, Walker Trails Subdivision, Summit Avenue Subdivision, HPC Office Building, Cuyamaca Service Station, Tower Glass Industrial Building, Riverview at Town Center Multifamily condominium project, Weston public improvements, Weston Park and other approved land development projects
- Completed coordination and plan review for issuance of over 14 grading permits, 180 encroachment permits, several parcel/final maps, easements boundary adjustments, development permit applications, pre-applications and supported countless public inquiries/contacts at the community information counter, in addition to responding to storm water discharge complaints and spills

Traffic Engineering

- Re-stripped approximately five miles of arterial and collector roadways, along with 10,000 feet of red curbs and 6,000 feet of crosswalks
- Reviewed high collision locations in the City in order to improve safety
- Continued to process traffic requests in a timely fashion and investigated and responded to 165 traffic related requests
- Reviewed and approved 190 traffic control plans for encroachment permits
- Completed the design for grant-funded projects to install street lights on Mission Gorge Road from SR 125 to Carlton Hills Boulevard and on Mast Boulevard in the vicinity of Santana High School
- Commenced design for the Magnolia Avenue Traffic Signal Upgrade Project
- Commenced design of the grant funded Traffic Signal Visibility Enhancement Project.
- Applied for and received a Local Roadway Safety Plan (LRSP) grant funds in the amount of \$64,800 from the State of California for the development of a citywide traffic safety plan
- Submitted a Federal INFRA (Infrastructure for Rebuilding America) grant application in the amount of \$10.1 million for SR 52 improvements
- Submitted a Federal BUILD (Better Utilizing Investments to Leverage Development) grant application in the amount of \$25 million for SR 52 improvements

FY 2020-21 Goals and Objectives

Capital Improvement Program (CIP)

- Plan, coordinate, and construct the Citywide Pavement Rehabilitation Program for major reconstruction and maintenance projects as determined by the Pavement Management Condition Report
- Re-video all remaining corrugated metal storm drains, re-prioritize locations, and bid the next round of repairs
- Complete the design, bidding, and construction of the intersection improvements at Woodside Avenue and State Route-67

CITY OF SANTEE DEVELOPMENT SERVICES – ENGINEERING

- Complete the design and begin construction of the following projects: Mesa Road / Prospect Avenue Intersection Improvement Project, the Cuyamaca Street Right Turn Pocket Project, and the Santee Lakes CMP Replacement Project
- Complete the construction of the Concrete Repairs Citywide Project and the current phase of the Citywide Trash Diversion Project.

Land Development

- Continue occupancy inspections and improvement oversight on ongoing and upcoming development projects, including Ariana Subdivision, Robinson Lane Subdivision, Santee Lakes General Store Improvements, Village Run condominiums project, Woodspring Suites Hotel, Lantern Crest – Phase 4 and 5, Prospect Estates II, Mission Gorge Multi-Family and Weston
- Provide plan review and/or construction oversight for grading and improvements required for the Movie Theater at RiverView, Fanita Ranch, D'Lazio, Karl Strauss Brewery, Sharp Medical Office Building, Cuyamaca Service Station, Walker Trails Subdivision, Summit Avenue Subdivision, HPC Office Building, Town Center Palazzo Villas, Tower Glass Industrial Building, Shell Gas Station, Riverview at Town Center Multifamily condominium project and other approved land development projects
- Close out the Sky Ranch project, including acceptance of right-of-way
- Implement electronic permit tracking and inspection software
- Assist the public, development community, and process land development applications and requests for grading permits, building permits, and encroachments into the public right of way

Traffic Engineering

- Continue to collaborate with Caltrans for implementing the Phase I improvements for SR-52, coordinating with developers and Caltrans on project development and related issues
- Continue to maintain the city's traffic signals, striping, signage, and street lights
- Continue to pursue grant funding for traffic and safety related projects including smart signals.
- Continue to implement the City's Transportation Improvement Master Plan to upgrade obsolete traffic signal controllers and communications (Smart System)
- Complete the construction for the street light installation projects on Mission Gorge Road and around Santana High School
- Complete design and begin construction of the Traffic Signal Visibility Enhancement Project.
- Complete the citywide traffic safety plan
- Complete the Santee Comprehensive Active Transportation Strategy Project
- Apply for grants in support of State Route 52 phased improvements (INFRA, BUILD) as necessary

**CITY OF SANTEE
DEVELOPMENT SERVICES - ENGINEERING**

Development Services Engineering 1001.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	------------------------------	-------------------------------	--------------------------------

SUMMARY OF EXPENDITURES

Personnel	\$ 2,127,089	\$ 2,261,340	\$ 2,324,480
Operations & Maintenance	39,164	47,950	56,650
Capital Outlay	-	2,100	6,000
Grand Total	<u><u>\$ 2,166,252</u></u>	<u><u>\$ 2,311,390</u></u>	<u><u>\$ 2,387,130</u></u>

SUMMARY OF FUNDED POSITIONS

Director of Development Services	0.50	0.50	0.50
Principal Civil Engineer	2.00	2.00	2.00
Principal Traffic Engineer	1.00	1.00	1.00
Senior Management Analyst	0.45	0.45	0.45
Senior Civil Engineer	3.00	3.00	3.00
Senior Traffic Engineer	1.00	1.00	1.00
Associate Civil Engineer	1.00	1.00	1.00
Engineering Inspector	1.00	1.00	1.00
Assistant Engineer	1.00	1.00	1.00
Development Services Technician	0.50	0.50	0.50
Administrative Secretary	0.95	0.95	0.95
Total Positions	<u><u>12.40</u></u>	<u><u>12.40</u></u>	<u><u>12.40</u></u>

CITY OF SANTEE
DEVELOPMENT SERVICES - ENGINEERING

Development Services Engineering 1001.04.4101		FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 1,475,485	\$ 1,533,930	\$ 1,588,160
Salaries & Wages - Part Time	50020	14,939	64,010	27,720
Overtime	50025	29,013	16,300	19,200
Sick Leave Buy Back	50036	-	900	-
Auto Allowance	50040	2,100	2,100	2,100
Retirement - PERS	50050	178,624	185,390	202,000
Retirement - Unfunded Liability	50052	197,400	240,380	269,870
Retirement - Part Time	50055	560	2,400	1,040
Medicare	50060	22,062	23,450	23,740
Health Insurance	50070	165,380	174,920	173,820
Dental Insurance	50071	11,112	11,910	11,290
OPEB Health	50072	24,530	-	-
Life Insurance	50075	1,227	1,300	1,280
Long Term Disability Insurance	50076	4,079	4,350	4,260
Unemployment Insurance	50081	577	-	-
Total Personnel		<u>\$ 2,127,089</u>	<u>\$ 2,261,340</u>	<u>\$ 2,324,480</u>
OPERATIONS & MAINTENANCE COSTS				
Expert/Consulting Services	51040	\$ -	\$ 2,000	\$ 11,500
Subscriptions/Memberships	51104	1,416	2,000	2,000
Professional Development	51110	2,164	2,500	2,500
Mileage Reimbursement	51112	77	200	200
Printing & Duplicating	51120	2,338	2,500	2,500
Telephone & Fax	51121	11,574	12,200	11,800
Postage	51122	342	1,000	1,000
Advertising	51123	-	500	500
Rentals/Leases - Office Equipment	51141	2,338	-	-
Materials & Supplies	51160	2,568	4,150	4,150
Wearing Apparel	51165	454	1,000	1,000
Electricity & Gas	51180	14,732	16,300	15,900
Repair/Maint - Equipment	51211	1,160	3,600	3,600
Total Operations & Maintenance		<u>\$ 39,164</u>	<u>\$ 47,950</u>	<u>\$ 56,650</u>
CAPITAL OUTLAY COSTS				
Computer Hardware/Software	60011	\$ -	\$ 2,100	\$ -
Other Capital Outlay	60099	-	-	6,000
Total Capital Outlay		<u>\$ -</u>	<u>\$ 2,100</u>	<u>\$ 6,000</u>
Grand Total		<u><u>\$ 2,166,252</u></u>	<u><u>\$ 2,311,390</u></u>	<u><u>\$ 2,387,130</u></u>

**CITY OF SANTEE
DEVELOPMENT SERVICES - ENGINEERING**

Development Services Engineering 1001.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS			
---	--	--	--

Expert/Consulting Services	\$	-	\$	2,000	\$	11,500
-----------------------------------	----	---	----	-------	----	--------

This appropriation provides for consultant services for projects that are not covered by developer deposits or a capital account, including legal description preparation, review for easements or right of way dedications and the preparation of a Geotechnical/Seismic Hazard Study which will be incorporated in Safety Element of the City's General Plan.

Subscriptions/Memberships		1,416		2,000		2,000
----------------------------------	--	-------	--	-------	--	-------

This appropriation provides for staff professional memberships, licenses, and subscriptions.

Professional Development		2,164		2,500		2,500
---------------------------------	--	-------	--	-------	--	-------

This appropriation provides for continuing professional and technical training and development, utilizing training and educational courses offered by various agencies and professional organizations. Travel and subsistence expenses incurred while conducting City business, attending training seminars and meetings of professional organizations are also covered by this account.

Mileage Reimbursement		77		200		200
------------------------------	--	----	--	-----	--	-----

This appropriation provides for reimbursement of the expense of using a personal vehicle in the performance of assigned duties.

Printing & Duplicating		2,338		2,500		2,500
-----------------------------------	--	-------	--	-------	--	-------

This appropriation provides for counter handouts, notices, grant applications and other printed materials. Materials include the Development Review Manual, Storm Water Mitigation Plan and Public Works Standards. Photo documentation of development projects, and generating maps, plans and exhibits are charged to this account. Document recording fees, photocopies and blueprints for the public are paid for by this account.

Telephone & Fax		11,574		12,200		11,800
----------------------------	--	--------	--	--------	--	--------

This appropriation provides for the cost of telephone, fax machine, cellular phones, and modem line charges.

Postage		342		1,000		1,000
----------------	--	-----	--	-------	--	-------

This appropriation provides for mailing correspondence, notices and other documents (i.e. plans, RFP's, legal documents, various reports). Certified mailings are also paid for by this account.

Advertising		-		500		500
--------------------	--	---	--	-----	--	-----

This appropriation provides for soliciting proposals for services, advertising for proposed ordinances and their revisions, public meetings and notices, which are not chargeable to deposits or capital accounts.

**CITY OF SANTEE
DEVELOPMENT SERVICES - ENGINEERING**

Development Services Engineering 1001.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS (Continued)

Rentals/Leases - Equipment	\$ 2,338	\$ -	\$ -
This appropriation provides for photocopier rentals, leases, and maintenance.			
Materials & Supplies	2,568	4,150	4,150
This appropriation provides for various materials and supplies such as paper products, copy machine supplies, business cards, small office equipment and furniture and technical publications that are used in conducting daily business.			
Wearing Apparel	454	1,000	1,000
This appropriation provides for safety-related clothing including hard hats, rain boots, and high-visibility vests and jackets.			
Electricity & Gas	14,732	16,300	15,900
This appropriation provides for cost of electricity and gas allocated to the Engineering Division.			
Repair/Maintenance - Equipment	1,160	3,600	3,600
This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment, including the Engineering Division's share of the copier pooled maintenance agreement and the large format plan copier.			
Total Operations & Maintenance	\$ 39,164	\$ 47,950	\$ 56,650

CAPITAL OUTLAY COSTS

Computer Hardware/Software	\$ -	\$ 2,100	\$ -
This appropriation provides for the purchase a new laptop computer and software licenses for the City's Engineering Inspector.			
Other Capital Outlay	-	-	6,000
This appropriation provides for the purchase of a large storage vault for D-size (24" x 36") maps and plans needed for additional storage capacity.			
Total Capital Outlay	\$ -	\$ 2,100	\$ 6,000



This page intentionally left blank

CITY OF SANTEE DEVELOPMENT SERVICES – STORM WATER

Mission Statement

To implement programs that protect and enhance surface water quality within the City of Santee. Ensure the City's compliance with the Regional Storm Water Permit and coordinate on regional program implementation. Participate in Co-Permittee workgroups and advocate for improvements to policies and regulations.

Program Description

The San Diego River flows through the center of our city, making it one of the City's most prominent features and a major part of our city's parks and trails system. The river and associated trails and open space are a draw for residents, businesses and outdoor enthusiasts alike. As such, the City's Storm Water Program makes it a priority to protect this valuable resource and strives to comply with all federal, state and local regulations which pertain to protecting water quality. Through the implementation of a suite of programs, the City works to prevent pollution and eliminate discharges to the storm water conveyance system and waterways to the maximum extent practicable. Program components include; development and planning review, construction site compliance, commercial and industrial business inspections, routine maintenance of the City's storm water conveyance systems, community education and outreach, regional coordination, complaint/hotline response, water quality monitoring (sampling), and residential area program implementation.

FY 2019-20 Accomplishments

- Implemented strategic programs to work toward compliance with the Regional Storm Water Permit
- Collaborated with 20 other local jurisdictions (Co-Permittees) to develop and implement regional education, monitoring, land development programs, cost-share budgets and reporting to the state
- Provided feedback to Regional Water Quality Control Board staff regarding pending regulations and permits
- Participated in developing a strategy, implementation plan, correspondence, and reports addressing requirements under the Bacteria Investigative Order
- Completed a business improvement process with the Public Services Division to improve understanding and compliance with storm water program components and requirements
- Facilitated implementation of phase one of the City's Trash Order Compliance Plan
- Implemented program components of the City's Jurisdictional Plans and the San Diego River Water Quality Improvement Plan
- Provided outreach and education through events, education, meetings and inspections
- Coordinated with the Information Technology Division to utilize the GIS platform for tracking MS4 infrastructure maintenance

CITY OF SANTEE DEVELOPMENT SERVICES – STORM WATER

FY 2020-21 Goals and Objectives

- Continue to review, develop and implement programs which protect Santee's water ways
- Strive to ensure that the City of Santee remains in compliance with applicable water quality laws and regulations
- Continuously seek process improvements for existing efforts and infrastructure maintenance programs
- Facilitate the use of GIS map layers which will display the inventory of businesses and structural Best Management Practices (BMPs) inventory so that staff can further strategize efforts
- Seek to decrease bacteria Total Maximum Daily Load (TMDL) by performing in depth microbial source tracking through special studies, and implementing a suite of structural and non-structural controls and programs
- Continue to monitor and ensure the timely implementation of the Trash Order compliance plan
- Collaborate with other named parties to implement the monitoring plan in accordance with the Bacteria Investigative Order
- Roll out focused storm water training specific to job responsibilities for all City employees
- Regularly participate in the co-permittee workgroups and work towards collaboratively addressing common regulatory requirements

**CITY OF SANTEE
DEVELOPMENT SERVICES - STORM WATER**

Development Services Storm Water 1001.04.4102	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Personnel	<u>\$ 183,442</u>	<u>\$ 197,170</u>	<u>\$ 202,320</u>
Total	<u><u>\$ 183,442</u></u>	<u><u>\$ 197,170</u></u>	<u><u>\$ 202,320</u></u>

SUMMARY OF FUNDED POSITIONS

Storm Water Program Manager	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Positions	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>

CITY OF SANTEE
DEVELOPMENT SERVICES - STORM WATER

Development Services		FY 2018-19	FY 2019-20	FY 2020-21
Storm Water 1001.04.4102		Actual	Amended	Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 90,529	\$ 92,770	\$ 95,090
Salaries & Wages - Part Time	50020	48,207	58,510	57,870
Overtime	50025	-	-	300
Retirement - PERS	50050	6,197	6,480	7,350
Retirement - Unfunded Liability	50052	12,380	14,690	16,420
Retirement - Part Time	50055	1,808	2,190	2,170
Medicare	50060	2,012	2,200	2,220
Health Insurance	50070	18,985	18,580	19,160
Dental Insurance	50071	1,270	1,320	1,310
OPEB Health	50072	1,640	-	-
Life Insurance	50075	102	110	110
Long Term Disability Insurance	50076	313	320	320
Total Personnel		<u>\$ 183,442</u>	<u>\$ 197,170</u>	<u>\$ 202,320</u>
Grand Total		<u><u>\$ 183,442</u></u>	<u><u>\$ 197,170</u></u>	<u><u>\$ 202,320</u></u>

CITY OF SANTEE DEVELOPMENT SERVICES – PLANNING

Mission Statement

Guiding sustainable development through community partnership and excellence in service.

Program Description

The Planning Division administers planning and development of the City's residential communities, commercial and industrial centers, community parks and open space preserves. Within this framework, the Planning Division provides long-range planning and policy analysis through the preparation, maintenance, and administration of the General Plan and Town Center Specific Plan. Implementation of the physical development process requires coordination with other local, regional, state and federal agencies to ensure consistency with local regulations, regional policy, and state and federal laws.

The Planning Division budget focuses resources on essential short-term and long-range planning services to meet the City's strategic goals and those mandated by the State. Key among state mandates is the storm water and urban runoff discharge management program and adoption of a "Sustainable Communities" strategy that aligns transportation, housing and land use with the State's greenhouse gas emission reduction goals.

The Planning Division provides public information on land development requirements, coordinates environmental reviews, development reviews, building permit issuance, manages the State-mandated Construction Debris Recycling program, assign addresses, and drafts and coordinates environmental review of City-initiated and developer-proposed projects.

The Planning Division's budget is based on the continuation of essential, mandated and City Council directed services related to planning activities.

FY 2019-20 Accomplishments

- Obtained a Senate Bill 2 (SB2) grant from the State of California for a permit software system that streamlines the processing and reporting of housing projects, among other benefits.
- Entered into a professional services agreement with Central Square to implement the permit software system.
- Facilitated the adoption of the "Sustainable Santee Plan: The City's Roadmap to Greenhouse Gas Reductions", together with certification of the Environmental Impact Report
- Processed General Plan and Specific Plan Amendments and Zone Code revisions to establish an Entertainment District in Town Center
- Entered into a professional services agreement with a housing consultant to begin work on the Housing Element Sixth Cycle Update, and held the first public workshop
- Facilitated the adoption of an ordinance governing the construction of accessory dwelling units and junior dwelling units in compliance with state mandates and toward an affordable housing strategy for the City
- Participated in the San Diego Association of Government's Regional Housing Needs Assessment (RHNA) process
- Presented four informational workshops on the proposed development of "Fanita Ranch" application components including specific workshops focused on traffic and circulation, parks and open space and public safety.

CITY OF SANTEE DEVELOPMENT SERVICES – PLANNING

- Held an informational workshop covering a number of topics related to the first year of implementing updated on-street recreational vehicle parking regulations
- Facilitated the review and approval of the three-story, 86,000 square-foot Sharp Medical Facility at the corner of Buena Vista Avenue and Cuyamaca Street
- Processed for City Council and Development Services Director approval 14 land development applications, representing 65 residential units and 132,105 square feet of commercial/industrial development
- Completed review of over 24 grading permits and approximately 230 building permits

FY 2020-21 Goals and Objectives

- Facilitate adoption of a Housing Element (Sixth Cycle) before April 2021
- Coordinate with City departments to update the Safety Element to incorporate resiliency and climate adaptation
- Apply for a second State of California Department of Housing and Community Development “LEAP” grant in support of compliance with the California Environmental Quality Act (CEQA) related to the Housing Element update
- Continue to seek planning grants for a Prospect Avenue Specific Plan
- Participate in SANDAG’s technical working groups focused on environmental programs, energy conservation/sustainability and housing
- Present a series of workshops on the draft Multiple Species Conservation Plan
- Conduct workshops on accessibility standards designed to help local businesses become compliant with accessibility laws and regulations
- Facilitate implementation of the Sustainable Santee Plan including educating development applicants and adoption of an Urban Forestry Management Plan for the City
- Go live with the Central Square permit software and implement on-line permit submittals
- Continue effort to close Army Corps of Engineer Permits for completed restoration work in Woodglen Vista Creek and Forester Creek

**CITY OF SANTEE
DEVELOPMENT SERVICES - PLANNING**

Development Services Planning 1001.04.4106	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	------------------------------	-------------------------------	--------------------------------

SUMMARY OF EXPENDITURES

Personnel	\$ 863,575	\$ 1,108,970	\$ 1,211,760
Operations & Maintenance	79,540	188,810	107,900
Special Programs	<u>28,767</u>	<u>-</u>	<u>-</u>
Grand Total	<u>\$ 971,882</u>	<u>\$ 1,297,780</u>	<u>\$ 1,319,660</u>

SUMMARY OF FUNDED POSITIONS

Director of Development Services	0.50	0.50	0.50
Principal Planner	1.00	1.00	1.00
Senior Management Analyst	0.45	0.45	0.45
Senior Planner	1.00	1.00	1.00
Development Services Technician	0.50	0.50	0.50
Associate Planner	2.00	2.00	2.00
Administrative Secretary	<u>0.95</u>	<u>0.95</u>	<u>0.95</u>
Total Positions	<u>6.40</u>	<u>6.40</u>	<u>6.40</u>

**CITY OF SANTEE
DEVELOPMENT SERVICES - PLANNING**

Development Services Planning 1001.04.4106		FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 550,333	\$ 614,960	\$ 668,020
Salaries & Wages - Part Time	50020	84,237	229,900	231,700
Overtime	50025	456	-	-
Auto Allowance	50040	2,100	2,100	2,100
Retirement - PERS	50050	62,610	71,770	89,600
Retirement - Unfunded Liability	50052	74,470	82,310	111,000
Retirement - Part Time	50055	3,159	5,060	520
Medicare	50060	9,239	12,290	13,080
Health Insurance	50070	55,928	82,530	87,120
Dental Insurance	50071	3,970	5,380	6,030
OPEB Health	50072	14,670	-	-
Life Insurance	50075	615	670	650
Long Term Disability Insurance	50076	1,788	2,000	1,940
Total Personnel		<u>\$ 863,575</u>	<u>\$ 1,108,970</u>	<u>\$ 1,211,760</u>
OPERATIONS & MAINTENANCE COSTS				
Expert/Consulting Services	51040	\$ 50,062	\$ 148,310	\$ 77,500
Subscriptions/Memberships	51104	2,523	3,000	3,000
Professional Development	51110	4,061	3,000	2,000
Mileage Reimbursement	51112	-	200	100
Printing & Duplicating	51120	717	1,500	1,000
Telephone & Fax	51121	5,160	5,400	5,400
Postage	51122	582	1,000	1,200
Advertising	51123	4,362	13,000	5,000
Rentals/Leases - Office Equipment	51141	2,338	-	-
Materials & Supplies	51160	2,166	3,000	2,500
Electricity & Gas	51180	7,570	8,400	8,200
Repair/Maintenance - Equipment	51211	-	2,000	2,000
Total Operations & Maintenance		<u>\$ 79,540</u>	<u>\$ 188,810</u>	<u>\$ 107,900</u>
SPECIAL PROGRAMS				
Section 6 Habitat Conservation Planning	55059	<u>\$ 28,767</u>	<u>\$ -</u>	<u>\$ -</u>
Total Special Programs		<u>\$ 28,767</u>	<u>\$ -</u>	<u>\$ -</u>
CAPITAL OUTLAY COSTS				
Office Equipment	60010	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Capital Outlay		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Grand Total		<u><u>\$ 971,882</u></u>	<u><u>\$ 1,297,780</u></u>	<u><u>\$ 1,319,660</u></u>

**CITY OF SANTEE
DEVELOPMENT SERVICES - PLANNING**

Development Services Planning 1001.04.4106	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS

Expert/Consulting Services

\$ 50,062 \$ 148,310 \$ 77,500

This appropriation provides for consultant services for projects that are not covered by deposits or capital projects including consulting services for an inclusionary housing in-lieu fee study and to develop a web-based system to track and measure Greenhouse Gas (GHG) emissions for the Sustainable Santee Action Plan.

Subscriptions & Memberships

2,523 3,000 3,000

This appropriation provides for professional memberships and subscriptions, as follows: two memberships in the Association of Environmental Professionals (AEP) and four memberships in American Planning Association/American Institute of Certified Planners.

Professional Development

4,061 3,000 2,000

This appropriation provides for staff's continuing professional and technical training and development, utilizing training and educational courses offered by various agencies and professional organizations. Travel and subsistence expenses incurred while conducting City business, attending training seminars and meetings of professional organizations are also covered by this account.

Mileage Reimbursement

- 200 100

This appropriation provides for reimbursement of the expense of using a personal vehicle in the performance of assigned duties.

Printing & Duplicating

717 1,500 1,000

This appropriation provides for counter handouts, public hearing notices, grant applications and other printed materials. Materials include the Zoning Ordinance and General Plan Update/Land Use Map. Photo documentation of development projects, and generating maps, plans and exhibits are charged to this account. Document recording fees, photocopies and blueprints for the public are paid for by this account.

Telephone & Fax

5,160 5,400 5,400

This appropriation provides for the cost of telephone, fax machine, cellular phones, and modem line charges.

Postage

582 1,000 1,200

This appropriation provides for mailing Division correspondence, hearing notices, EIR's and other documents (i.e. plans, RFP's, legal documents, various reports). Certified mailings are also paid for by this account.

**CITY OF SANTEE
DEVELOPMENT SERVICES - PLANNING**

Development Services Planning 1001.04.4106	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS (Continued)

Advertising	\$ 4,362	\$ 13,000	\$ 5,000
This appropriation provides for soliciting proposals for services and advertising for proposed ordinances and their revisions, environmental documents, public meetings and public notices, which are not chargeable to deposit or capital accounts.			
Rentals/Leases - Office Equipment	2,338	-	-
This appropriation provides for photocopier rentals, leases and maintenance and telephones/pagers for personnel when in the field.			
Materials & Supplies	2,166	3,000	2,500
This appropriation provides for various materials and supplies such as paper products, copy machine supplies, business cards, and technical publications.			
Electricity & Gas	7,570	8,400	8,200
This appropriation provides for the cost of electricity and gas allocated to the Planning Division.			
Repair/Maintenance - Equipment	-	2,000	2,000
This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment, including the Planning Division's share of the copier pooled maintenance agreement and the large format plan copier.			
Total Operations & Maintenance	\$ 79,540	\$ 188,810	\$ 107,900

SPECIAL PROGRAMS

Section 6 Habitat Conservation Planning	\$ 28,767	\$ -	\$ -
This account provides funding for the preparation the City's Multiple Species Conservation Program (MSCP) Subarea Plan, including required Federal and State environmental impact statements. The City has been awarded a Cooperative Endangered Species Conservation Fund (Section 6) Grant from the California Department of Fish and Wildlife in the amount of \$188,798 for this purpose.			
Total Special Programs	\$ 28,767	\$ -	\$ -

CITY OF SANTEE

DEVELOPMENT SERVICES – BUILDING

Program Description

The Building Division provides technical plan review and field inspection services, and coordinates permit approvals with City Departments and outside agencies (County Health Department, Padre Dam Municipal Water District, School Districts, and Air Pollution Control District). The Building Division enforces City codes and regulations pertaining to the safe and appropriate use and condition of developed property. The Building Division performs plan checks, issues permits, and verifies that work is completed in accordance with the codes. The Building Division is responsible for compliance with the Americans with Disabilities Act and other state-related mandates governing handicapped access.

Building Division activities are accomplished through contract with a professional firm specializing in these services. Additionally, the Building Division produces weekly, monthly and annual reports that are submitted to the Census Bureau, the County Assessor, the Department of Commerce (“Dodge Reports”), and to the City Finance Department.

FY 2019-20 Accomplishments

- Issued over 1,800 permits with a total value of over \$14 million for new residential structures, over \$35 million for commercial/industrial structures additions/alterations and \$20 million for residential building additions/alteration
- Conducted over 6,500 inspections including final inspections of new buildings, completed tenant improvements, and completed residential additions/alterations
- Conducted a training for City staff and business owners on disabled access requirements for commercial and industrial sites
- Provided an increased level of support on code compliance cases

FY 2020-21 Goals and Objectives

- Perform plan checks and inspections that represent an estimated \$30 million in valuation for new residential structures and \$20 million for commercial structures
- Improve and streamline the permitting processes, including the implementation of the Central Square permit software system
- Continue to provide next-day inspection service
- Calculate permit fees for applications within one to three working days
- Provide online permit application, payment, and permit issuance for selected permits and then expand the process to include residential, roof-top solar PV systems
- Provide training to contractors and residents on the new permitting software
- Test and implement an electronic plan review system that will expedite plan reviews and reduce costs to the applicant

**CITY OF SANTEE
DEVELOPMENT SERVICES - BUILDING**

Development Services Building 1001.04.4108	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	------------------------------	-------------------------------	--------------------------------

SUMMARY OF EXPENDITURES

Operations & Maintenance (Including Contractual Services)	\$ 1,066,447	\$ 1,063,180	\$ 921,500
Total	\$ 1,066,447	\$ 1,063,180	\$ 921,500

EXPENDITURES

OPERATIONS & MAINTENANCE COSTS

Expert/Consulting Services	51040	\$ 1,056,921	\$ 1,050,000	\$ 910,000
Printing & Duplicating	51120	1,064	1,500	1,500
Telephone & Fax	51121	2,467	2,600	2,600
Postage	51122	9	100	100
Rentals/Leases - Office Equipment	51141	1,099	-	-
Materials & Supplies	51160	795	3,400	1,900
Electricity & Gas	51180	4,092	4,500	4,400
Repair/Maintenance - Equipment	51211	-	1,080	1,000
Total Operations & Maintenance		\$ 1,066,447	\$ 1,063,180	\$ 921,500
Grand Total		\$ 1,066,447	\$ 1,063,180	\$ 921,500

**CITY OF SANTEE
DEVELOPMENT SERVICES - BUILDING**

Development Services Building 1001.04.4108	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE (CONTRACTUAL SERVICES)			
Expert/Consulting Services This appropriation provides for contract building plan check and inspection services.	\$ 1,056,921	\$ 1,050,000	\$ 910,000
Printing & Duplicating This appropriation provides for printing of forms and records, including permit forms, and informational handouts.	1,064	1,500	1,500
Telephone & Fax This appropriation provides for telephone, fax machine, and cellular phone services.	2,467	2,600	2,600
Postage This appropriation provides for the mailing of correspondence.	9	100	100
Rentals/Leases - Office Equipment This appropriation provides for photocopier rentals, leases and maintenance.	1,099	-	-
Materials & Supplies This appropriation provides for various materials and supplies such as paper products, copy machine supplies, business cards, and technical publications.	795	3,400	1,900
Electricity & Gas This appropriation provides for the cost of electricity and gas.	4,092	4,500	4,400
Repair/Maintenance - Equipment This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment, including This appropriation will cover the department's share of the copier pooled maintenance agreement and the large format plan copier.	-	1,080	1,000
Total Operations & Maintenance (Contractual Services)	\$ 1,066,447	\$ 1,063,180	\$ 921,500



This page intentionally left blank

CITY OF SANTEE

DEVELOPMENT SERVICES – CODE COMPLIANCE

Program Description

The Code Compliance Division works with the community to maintain a safe, healthy and attractive environment, and to preserve and improve the overall quality of life within Santee's neighborhoods. As such, this Division interfaces with the public to resolve complaints. This Division resolves zoning violations involving property maintenance and land use issues, construction-related issues involving unsafe buildings and non-permitted work, animal complaints, non-permitted signs, inoperable vehicles, junk and debris, parking enforcement, and illicit discharges into the City's municipal storm drain system. The Abandoned Property and Weed Abatement Programs are administered in this Division and to accomplish this the Code Compliance Division coordinates with other agencies such as the County Sheriff's Department, Fire Prevention Services, County Vector Control, County Health Department and Animal Services.

FY 2019-20 Accomplishments

- Involved in tracking and resolving numerous storm water violations
- Successfully reduced the number of commercial signs placed in medians
- Resolved long-standing code compliance cases through receivership and court warrants
- Responded to approximately 3,000 questions and complaints; resolved approximately 1,100 violations, including non-permitted work, non-permitted uses, weed abatement, abandoned vehicles, signs, noise, animals, and vacant properties involving approximately 3,100 field inspections
- Reviewed and updated the fee schedule for parking citations
- Processed over 510 complaints, issued over 650 parking citations and requested over 70 vehicles be impounded
- Continued multi-disciplinary enforcement team meetings involving the City's enforcement officers, Storm Water Program Manager, County Sheriff's Department, and the City Attorney's Office

FY 2020-21 Goals and Objectives

- Continue implementation of the City's Code Compliance Program, Weed Abatement Program and Storm Water Program
- Continue to identify issues facing neighborhoods and communities and deploy necessary resources and volunteers to best address and resolve such matters
- Use advisory notices to encourage voluntary correction of less serious code violations that do not pose an imminent and serious hazard to life health or the environment
- Continue to collaborate with the County Sheriff's Department, local volunteer, and non-profit organizations and various County departments to aid the transient population find services and shelter
- Fully integrate new electronic case tracking and online complaint submittal software (Central Square), including in-the-field recording of inspections and issuing notices of violations electronically

CITY OF SANTEE
DEVELOPMENT SERVICES - CODE COMPLIANCE

Development Services Code Compliance 1001.04.2401	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	------------------------------	-------------------------------	--------------------------------

SUMMARY OF EXPENDITURES

Personnel	\$ 112,739	\$ 142,280	\$ 133,360
Operations & Maintenance	8,009	10,980	9,840
Capital Outlay	<u>-</u>	<u>550</u>	<u>-</u>
Grand Total	<u>\$ 120,748</u>	<u>\$ 153,810</u>	<u>\$ 143,200</u>

SUMMARY OF FUNDED POSITIONS

Code Compliance Officer	1.00	1.00	1.00
Code Compliance Assistant	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total Positions	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>

CITY OF SANTEE
DEVELOPMENT SERVICES - CODE COMPLIANCE

Development Services		FY 2018-19	FY 2019-20	FY 2020-21
Code Compliance 1001.04.2401		Actual	Amended	Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 90,160	\$ 96,390	\$ 105,580
Salaries & Wages - Part Time	50020	-	20,950	-
Retirement - PERS	50050	6,172	6,730	7,980
Retirement - Unfunded Liability	50052	12,180	15,260	17,810
Retirement - Part Time	50055	-	790	-
Medicare	50060	1,307	1,700	1,530
OPEB Health	50072	2,470	-	-
Life Insurance	50075	145	150	150
Long Term Disability Insurance	50076	305	310	310
Total Personnel		<u>\$ 112,739</u>	<u>\$ 142,280</u>	<u>\$ 133,360</u>
OPERATIONS & MAINTENANCE COSTS				
Expert/Consulting Services	51140	\$ 36	\$ 200	\$ 200
Subscriptions/Memberships	51104	-	200	100
Professional Development	51110	-	200	200
Mileage Reimbursement	51112	-	100	-
Printing & Duplicating	51120	956	1,000	1,000
Telephone & Fax	51121	1,236	1,300	1,300
Postage	51122	1,234	1,400	1,400
Advertising	51123	357	1,500	1,000
Rentals/Leases - Office Equipment	51141	1,006	-	-
Materials & Supplies	51160	1,138	1,900	1,500
Wearing Apparel	51165	-	-	200
Electricity & Gas	51180	2,046	2,300	2,200
Repair/Maintenance - Equipment	51211	-	880	740
Total Operations & Maintenance		<u>\$ 8,009</u>	<u>\$ 10,980</u>	<u>\$ 9,840</u>
CAPITAL OUTLAY COSTS				
Computer Hardware/Software	60011	\$ -	\$ 550	\$ -
Total Capital Outlay		<u>\$ -</u>	<u>\$ 550</u>	<u>\$ -</u>
Grand Total		<u><u>\$ 120,748</u></u>	<u><u>\$ 153,810</u></u>	<u><u>\$ 143,200</u></u>

CITY OF SANTEE
DEVELOPMENT SERVICES - CODE COMPLIANCE

Development Services Code Compliance 1001.04.2401	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS

Expert/Consulting Services This appropriation provides for preparation of title reports.	\$ 36	\$ 200	\$ 200
Subscriptions/Memberships This appropriation provides for annual membership in the CA Association of Code Enforcement Officers.	-	200	100
Professional Development This appropriation provides for registration for professional conferences and training seminars, including the CA Association of Code Enforcement Officers annual conference.	-	200	200
Mileage Reimbursement This appropriation provides for reimbursement of the expense of using a personal vehicle in the performance of assigned duties.	-	100	-
Printing & Duplicating This appropriation provides for production of Division correspondence and forms.	956	1,000	1,000
Telephone & Fax This appropriation provides for the cost of telephone and cellular phones.	1,236	1,300	1,300
Postage This appropriation provides for mailing Division correspondence, including certified mail.	1,234	1,400	1,400
Advertising This appropriation provides for notice of nuisance abatement hearings and tax liens.	357	1,500	1,000
Rentals/Leases - Office Equipment This appropriation provides for photocopier rentals, leases and maintenance and telephones/pagers for personnel when in the field.	1,006	-	-
Materials & Supplies This account provides for the purchase of reference books, boots, safety equipment such as respirators, and other supplies.	1,138	1,900	1,500
Wearing Apparel This appropriation provides for safety-related clothing including hard hats, rain boots, and high-visibility vests and jackets.	-	-	200

**CITY OF SANTEE
DEVELOPMENT SERVICES - CODE COMPLIANCE**

Development Services Code Compliance 1001.04.2401	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS (Continued)

Electricity & Gas	\$ 2,046	\$ 2,300	\$ 2,200
This appropriation provides for the cost of electricity and gas allocated to the Code Enforcement Division.			
Repair/Maintenance - Equipment	-	880	740
This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment, including the Code Compliance Division's share of the copier pooled maintenance agreement and the large format plan copier.			
Total Operations & Maintenance	\$ 8,009	\$ 10,980	\$ 9,840

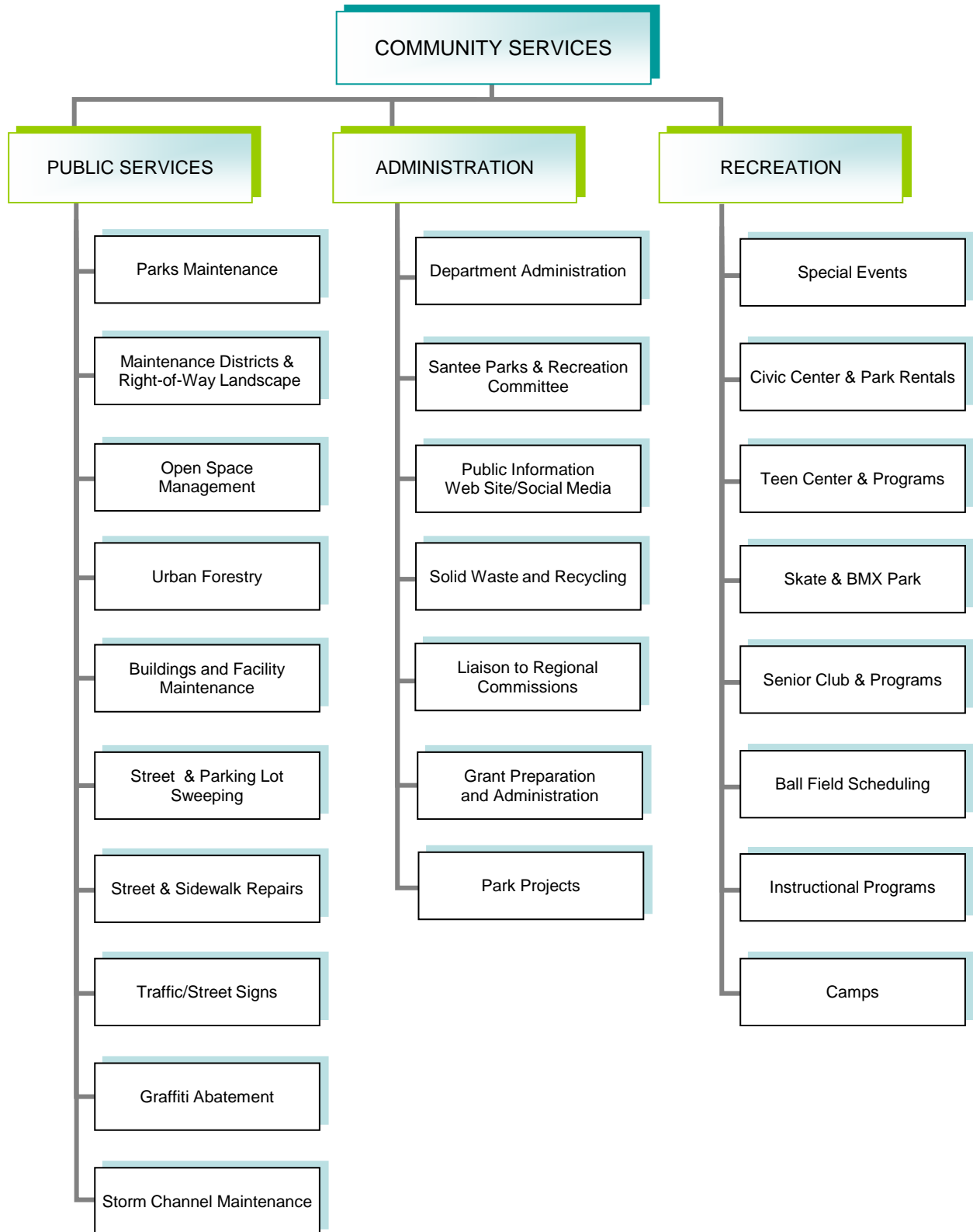
CAPITAL OUTLAY COSTS

Computer Hardware/Software	\$ -	\$ 550	\$ -
Total Capital Outlay	\$ -	\$ 550	\$ -



This page intentionally left blank

CITY OF SANTEE COMMUNITY SERVICES



**CITY OF SANTEE
COMMUNITY SERVICES SUMMARY**

	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
SUMMARY OF EXPENDITURES			
Administration	\$ 427,952	\$ 471,900	\$ 458,370
Public Services	2,753,932	3,424,614	3,481,730
Public Services - Storm Water	63,880	104,820	129,850
Solid Waste & Recycling	61,420	44,850	37,870
Facility Operations	82,457	88,480	54,530
Recreation Services	610,166	629,920	597,580
Special Events	262,867	264,560	217,050
Total	\$ 4,262,674	\$ 5,029,144	\$ 4,976,980

SUMMARY OF FUNDED POSITIONS

Administration	3.00	3.00	2.85
Public Services	13.75	13.75	13.90
Public Services - Storm Water	-	-	-
Solid Waste & Recycling	0.25	0.25	0.25
Facility Operations	0.30	0.37	-
Recreation Services	4.06	4.06	3.98
Special Events	0.85	0.85	-
Total	22.21	22.28	20.98

CITY OF SANTEE

COMMUNITY SERVICES ADMINISTRATION

Mission Statement

We create community by providing exceptional programs, caring for and enriching public spaces, and facilitating rewarding life experiences.

Program Description

The Community Services Department provides a wide array of services to the community via the following divisions: Public Services, Recreation, Solid Waste and Recycling, Special Events and Facility Operations. The Department initiates and collaborates on park capital improvement projects. Community Services Administration serves as the City's liaison with the community, serving as staff liaison to the Mission Trails Regional Task Force, Santee Park and Recreation Committee and the Goodan Ranch Policy Committee, and also has responsibility for web content and social media.

FY 2019-20 Accomplishments

- In partnership with the Development Services Department, the Mast Park Improvement Project was completed and opened to the public on February 1, 2020
- Administered \$2,684,671 in grants for the Mast Park Improvement and Walker Preserve projects
- Collaborated on the review and planning of trails and park plans for the proposed Fanita Ranch development
- Pursued & implemented revenue-generating opportunities to offset operational costs of Mast Park
 - Conducted RFB for food and beverage vendor – awarded to Burgers, Bones & Beer
 - Disc golf pay station installed at Mast Park
- Converted an underutilized baseball field at Woodglen Vista Park to a multi-sport field
- Collaborated with SANDAG and community members to reach consensus on a design for the next phase of the San Diego River Trail at Carlton Oaks Golf Course

FY 2020-21 Goals and Objectives

- Complete a redesign of the City's website
- In partnership with the Development Services Department, conduct a request for proposals that will result in a professional services agreement to prepare architectural design documents for Phase 1 of the Community Center Project (including dedicated space for seniors and teens)
- Continue collaboration with SANDAG and community members to reach consensus on a design for the next phase of the San Diego River Trail at Carlton Oaks Golf Course
- Oversee developer conditioned construction of new segments of the San Diego River Trail in Town Center
- Continue review and planning of trails and park plans for the proposed Fanita Ranch development

**CITY OF SANTEE
COMMUNITY SERVICES ADMINISTRATION**

Community Services Administration 1001.02.5101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Adopted
---	------------------------------	-------------------------------	-------------------------------

SUMMARY OF EXPENDITURES

Personnel	\$ 410,718	\$ 450,170	\$ 439,290
Operations & Maintenance	<u>17,234</u>	<u>21,730</u>	<u>19,080</u>
Grand Total	<u><u>\$ 427,952</u></u>	<u><u>\$ 471,900</u></u>	<u><u>\$ 458,370</u></u>

SUMMARY OF FUNDED POSITIONS

Director of Community Services	1.00	1.00	1.00
Management Assistant	1.00	1.00	0.85
Administrative Secretary	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Positions	<u><u>3.00</u></u>	<u><u>3.00</u></u>	<u><u>2.85</u></u>

**CITY OF SANTEE
COMMUNITY SERVICES ADMINISTRATION**

Community Services Administration 1001.02.5101		FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 276,860	\$ 312,030	\$ 302,750
Overtime	50025	361	500	500
Auto Allowance	50040	4,200	4,200	4,200
Retirement - PERS	50050	33,307	35,530	36,870
Retirement - Unfunded Liability	50052	46,990	49,400	52,280
Medicare	50060	4,081	4,600	4,460
Health Insurance	50070	27,066	38,240	34,330
Dental Insurance	50071	1,715	2,370	1,840
OPEB Health	50072	12,900	-	-
Life Insurance	50075	255	310	300
Long Term Disability Insurance	50076	722	990	760
Workers' Compensation Insurance	50080	2,260	2,000	1,000
Total Personnel		<u>\$ 410,718</u>	<u>\$ 450,170</u>	<u>\$ 439,290</u>
OPERATIONS & MAINTENANCE COSTS				
Expert & Consulting	51040	\$ 4,775	\$ 4,780	\$ 4,780
Other Governmental Purposes	51101	182	500	500
Subscriptions/Memberships	51104	973	1,500	1,500
Professional Development	51110	1,530	3,000	2,000
Printing & Duplicating	51120	440	700	500
Telephone & Fax	51121	3,055	3,100	3,200
Postage	51122	63	500	250
Santee Park and Rec Committee (SPARC)	51130	994	1,000	1,000
Banners - Other Agencies	51134	(619)	-	-
Rentals/Leases - Office Equipment	51141	1,523	2,200	1,000
Materials & Supplies	51160	1,249	1,050	1,050
Electricity & Gas	51180	3,069	3,400	3,300
Total Operations & Maintenance		<u>\$ 17,234</u>	<u>\$ 21,730</u>	<u>\$ 19,080</u>
Grand Total		<u><u>\$ 427,952</u></u>	<u><u>\$ 471,900</u></u>	<u><u>\$ 458,370</u></u>

**CITY OF SANTEE
COMMUNITY SERVICES ADMINISTRATION**

Community Services Administration 1001.02.5101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS			
Expert & Consulting This appropriation provides for ongoing website quality control and broken-link detection.	\$ 4,775	\$ 4,780	\$ 4,780
Other Governmental Purposes This appropriation will cover costs incurred in support of various Department special projects and activities.	182	500	500
Subscriptions/Memberships This appropriation will cover this Division's membership needs such as the Agency/Director's membership in National Recreation and Park Association (NRPA) and in the California Parks and Recreation Society (CPRS); annual newspaper and annual Apple App for Registration on graffiti reporting.	973	1,500	1,500
Professional Development This appropriation will fund attendance at workshops and trainings that enable staff to economically and effectively incorporate current strategies to better market City recreation programs, promote use of City parks, and remain current in the areas of Department responsibility. This appropriation will also reimburse employees for use of their automobiles while on City business; will permit attendance at other than local conferences; and, will allow for meetings with members of local committees and commissions, associations, colleagues, department staff, and community residents/leaders.	1,530	3,000	2,000
Printing & Duplicating This appropriation will cover routine copying, printing, and purchase of printing materials such as, Council portraits, photo reproductions, informational pieces, flyers, and publications.	440	700	500
Telephone & Fax This appropriation will cover basic telephone charges.	3,055	3,100	3,200
Postage This appropriation will cover the Division's postage needs and permits as needed.	63	500	250
Santee Park and Recreation Committee (SPARC) This appropriation will fund the Santee Park & Recreation Committee's costs including printing and photocopying expenses, postage, office supplies, training, and meetings with members.	994	1,000	1,000

**CITY OF SANTEE
COMMUNITY SERVICES ADMINISTRATION**

Community Services Administration 1001.02.5101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS (Continued)			
Banners - Other Agencies	\$ (618.75)	\$ -	\$ -
This is a pass through account to pay banner vendor for installation of other agencies' special event banners over Mission Gorge Road or other City locations.			
Rentals/Leases - Office Equipment	1,523	2,200	1,000
This appropriation covers a Contract for 60-month lease for Xerox Copier for the Administrative Division and various Division(s).			
Materials & Supplies	1,249	1,050	1,050
This appropriation will cover office supplies including paper, graphic supplies, and other essentials; will enable purchase or lease of slides, films, and photographic materials for staff-produced presentations and film, reproductions, and professional assistance; provide funds for purchase of resource materials that address relevant municipal issues; and will fund miscellaneous materials and supplies.			
Electricity & Gas	3,069	3,400	3,300
This appropriation funds the Division's share of electricity and gas charges.			
Total Operations & Maintenance	<u>\$ 17,234</u>	<u>\$ 21,730</u>	<u>\$ 19,080</u>



This page intentionally left blank

CITY OF SANTEE

COMMUNITY SERVICES – PUBLIC SERVICES

Program Description

This division performs maintenance and repairs to City-owned buildings and property, parks, rights of way, the municipal storm drain system, the urban forest, City trails and landscape maintenance districts.

FY 2019-20 Accomplishments

- Coordinated with the Finance Department to revise, bid, award and renew maintenance contracts for Landscape Maintenance for Area 2 Right of Ways and Area 3 Landscape Maintenance Districts, electrical, pest control and alarms
- Continued measures necessary to enhance current service delivery methods such as inspecting sidewalks to eliminate tripping hazards, performing annual drain inlet inspections and cleaning and implementation of new safety training programs
- Performed bi-annual deep cleaning, grooming and disinfection to the two synthetic fields at Town Center Community Park East (TCCPE)
- Accepted and started maintenance of the newly redeveloped Mast Park
- Proactively addressed vandalism and the abatement of graffiti
- Conducted an asset inventory of all walkway lights and entered the data into our GIS system
- Accepted Tree City USA designation for the 18th consecutive year
- Planted 100 native trees at Walker Preserve and 150 trees in city medians and right of ways as part of the Cool Parks Grant

FY 2020-21 Goals and Objectives

- Continue to assess and evaluate service delivery methods and make adjustments necessary for the City to become a model for municipal maintenance service delivery
- Conduct an asset inventory of all water meters and backflows
- Continue to perform street maintenance including pothole patching, skin patching and small asphalt dig outs
- Continue to plant street trees, perform general park improvements, and perform landscape median improvements
- Design and install new irrigation, plants and trees on Mission Gorge Road between Cuyamaca Street and Olive lane
- Continue to receive designation for the City as a Tree City USA and host the Arbor Day event
- Continue to support the Recreation Division with special events throughout the year
- Continue to partner with the San Diego River Park Foundation and volunteers to assist with their cleanups

**CITY OF SANTEE
COMMUNITY SERVICES - PUBLIC SERVICES**

Community Services	FY 2018-19	FY 2019-20	FY 2020-21
Public Services (Maintenance) 1001.02.3101	Actual	Amended	Proposed

SUMMARY OF EXPENDITURES

Personnel	\$ 1,327,918	\$ 1,448,570	\$ 1,552,570
Operations & Maintenance	1,426,014	1,905,240	1,929,160
Capital Outlay	-	70,804	-
Grand Total	\$ 2,753,932	\$ 3,424,614	\$ 3,481,730

SUMMARY OF FUNDED POSITIONS:

Public Services Manager	1.00	1.00	1.00
Senior Management Analyst	0.75	0.75	0.90
Park & Landscape Supervisor	1.00	1.00	1.00
Public Works Supervisor	1.00	1.00	1.00
Lead Maintenance Worker	1.00	1.00	1.00
Equipment Operator	3.00	4.00	4.00
Landscape/Irrigation Maintenance Worker	2.00	2.00	2.00
Maintenance Worker	2.00	1.00	1.00
Facilities Maintenance Technician	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Total Positions	13.75	13.75	13.90

**CITY OF SANTEE
COMMUNITY SERVICES - PUBLIC SERVICES**

Community Services Public Services (Maintenance) 1001.02.3101		FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 813,878	\$ 921,320	\$ 1,004,370
Salaries & Wages - Part Time	50020	1,516	-	-
Overtime	50025	17,442	10,000	12,000
Overtime - Stand By	50026	33,592	24,000	24,000
Stand - By - Pay	50031	11,700	11,700	11,700
Retirement - PERS	50050	84,172	93,650	110,970
Retirement - Unfunded Liability	50052	119,890	145,850	169,430
Medicare	50060	12,781	14,030	15,250
Health Insurance	50070	152,552	163,240	178,050
Dental Insurance	50071	10,545	11,680	12,220
OPEB Health	50072	22,600	-	-
Life Insurance	50075	1,281	1,430	1,450
Long Term Disability	50076	2,818	3,270	3,130
Workers Compensation Insurance	50080	43,150	48,400	10,000
Total Personnel		\$ 1,327,918	\$ 1,448,570	\$ 1,552,570

Continued

CITY OF SANTEE
COMMUNITY SERVICES - PUBLIC SERVICES

Community Services		FY 2018-19	FY 2019-20	FY 2020-21
Public Services (Maintenance) 1001.02.3101		Actual	Amended	Proposed
OPERATIONS & MAINTENANCE COSTS				
Medical Services	51012	\$ 239	\$ 1,000	\$ 1,000
Expert/Consulting Services	51040	2,288	-	-
Subscriptions/Memberships	51104	1,140	1,300	1,300
Professional Development	51110	3,765	5,000	4,500
Printing & Duplicating	51120	194	200	200
Telephone & Fax	51121	12,821	15,100	16,600
Postage	51122	85	150	150
Advertising	51123	1,029	500	2,000
Rentals/Leases - Office Equipment	51141	2,749	3,820	3,820
Service Fees	51149	-	-	150
Materials & Supplies	51160	18,123	15,550	14,050
Wearing Apparel	51165	3,961	3,700	3,700
Small Tools	51166	2,721	2,500	2,500
Electricity & Gas	51180	18,893	21,300	20,500
Electricity & Gas - Grounds	51181	33,651	61,120	72,900
Electricity & Gas - Ball Fields	51182	76,108	80,500	88,200
Ball Field Lighting Maintenance	51183	9,984	10,000	10,000
Water & Sewer	51185	35,585	40,490	38,010
Water & Sewer - Grounds	51186	285,856	477,910	523,030
Signage	51190	2,556	3,000	3,000
Equipment Rental	51191	3,955	27,000	7,000
Custodial Services	51210	24,531	29,780	26,060
City Hall Maintenance	51220	37,987	60,600	83,100
Repair/Maint - Fire Station #4	51221	35,036	39,560	30,000
Repair/Maint - Fire Station #5	51222	26,431	36,010	30,000
Repair/Maint - Other	51230	3,592	5,100	6,000
Repair/Maint - Grounds	51231	723,253	861,620	846,950
Trail Maintenance & Security	51232	11,007	25,000	25,000
Graffiti Removal	51233	3,888	5,300	5,300
Vandalism Repairs	51234	7,941	8,000	8,000
Supplemental Maintenance	51235	2,225	-	5,000
Synthetic Fields	51236	16,883	15,300	15,470
Contract Svc Dead Animal Disposal	51242	5,338	5,540	5,670
Contract Svc Street Sweeping	51244	4,500	7,290	6,500
Parking Lot Materials	51251	-	1,000	1,000
Irrigation Materials	51252	7,698	30,000	20,000
Sidewalk/Curb Materials	51255	-	5,000	2,500
Total Operations & Maintenance		\$ 1,426,014	\$ 1,905,240	\$ 1,929,160
CAPITAL OUTLAY COSTS				
Other Capital Outlay	60099	\$ -	\$ 70,804	\$ -
Total Capital Outlay		\$ -	\$ 70,804	\$ -
Grand Total		\$ 2,753,932	\$ 3,424,614	\$ 3,481,730

**CITY OF SANTEE
COMMUNITY SERVICES - PUBLIC SERVICES**

Community Services	FY 2018-19	FY 2019-20	FY 2020-21
Public Services (Maintenance) 1001.02.3101	Actual	Amended	Proposed
OPERATIONS & MAINTENANCE COSTS			
Medical Services	\$ 239	\$ 1,000	\$ 1,000
The account is used to pay for medical exams including random alcohol and drug tests, DMV medical exams, and respirator clearance exams.			
Expert/Consulting Services	2,288	-	-
This account used to cover fingerprinting for volunteers which is now budgeted in the Human Resources Department.			
Subscriptions/Memberships	1,140	1,300	1,300
This appropriation will support the following subscriptions and memberships; Manager and Supervisor's memberships in Maintenance Superintendents Association (CPRS/NRPA); Managers, Supervisors, and Equipment Operators memberships in Traffic Control Supervisors Association; City's Tree City USA and National Arbor Day; and Parks and Landscape Supervisor PAPA & CUF Foundation membership - ISA.			
Professional Development	3,765	5,000	4,500
This account will support the continuing educational needs of the maintenance staff, and attendance at conferences: Manager and Parks/Landscape Supervisor (CPRS) and PAPA licensing, Manager and Parks/Landscape Supervisor (CPRS) and PAPA licensing, ISA Urban Forestry Conference - Parks/Landscape, Pesticide Applicators training/certificate renewal, and OSHA mandated fork lift certification for Maintenance Crew.			
Printing & Duplicating	194	200	200
This appropriation covers routine printing costs.			
Telephone & Fax	12,821	15,100	16,600
This appropriation covers long distance charges for telephones, modems, alarm systems, faxes, council chamber dais, and cell phones used by maintenance staff, including Operations Center phone rental.			
Postage	85	150	150
This appropriation covers the cost of postage.			
Advertising	1,029	500	2,000
This appropriation covers the cost of advertising bids.			
Rentals/Leases - Office Equipment	2,749	3,820	3,820
This appropriation will cover cost of leasing a copier for the Operations Center.			
Service Fees	-	-	150
This appropriation will cover cost of service fees incurred during the fiscal year.			

**CITY OF SANTEE
COMMUNITY SERVICES - PUBLIC SERVICES**

Community Services Public Services (Maintenance) 1001.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS (Continued)			
Materials & Supplies	\$ 18,123	\$ 15,550	\$ 14,050
This appropriation covers the costs of office supplies, janitorial supplies for City facilities and parks, dog bags for City parks, drinking water, and other miscellaneous repair materials for City parks and facilities.			
Wearing Apparel	3,961	3,700	3,700
This appropriation covers uniforms for the landscape maintenance crew and staff.			
Small Tools	2,721	2,500	2,500
This appropriation covers the purchase and replacement of small tools and supplies.			
Electricity & Gas	18,893	21,300	20,500
This appropriation covers electricity and gas charges for the division.			
Electricity & Gas - Grounds	33,651	61,120	72,900
This appropriation covers the cost of electricity and gas for Parks: Big Rock, Mast, Santee Mini, Shadow Hill, Town Center Community Park, West Hills, Weston, Woodglen Vista, Sky Ranch and TCCP, including Santana Tennis Courts.			
Electricity - Ball Fields	76,108	80,500	88,200
This appropriation covers the cost of electricity for Ball Field Lighting at Town Center Park West, Town Center Park East, West Hills Park Security Lights and Chet F. Harritt field.			
Ball Field Lighting Maintenance	9,984	10,000	10,000
MuscoSports Lighting Safety Audit, inspection, and repairs of ball field lights as required.			
Water & Sewer	35,585	40,490	38,010
This appropriation covers Interior water and sewer costs for all City administrative facilities, including the Public Services Operations Center.			
Water & Sewer - Grounds	285,856	477,910	523,030
This appropriation covers water and sewer for Parks: Big Rock, Mast, Santee Mini, Shadow Hill, Town Center Community Park East & West Ball fields, West Hills, Weston, Woodglen Vista, Sky Ranch & Black Horse Estates Trail, as well as Santee School District shared water and City Hall irrigation.			
Signage	2,556	3,000	3,000
This appropriation covers miscellaneous park and facility signage including barricades and safety cones.			

**CITY OF SANTEE
COMMUNITY SERVICES - PUBLIC SERVICES**

Community Services Public Services (Maintenance) 1001.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS (Continued)			
Equipment Rental	\$ 3,955	\$ 27,000	\$ 7,000
This appropriation covers equipment rentals for facility cleanup and maintenance programs. Examples include cement mixers, mowers, tractors, trenchers, excavator, augers, rollers, aerator, and miscellaneous construction equipment.			
Custodial Services	24,531	29,780	26,060
This appropriation covers the city-wide contracted custodial services including extra work.			
City Hall Maintenance	37,987	60,600	83,100
This appropriation covers the following maintenance costs:			
HVAC maintenance and repair			
Alarm system monitoring, maintenance, and repair			
Fire extinguisher maintenance			
Pest control services			
City Hall painting			
Carpet cleaning and carpet replacement			
Plumbing maintenance and repairs			
Electrical services			
Door and window maintenance and repair			
Fixtures repair and maintenance			
Stationary Generator Permit (County of SD)			
Signs and name plaques			
Repair/Maintenance - Fire Station #4	35,036	39,560	30,000
This appropriation covers minor repairs in Fire Station #4 such as painting, carpet replacement, sewer lateral line services, HVAC system service, and repair of rollup doors.			
Repair/Maintenance - Fire Station #5	26,431	36,010	30,000
This appropriation covers minor repairs in Fire Station #5 such as painting, carpet replacement, sewer lateral line services, HVAC system service, and repair of rollup doors.			
Repair/Maintenance - Other	3,592	5,100	6,000
This appropriation covers maintenance and repairs at the Operations Center.			

**CITY OF SANTEE
COMMUNITY SERVICES - PUBLIC SERVICES**

Community Services Public Services (Maintenance) 1001.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS (Continued)			
Repair/Maintenance - Grounds	\$ 723,253	\$ 861,620	\$ 846,950
This appropriation covers the following maintenance costs:			
Area 1 Landscape Maintenance			
Playground Resurfacing			
Ballfield Maintenance and Repairs			
Riverwalk Grill Maintenance and Repairs			
Painting			
Misc., repairs, maintenance, signage replacements, benches, BBQs, fencing, portable restroom rentals, etc. Fencing and porta potty rentals for field closure maintenance.			
School Fields Joint Use			
Park Restrooms Custodial			
Annual Pest Control			
Plumbing Maintenance & Repairs			
Electrical Services			
Urban Forestry Maintenance			
Playground Equipment Maintenance/Repair			
YMCA/Aquatics Maintenance			
Mast Park Vault Toilet Maintenance			
Trail Maintenance & Security	11,007	25,000	25,000
This appropriation covers the purchase and installation and monitoring costs of security cameras on City trails as well as funding a portion of the homeless encampment clean-ups.			
Graffiti Removal	3,888	5,300	5,300
This appropriation covers the removal of graffiti.			
Vandalism Repairs	7,941	8,000	8,000
This appropriation covers the costs related to vandalism.			
Supplemental Maintenance	2,225	-	5,000
This appropriation covers unanticipated maintenance issues.			
Synthetic Fields	16,883	15,300	15,470
This appropriation covers annual synthetic turf maintenance.			
Contract Services Dead Animal Disposal	5,338	5,540	5,670
This appropriation covers the disposal of dead animals found within City rights-of-ways, parks, and facilities.			
Contract Services Street Sweeping	4,500	7,290	6,500
This appropriation covers monthly parking lot sweeping.			

**CITY OF SANTEE
COMMUNITY SERVICES - PUBLIC SERVICES**

Community Services Public Services (Maintenance) 1001.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS (Continued)			
Parking Lot Materials This appropriation covers materials (asphalt, rock, sand, sealcoat, crack filler) required for the repairs and maintenance of the City's parking lots.	\$ -	\$ 1,000	\$ 1,000
Irrigation Materials This appropriation covers irrigation repair supplies.	7,698	30,000	20,000
Sidewalk/Curb Materials This appropriation covers the installation of sidewalks, bench pads, picnic table pads and any other concrete needs at City parks.	-	5,000	2,500
	<u>\$ 1,426,014</u>	<u>\$ 1,905,240</u>	<u>\$ 1,929,160</u>
CAPITAL OUTLAY COSTS			
Other Capital Outlay Big Rock Park sewer line reconstruction.	\$ -	\$ 70,804	\$ -
	<u>\$ -</u>	<u>\$ 70,804</u>	<u>\$ -</u>



This page intentionally left blank

**CITY OF SANTEE
COMMUNITY SERVICES - STORM WATER**

Community Services Public Services - Storm Water 1001.02.3102	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 63,880	\$ 104,820	\$ 129,850
Grand Total	\$ 63,880	\$ 104,820	\$ 129,850

EXPENDITURES

OPERATIONS & MAINTENANCE COSTS

Expert/Consulting Services	51040	\$ -	\$ -	\$ 3,000
Professional Development	51110	658	1,500	1,500
Telephone & Fax	51121	2,362	2,500	2,700
Materials & Supplies	51160	18,602	16,420	14,000
Wearing Apparel	51165	3,641	4,200	4,200
Small Tools	51166	1,565	2,500	2,000
Rock, Asphalt, Concrete & Sand	51168	1,869	3,000	2,000
Water & Sewer - Grounds	51186	9,644	10,900	10,100
Signage	51190	359	1,000	1,000
Equipment Rental	51191	1,188	12,000	11,500
Repair/Maint - Bldg & Structures	51215	-	1,350	-
Repair/Maint - Other	51230	21,054	45,600	75,000
Contract Service Dead Animal Removal	51242	1,779	1,850	1,850
Planting Materials	51254	1,160	2,000	1,000
Total Operations & Maintenance		\$ 63,880	\$ 104,820	\$ 129,850
Grand Total		\$ 63,880	\$ 104,820	\$ 129,850

**CITY OF SANTEE
COMMUNITY SERVICES - STORM WATER**

Community Services	FY 2018-19	FY 2019-20	FY 2020-21
Public Services - Storm Water 1001.02.3102	Actual	Amended	Proposed
OPERATIONS & MAINTENANCE COSTS			
Expert/Consulting Services	\$ -	\$ -	\$ 3,000
New account: Mast Park Water Quality Monitoring			
Professional Development	658	1,500	1,500
Storm drain maintenance training as well as legally required safety and pest control training.			
Telephone and Fax	2,362	2,500	2,700
Local and long distance charges for telephones, modems, alarm systems, faxes, and cell phones charges.			
Materials & Supplies	18,602	16,420	14,000
Miscellaneous materials and supplies required for the flood control program that are not identified elsewhere in this budget. Items include sandbags, odor controlling chemicals, locks, and fencing items.			
Wearing Apparel	3,641	4,200	4,200
Uniforms and rain gear for the City's Flood Control crew, as well as disposable coveralls that meet State requirements of the Weed Abatement Program.			
Small Tools	1,565	2,500	2,000
Purchase, repair, or replace small tools on an as-needed basis to perform tasks directly related to the Flood Control Program.			
Rock, Asphalt, Concrete & Sand	1,869	3,000	2,000
Materials required for the repair and maintenance of the City's flood control channels.			
Water & Sewer Grounds	9,644	10,900	10,100
Water expenses for maintained landscaped areas along paths at Forester Creek and Woodglen Vista Creek.			
Signage	359	1,000	1,000
Miscellaneous signage for flood control channels.			
Equipment Rental	1,188	12,000	11,500
Rental of specialized equipment required for storm drain maintenance and flood control.			

**CITY OF SANTEE
COMMUNITY SERVICES - STORM WATER**

Community Services Public Services - Storm Water 1001.02.3102	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS (Continued)			
Repair/Maintenance - Buildings & Structures Expenses related to certain jobs that City forces cannot accomplish with existing equipment and crew.	\$ -	\$ 1,350	\$ -
Repair/Maintenance - Other On-going maintenance program for all major drainage channels. Area 1 & 2 Storm Water Landscape Maintenance Urban Forestry Maintenance Irrigation Repairs Materials & Supplies related to Storm Water Maintenance	21,054	45,600	75,000
Contract Service Dead Animal Removal Contracted services for disposal of dead animals found within City flood control areas.	1,779	1,850	1,850
Planting Materials Purchase of native plants and hydroseed mix for flood channels.	1,160	2,000	1,000
Total Operations & Maintenance	<u>\$ 63,880</u>	<u>\$ 104,820</u>	<u>\$ 129,850</u>



This page intentionally left blank

CITY OF SANTEE

COMMUNITY SERVICES - SOLID WASTE AND RECYCLING

Program Description

Ensure compliance with State waste management regulations, administer contract with franchise hauler, secure and administer State grants, provide public awareness and education on proper waste management techniques, handle resident complaints, and develop new waste diversion/recycling programs where possible.

FY 2019-20 Accomplishments

- Maintained annual solid waste disposal rate below the State's pounds-per-person-per day (l/p/d) target goal set for Santee at 6.5 l/p/d. Santee's 2019 reporting year disposal rate was at 5.2 l/p/d.
- Continued to work with the franchise hauler to develop a recycling plan for multi-family and commercial waste generators
- Secured grant funds for beverage container recycling, litter recycling, public education, and used oil collection
- Assisted in negotiations of new franchise agreement for solid waste services in the City of Santee

FY 2020-21 Goals and Objectives

- Continue implementing AB 341 & AB 1826, the mandatory recycling bills for commercial and multi-family waste generators, including organics recycling
- Increase resident & commercial education and participation in the proper disposal of organics, including food waste, used oil and other household hazardous waste materials through the use of franchise hauler, organizations and social media
- Continue solid waste disposal education, to maintain a disposal rate below the State's pounds-per-person-per day (l/p/d) target goal set for Santee at 6.5 l/p/d, through the use of the franchise hauler and social media
- Continue public education of electronic waste (E-waste), universal waste (U-waste) diversion, and sharps (needles, lancets) disposal through the use of the franchise hauler and social media
- Continue recycling plan development for multi-family and commercial waste generators
- Pursue additional grant funds

CITY OF SANTEE
COMMUNITY SERVICES - SOLID WASTE AND RECYCLING

Community Services Solid Waste & Recycling 1001.02.3201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Personnel	\$ 39,009	\$ 39,930	\$ 33,950
Operations & Maintenance	3,288	4,920	3,920
Special Programs	<u>19,122</u>	<u>-</u>	<u>-</u>
Grand Total	<u><u>\$ 61,420</u></u>	<u><u>\$ 44,850</u></u>	<u><u>\$ 37,870</u></u>

SUMMARY OF FUNDED POSITIONS

Senior Management Analyst	0.25	0.25	0.10
Management Analyst	<u>-</u>	<u>-</u>	<u>0.15</u>
Total Positions	<u><u>0.25</u></u>	<u><u>0.25</u></u>	<u><u>0.25</u></u>

CITY OF SANTEE
COMMUNITY SERVICES - SOLID WASTE AND RECYCLING

Community Services Solid Waste & Recycling 1001.02.3201		FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 26,250	\$ 26,900	\$ 22,470
Retirement - PERS	50050	3,199	3,280	2,970
Retirement - Unfunded Liability	50052	3,590	4,260	3,880
Medicare	50060	381	390	330
Health Insurance	50070	4,746	4,650	3,970
Dental Insurance	50071	318	330	230
OPEB Health	50072	410	-	-
Life Insurance	50075	25	30	30
Long Term Disability Insurance	50076	91	90	70
Total Personnel		<u>\$ 39,009</u>	<u>\$ 39,930</u>	<u>\$ 33,950</u>
OPERATIONS & MAINTENANCE COSTS				
Telephone & Fax	51121	\$ 230	\$ 200	\$ 200
Postage	51122	104	200	200
Household Hazardous Waste Disposal	51151	2,479	4,000	3,000
Materials & Supplies	51160	220	220	220
Electricity & Gas	51180	256	300	300
Total Operations & Maintenance		<u>\$ 3,288</u>	<u>\$ 4,920</u>	<u>\$ 3,920</u>
SPECIAL PROGRAMS				
Litter Control/Recycling	var	\$ 19,122	\$ -	\$ -
Total Special Programs		<u>\$ 19,122</u>	<u>\$ -</u>	<u>\$ -</u>
Grand Total		<u><u>\$ 61,420</u></u>	<u><u>\$ 44,850</u></u>	<u><u>\$ 37,870</u></u>

**CITY OF SANTEE
COMMUNITY SERVICES - SOLID WASTE AND RECYCLING**

Community Services Solid Waste & Recycling 1001.02.3201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS			
Telephone & Fax Telephone, fax machine, and modem line charge.	\$ 230	\$ 200	\$ 200
Postage Mailing costs of annual Exemption Self Hauler Letters, correspondence and renewal of the Business Reply Permit.	104	200	200
Household Hazardous Waste Disposal Provide for Santee residents' hazardous waste disposal costs. The amount can vary from year to year based on anticipated use of the County's hazardous waste disposal facilities. Includes hazardous waste items from Public Services Operations Center.	2,479	4,000	3,000
Materials & Supplies Office supplies.	220	220	220
Electricity & Gas Electricity and gas charges.	256	300	300
Total Operations & Maintenance	<u>\$ 3,288</u>	<u>\$ 4,920</u>	<u>\$ 3,920</u>
SPECIAL PROGRAMS			
Litter Control/Recycling Grants Litter Control/Recycling Grants are appropriated outside of the annual budget process as grants are awarded to the City.	\$ 19,122	\$ -	\$ -
Total Special Programs	<u>\$ 19,122</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF SANTEE

COMMUNITY SERVICES – FACILITY OPERATIONS

Program Description

The Facilities Operations Division of the Community Services Department coordinates the use of Civic Center buildings 7 and 8, picnic shelters, and ball fields.

FY 2019-20 Accomplishments

- Provided 614 park/picnic pavilion reservations
- Provided 737 Civic Center reservations for meetings, classes, and events
- Established fees for Mast park picnic shelters and disc golf
- Established Mast park equipment check out procedures

FY 2020-21 Goals and Objectives

- Finalize and implement online picnic shelter reservations system for parks
- Continue to improve maintenance and equipment replacement in Civic Center rooms to increase longevity of use
- Continue to seek user groups for field rentals and room rentals during non-prime time use hours
- Increase social media marketing of rooms, park/picnic pavilion, and field reservations
- Complete a comprehensive cost analysis of all use and rental fees
- Implement staff park monitor/park patrols for after business hours and weekend park use to increased customer service

**CITY OF SANTEE
COMMUNITY SERVICES - FACILITY OPERATIONS**

Community Services Facility Operations 1001.02.5204	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	------------------------------	-------------------------------	--------------------------------

SUMMARY OF EXPENDITURES

Personnel	\$ 40,515	\$ 42,340	\$ 9,980
Operations & Maintenance	<u>41,942</u>	<u>46,140</u>	<u>44,550</u>
Grand Total	<u><u>\$ 82,457</u></u>	<u><u>\$ 88,480</u></u>	<u><u>\$ 54,530</u></u>

SUMMARY OF FUNDED POSITIONS

Recreation Coordinator	<u>0.30</u>	<u>0.37</u>	<u>-</u>
Total Positions	<u><u>0.30</u></u>	<u><u>0.37</u></u>	<u><u>-</u></u>

CITY OF SANTEE
COMMUNITY SERVICES - FACILITY OPERATIONS

Community Services		FY 2018-19	FY 2019-20	FY 2020-21
Facility Operations 1001.02.5204		Actual	Amended	Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 19,467	\$ 19,940	\$ -
Salaries & Wages - Part Time	50020	6,948	8,340	9,420
Overtime	50025	300	200	-
Retirement - PERS	50050	2,439	2,580	140
Retirement - Unfunded Liability	50052	2,660	3,160	-
Retirement - Part Time	50055	224	230	280
Medicare	50060	388	410	140
Health Insurance	50070	7,024	6,880	-
Dental Insurance	50071	470	490	-
OPEB Health	50072	490	-	-
Life Insurance	50075	38	40	-
Long Term Disability Insurance	50076	67	70	-
Total Personnel		\$ 40,515	\$ 42,340	\$ 9,980
OPERATIONS & MAINTENANCE COSTS				
Printing & Duplicating	51120	\$ 223	\$ -	\$ 250
Telephone & Fax	51121	16	100	100
Bank Fees	51150	11,732	11,870	11,870
Materials & Supplies	51160	965	2,100	1,100
Electricity & Gas	51180	13,821	16,500	15,400
Custodial Services	51210	8,338	8,630	8,630
Repair/Maint - Equipment	51211	2	200	200
Repair/Maint - Blds & Structures	51215	484	740	1,000
Public Events Liability Insurance	51306	6,361	6,000	6,000
Total Operations & Maintenance		\$ 41,942	\$ 46,140	\$ 44,550
Grand Total		\$ 82,457	\$ 88,480	\$ 54,530

CITY OF SANTEE
COMMUNITY SERVICES - FACILITY OPERATIONS

Community Services Facility Operations 1001.02.5204	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS			
Printing & Duplicating Program supplies - on site administration area supplies.	\$ 223	\$ -	\$ 250
Telephone & Fax Telephone and fax charges.	16	100	100
Bank Fees Active Net fees and bank charges.	11,732	11,870	11,870
Materials & Supplies Admin supplies, custodial and maintenance supplies.	965	2,100	1,100
Electricity & Gas Electricity and gas charges - Buildings 7 & 8 at City Hall.	13,821	16,500	15,400
Custodial Services Custodial services - Buildings 7 & 8.	8,338	8,630	8,630
Repair & Maintenance - Equipment Building 7 & 8 equipment, appliance repairs, and maintenance.	2	200	200
Repair & Maintenance - Buildings & Structures Building 7 & 8 facility repairs and maintenance.	484	740	1,000
Public Events Liability Insurance User required insurance - user fees collected to offset charges.	6,361	6,000	6,000
Total Operations & Maintenance	<u>\$ 41,942</u>	<u>\$ 46,140</u>	<u>\$ 44,550</u>

CITY OF SANTEE

COMMUNITY SERVICES – RECREATION SERVICES

Program Description

The Recreation Services Division of the Community Services Department provides professional supervision and management of a variety of leisure, recreational and entertainment experiences. Programs and services offered to the community include: Instructional Programs and Camps, Special Events, Senior Programs, Teen Center & Programs, Skate and BMX Park, and permitting and use of parks, fields and facilities.

The Active Older Adults 55+ (Senior) Program hosts outings for ages 55 and over at various locations throughout the city. Activities include socials, workshops, weekly drop-in programs, and local outings.

The Santee Teen Center is a drop-in after school facility for grades 6-12. It is located at Big Rock Park Community Services Building. Programs include daily activities that are both outdoor and indoors. The Teen Center includes various table games, computer lab, and homework assistance. Transportation is provided to the Teen Center from Santee School District schools through a partnership agreement. Special activities are hosted at the Teen Center and City Hall.

Summer programs start in June at the Santee Teen Center/Big Rock Community Services Building which include: a summer day camp program for grades 1-6, a specialized teen camp for grades 6-9, and the summer junior leader program for grades 9-12.

The Santee Skate Park is a supervised drop-in facility which allows skate board, scooter, roller blade, bicycle moto-cross (BMX), and all-wheel activities. In addition to daily operations, the park hosts workshops, clinics and camps designed to serve all age groups. A free annual membership and safety equipment are required to enter the park.

Park, field and facility permits and rentals are coordinated through the Recreation Services Division. This Division serves as a liaison to community organizations and other public and non-profit organizations and coordinates the design of the recreation brochure and guide and other promotional materials.

FY 2019-20 Accomplishments

- Santee Teen Center at Big Rock Park enhanced programming to include monthly presenters to engage teens in current events, hobbies, and informal education. Partnership with County Safe Destination "SD" nights continued and provided free teen activities at the Teen Center, monthly Friday Nights at City hall and summer concerts. Received annual funding support from the Santee Parks and Recreation Committee (SPARC).
- Improved social media and digital marketing and improved website pages to enhance usability for customers
- Increased participation in the Active Older Adult 55+ program by continuing established partnerships with the Santee Library, Lantern Crest and Oasis. New programming included: Spring luncheon, additional local and regional trips, Uniform Fashion show and Senior resource Open house with transportation provided through the Santee School District from various Santee Mobile Home parks. Increased funding support from SPARC.
- Established annual park use rental policies and procedures to focus on field surface improvement and preservation. Standardized procedures and guidelines for large events use at parks, field and facilities in turn increased revenue – pickleball tourney, car show, charity walks, Chamber OTL.

CITY OF SANTEE

COMMUNITY SERVICES – RECREATION SERVICES

- Participated in numerous outreach and promotional opportunities within the community to promote Santee Parks & Recreation including the Chamber Santee Street Fall Fair, National Night Out, military housing events and various school and PTA events
- Continued to address emerging recreation trends including pickleball, corn hole/bag toss disc golf and nature exposure
- County of San Diego Live Well partnership continued with focus to increase awareness of physical and mental wellness in the Santee community
- Coordinated with Santee Sports Council, Santee School District, and Grossmont High School District to facilitate field and tennis court use for community youth sports organizations
- Increased health and fitness related activities for all ages, and continue to promote programs to increase participation and grow recreation and wellness opportunities in the community

FY 2020-21 Goals and Objectives

- Continue to focus on increasing revenue and enhancing program self-sufficiency; research and pursue additional sponsorships, grants and partnerships
- Modify programming based on trends and participation, including exploring possibility of creating a schedule for Skate Park to include non-supervised and staff supervised hours and staff park monitor for evenings and weekend use at the parks to increase customer service
- Increase daily Teen Center participation and after-school bus transportation utilization
- Continue to research and implement the establishment of Senior programs at local mobile home parks as well as additional transportation options
- Finalize virtual reality promotional/marketing campaign focused on Recreation in the Santee Community highlighting Senior programs, Teen Center, and activities
- Implement picnic shelter online reservation system

**CITY OF SANTEE
COMMUNITY SERVICES - RECREATION SERVICES**

Community Services Recreation Services 1001.02.5201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	------------------------------	-------------------------------	--------------------------------

SUMMARY OF EXPENDITURES

Personnel	\$ 518,103	\$ 525,400	\$ 525,680
Operations & Maintenance	92,062	104,520	71,900
Capital Outlay	-	-	-
Grand Total	<u>\$ 610,166</u>	<u>\$ 629,920</u>	<u>\$ 597,580</u>

SUMMARY OF FUNDED POSITIONS

Recreation Services Manager	1.00	1.00	1.00
Special Events Supervisor	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00
Recreation Coordinator	1.06	1.06	0.98
Total Positions	<u>4.06</u>	<u>4.06</u>	<u>3.98</u>

CITY OF SANTEE
COMMUNITY SERVICES - RECREATION SERVICES

Community Services Recreation Services 1001.02.5201		FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 302,271	\$ 301,000	\$ 307,310
Salaries & Wages - Part Time	50020	74,882	78,820	84,980
Overtime	50025	422	350	-
Retirement - PERS	50050	33,348	31,190	30,750
Retirement - Unfunded Liability	50052	36,160	50,160	48,010
Retirement - Part Time	50055	2,083	2,130	2,730
Medicare	50060	5,475	5,510	5,700
Health Insurance	50070	50,680	50,970	41,830
Dental Insurance	50071	3,367	3,710	3,020
OPEB Health	50072	7,970	-	-
Life Insurance	50075	414	460	420
Long Term Disability Insurance	50076	1,031	1,100	930
Total Personnel		\$ 518,103	\$ 525,400	\$ 525,680
OPERATIONS & MAINTENANCE COSTS				
Medical Services	51012	\$ 220	\$ 220	\$ -
Expert/Consulting Services	51040	50,147	52,620	27,830
Subscriptions/Memberships	51104	230	240	240
Professional Development	51110	1,416	2,000	2,000
Mileage Reimbursement	51112	-	80	-
Printing and Duplicating	51120	629	680	680
Telephone & Fax	51121	8,647	9,300	8,900
Postage	51122	144	200	200
Promotional Activities	51131	794	500	500
Banners	51133	826	1,600	1,600
Bank Fees	51150	-	-	250
Rentals/Leases - Office Equipment	51141	2,291	-	-
Materials & Supplies	51160	5,766	5,230	3,000
Transportation	51172	6,769	13,650	9,000
Electricity & Gas	51180	11,812	13,300	13,400
Water and Sewer	51185	1,790	2,100	1,300
Software Maintenance & Licensing	51201	312	200	400
Repair/Maintenance - Equipment	51211	269	2,300	2,300
Repair/Maintenance - Bldg & Structures	51215	-	300	300
Total Operations & Maintenance		\$ 92,062	\$ 104,520	\$ 71,900
Grand Total		\$ 610,166	\$ 629,920	\$ 597,580

**CITY OF SANTEE
COMMUNITY SERVICES - RECREATION SERVICES**

Community Services Recreation Services 1001.02.5201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS			
Medical Services Medical Testing requirements for new staff.	\$ 220	\$ 220	\$ -
Expert/Consulting Services Graphic design contracts.	50,147	52,620	27,830
Subscriptions/Memberships Recreation Manager, Supervisor, and Coordinators; memberships in the CA Parks and Recreation Society, National Recreation and Park Association and other professional organizations. Publications and resource materials which address relevant issues in the industry.	230	240	240
Professional Development Staff training, required CPR and First aid, and recreation programming seminars.	1,416	2,000	2,000
Mileage Reimbursement Mileage reimbursement for use of personal vehicles while on City business if pool car is not available.	-	80	-
Printing and Duplicating Routine copying, printing, and purchase of materials and portion of department copier contract.	629	680	680
Telephone & Fax Telephone and fax charges.	8,647	9,300	8,900
Postage Mailing fees - stamps, express mail, metered postage.	144	200	200
Promotional Activities Program promotions and marketing.	794	500	500
Banners Installing/removing, storing, purchasing/cleaning, and repairing of banners.	826	1,600	1,600
Bank Fees Activenet transaction and Processing fees.	-	-	250
Rentals/Leases - Office Equipment Copier lease charges.	2,291	-	-
Materials & Supplies Office supplies and misc. recreation division supplies.	\$ 5,766	\$ 5,230	\$ 3,000

**CITY OF SANTEE
COMMUNITY SERVICES - RECREATION SERVICES**

Community Services Recreation Services 1001.02.5201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS (Continued)			
Transportation Transportation services provided by the Santee School District to students in grades 6-8; will be offset by revenue.	6,769	13,650	9,000
Electricity & Gas Allocated electricity and gas charges.	11,812	13,300	13,400
Water and Sewer Allocated water and sewer charges.	1,790	2,100	1,300
Software Maintenance & Licensing Annual licensing fee for software used to create city wide publicity materials, signs, banners, etc.	312	200	400
Repair/Maintenance - Equipment Repairs and maintenance for computers, copiers, printers, typewriters, and other office equipment not covered under warranty. This appropriation also provides for the department's share of the copier pooled maintenance agreement.	269	2,300	2,300
Repair/Maintenance - Bldg & Structures Fire and security alarm services and inspections, pest control, and necessary repairs.	-	300	300
Total Operations & Maintenance	\$ 92,062	\$ 104,520	\$ 71,900

CITY OF SANTEE

COMMUNITY SERVICES – SPECIAL EVENTS

Program Description

The Recreation Services Division Special Events provides events throughout the year for the Santee community serving over 75,000 participants each year. Events vary in theme and size, from small community based events to large scale regional events that attract attendees from around the county. In-house events include city functions such as grand openings, dedications, ribbon cuttings, ground breakings, and oath-of-office ceremonies.

FY 2019-20 Accomplishments

- Hosted new event - Santee Sunset 5k
- Supported US Olympic Race Walk trials
- Hosted Santee Celebrates America flag relay
- Hosted Mast Park grand reopening
- Established co-host partnership with Entercom for Fido Fest
- Integrated Santee brand/logo “Do More Due East” into all events
- Integrated Santee’s 40th birthday into all events
- Increased social media & digital marketing outreach
- Broadened the scope of the Square point of sales system by utilizing the system for Santee Sunset 5K registration
- Utilized over 2,000 hours of volunteer service to implement events
- Organized the 10th annual Bluegrass Festival (see narrative in Recreation Revolving Fund)

FY 2020-21 Goals and Objectives

- Continue to provide, grow, and enhance existing community events
- Research opportunities to increase revenue for funding community events
- Continue to build partnerships with businesses in Santee
- Continue to integrate the Santee brand and city 40th birthday celebration into events
- Coordinate Weston Park grand opening
- Continue to boost social media & digital marketing presence while integrating the new city brand
- Assist in coordination of Oath of Office in December 2020
- Provide safe, secure, and family friendly events that create lasting memories and traditions
- Continue to increase our emergency protocol and plans while working with the Fire and Sheriff Department
- Expand Santee Sunset 5K and increase participants
- Continue utilizing and expand use of Square point of sale system to create easy process for participants, sponsors, and vendors

**CITY OF SANTEE
COMMUNITY SERVICES - SPECIAL EVENTS**

Community Services Special Events 1001.02.5309	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	------------------------------	-------------------------------	--------------------------------

SUMMARY OF EXPENDITURES

Personnel	\$ 120,753	\$ 86,960	\$ 57,900
Operations & Maintenance	<u>142,114</u>	<u>177,600</u>	<u>159,150</u>
Grand Total	<u><u>\$ 262,867</u></u>	<u><u>\$ 264,560</u></u>	<u><u>\$ 217,050</u></u>

SUMMARY OF FUNDED POSITIONS

Recreation Coordinator	<u>0.85</u>	<u>0.85</u>	<u>-</u>
Total Positions	<u><u>0.85</u></u>	<u><u>0.85</u></u>	<u><u>-</u></u>

CITY OF SANTEE
COMMUNITY SERVICES - SPECIAL EVENTS

Community Services		FY 2018-19	FY 2019-20	FY 2020-21
Special Events 1001.02.5309		Actual	Amended	Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 44,697	\$ 15,500	\$ -
Salaries & Wages - Part Time	50020	45,279	54,410	54,920
Retirement - PERS	50050	3,139	1,170	240
Retirement - Unfunded Liability	50052	6,110	7,250	-
Retirement - Part Time	50055	1,446	1,950	1,950
Medicare	50060	1,224	1,020	790
Health Insurance	50070	16,137	5,220	-
Dental Insurance	50071	1,079	360	-
OPEB Health	50072	1,400	-	-
Life Insurance	50075	87	30	-
Long Term Disability Insurance	50076	155	50	-
Total Personnel		\$ 120,753	\$ 86,960	\$ 57,900
OPERATIONS & MAINTENANCE COSTS				
Medical Services	51012	\$ -	\$ 200	\$ 200
Expert/Consulting Services	51040	125	300	300
Permits/Insurance	51041	23,985	24,000	24,000
Subscription/Memberships	51104	2,369	2,450	2,500
Professional Development	51110	3,525	3,600	3,600
Telephone & Fax	51121	617	700	600
Postage	51122	100	150	150
Promotional Activities	51131	4,755	10,400	8,400
Banners	51133	8,964	11,500	11,500
Bank Fees	51150	349	500	500
Contract Services	51155	74,497	79,500	75,000
Other Services - SD County Sheriff	51156	-	12,400	6,300
Materials and Supplies	51160	10,497	12,000	11,900
Recreational Supplies	51164	3,297	4,200	4,200
Equipment Rental	51191	9,034	15,700	10,000
Total Operations & Maintenance		\$ 142,114	\$ 177,600	\$ 159,150
Grand Total		\$ 262,867	\$ 264,560	\$ 217,050

**CITY OF SANTEE
COMMUNITY SERVICES - SPECIAL EVENTS**

Community Services Special Events 1001.02.5309	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS			
Medical Services As needed for testing requirements.	\$ -	\$ 200	\$ 200
Expert/Consulting Services CPR and 1st aid training.	125	300	300
Permits/Insurance Health fees/permits, ABC fees/permits, Right of Entry fees/permits and additional event insurance.	23,985	24,000	24,000
Subscription/Memberships ASCAP, BMI and SESAC music licensing fees.	2,369	2,450	2,500
Professional Development Membership and conference expenses for special event or sponsorship of specific organizations.	3,525	3,600	3,600
Telephone & Fax Telephone and related expenses.	617	700	600
Postage Mailing sponsorship packages and division mail.	100	150	150
Promotional Activities Printing of promotional materials such as posters and flyers and the price of ads taken out in local papers to advertise events.	4,755	10,400	8,400
Banners Includes purchasing, installing, removing, storing, cleaning, and repairing banners.	8,964	11,500	11,500
Bank Fees Processing fees incurred by Square and Active Net point of sale systems.	349	500	500
Contract Services Contracts such as entertainers, lights, sound, bands for events, rides, service providers, pest control services and 4th of July fireworks.	74,497	79,500	75,000
Other Services - SD County Sheriff	-	12,400	6,300
Materials & Supplies Decorations, staff shirts, name tags, water, tape, cords, and other general event supplies.	10,497	12,000	11,900

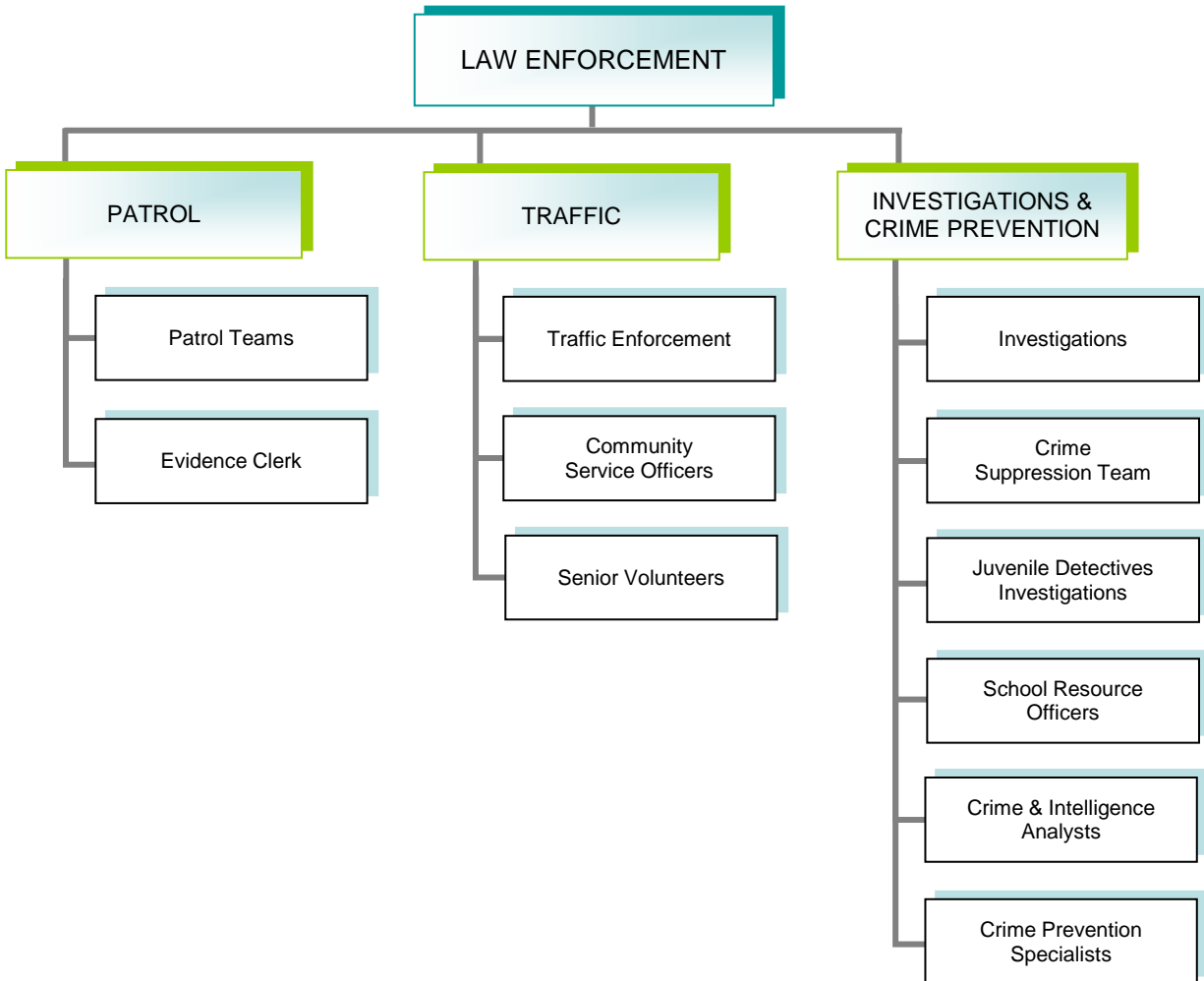
**CITY OF SANTEE
COMMUNITY SERVICES - SPECIAL EVENTS**

Community Services Special Events 1001.02.5309	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS (continued)			
Recreational Supplies Purchase and replacement of items such as canopies, tables, and event fence.	\$ 3,297	\$ 4,200	\$ 4,200
Equipment Rental Rental of equipment such as stages, generators, canopies, tables, chairs, trucks, and portable toilets.	9,034	15,700	10,000
Total Operations & Maintenance	<u>\$ 142,114</u>	<u>\$ 177,600</u>	<u>\$ 159,150</u>



This page intentionally left blank

CITY OF SANTEE LAW ENFORCEMENT



CITY OF SANTEE

LAW ENFORCEMENT SERVICES

Mission Statement

In partnership with our communities, we provide the highest quality public safety services.

Program Description

Law enforcement services are provided through a contract with the San Diego County Sheriff's Department. These services include patrol, traffic, criminal investigations, narcotic/gang enforcement, crime prevention and crime analysis support.

FY 2019-20 Accomplishments

- Expanded homeless outreach efforts and took a comprehensive approach to managing issues related to homelessness by working with the East County Homeless Task Force and neighboring municipalities by conducting multiagency outreach events
- Increased traffic enforcement in areas with higher levels of violations and safety concerns
- Worked with retailers to establish best practices that maximized communication with law enforcement and created a shopping environment that deterred theft – a strategy known as Crime Prevention through Environmental Design
- Increased use of social media platforms such as NextDoor and Twitter to enhance communication with the community
- Increased foot patrols in City parks, the San Diego riverbed and retail areas to build community relationships, protect the environment and deter criminal activity
- Lowered the crime rate in Santee for 2019
- Had Sheriff onsite presence at all City Special Events in response to increased active shooter related events in the U.S.
- Supported juvenile service programs in Santee, such as SD Nights (short for Safe Destination Nights), which provides safe places where teens can hang out during critical hours

FY 2020-21 Goals and Objectives

- Work in collaboration with the City on the impacts from the COVID-19 pandemic
- Continue to aid in homeless outreach efforts by working with the East County Homeless Task Force, the County's Health and Human Services Agency (HHS), neighboring municipalities, and continue to assist with multiagency outreach events
- With the assistance of the Office of Traffic Safety grant, increase traffic enforcement through distracted driving details, DUI checkpoints and education to the public with teen driver awareness courses
- Work with the Retail Theft Collaborative, which consists of local business owners, store managers and loss prevention staff, to foster best practices and maximize communication with law enforcement in an effort to prevent and deter theft
- Continue to have a presence on social media platforms to enhance communication with the community
- Work with Metropolitan Transit System and the Joint Trolley Task Force to address and deter criminal activity on and around the trolley platform at Town Center Parkway
- Continue collaboration between the City and County in pursuit of a new Public Safety Center to include a new Sheriff Substation, City Fire Station and integrated administrative areas
- Continue to bring regional juvenile programs, such as SD nights and STAR PAL, to Santee to provide opportunities and resources for our youth

**CITY OF SANTEE
LAW ENFORCEMENT SERVICES**

Law Enforcement Services County of San Diego 1001.00.2101 & 1001.00.2102	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
SUMMARY OF EXPENDITURES			
Operations & Maintenance	\$ 14,565,700	\$ 15,398,450	\$ 16,061,050
Grants	-	-	-
Grand Total	<u>\$ 14,565,700</u>	<u>\$ 15,398,450</u>	<u>\$ 16,061,050</u>

EXPENDITURES

OPERATIONS & MAINTENANCE COSTS

Expert/Consulting Services	51040	\$ 47,278	\$ 50,000	\$ 50,000
Printing & Duplicating	51120	2,218	2,000	2,000
Telephone & Fax	51121	-	-	-
Contract Services - SD County Sheriff	51152	14,304,096	15,090,000	15,843,750
Other Contract Services	51155	150,000	190,000	99,750
Materials & Supplies	51160	108	250	250
Electricity & Gas	51180	4,745	5,400	5,200
Custodial Services	51210	3,218	3,300	3,100
Repair/Maint - Bldg & Structures	51215	-	2,500	2,000
Communication Charges	51332	54,036	55,000	55,000
Total Operations & Maintenance		<u>\$ 14,565,700</u>	<u>\$ 15,398,450</u>	<u>\$ 16,061,050</u>
Grand Total		<u>\$ 14,565,700</u>	<u>\$ 15,398,450</u>	<u>\$ 16,061,050</u>

**CITY OF SANTEE
LAW ENFORCEMENT SERVICES**

Law Enforcement Services County of San Diego 1001.00.2101 & 1001.00.2102	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS

<p>Expert/Consulting Services</p> <p>This account provides law enforcement support services for the Automated Regional Justice Information System (ARJIS) and the California Identification (Cal-ID) Program.</p>	\$ 47,278	\$ 50,000	\$ 50,000
<p>Printing and Duplicating</p> <p>This account provides funding for the printing of courtesy notices, parking citations and towing notices for illegally parked vehicles.</p>	2,218	2,000	2,000
<p>Contract Services - SD County Sheriff</p> <p>This appropriation provides funding for general and specialized law enforcement, traffic and patrol services under contract with the San Diego County Sheriff's Department. The contract amount is partially funded with \$157,265 of State Supplemental Law Enforcement Services Funds in addition to the amounts reflected here. Staffing in FY 2020-21 is reflected as follows:</p> <ul style="list-style-type: none"> Twenty-eight (28) general law enforcement patrol Four (4) patrol sergeants Five (5) traffic investigation and enforcement deputies One (1) traffic sergeant One (1) motorcycle deputy Four (4) crime suppression COPPS deputies Seven (7) detectives One (1) detective sergeant Two (2) community service officers (CSOs) 	14,304,096	15,090,000	15,843,750
<p>Other Contract Services - SD County Sheriff</p> <p>This appropriation provides funds to help support two Grossmont Union High School District School Resource Officers, one each at Santana High School and West Hills High School.</p>	150,000	190,000	99,750
<p>Materials & Supplies</p> <p>This account provides funds to purchase materials and supplies for law enforcement related functions, including RSVP activities and Community Oriented Policing Committee (COMPOC) meetings.</p>	108	250	250

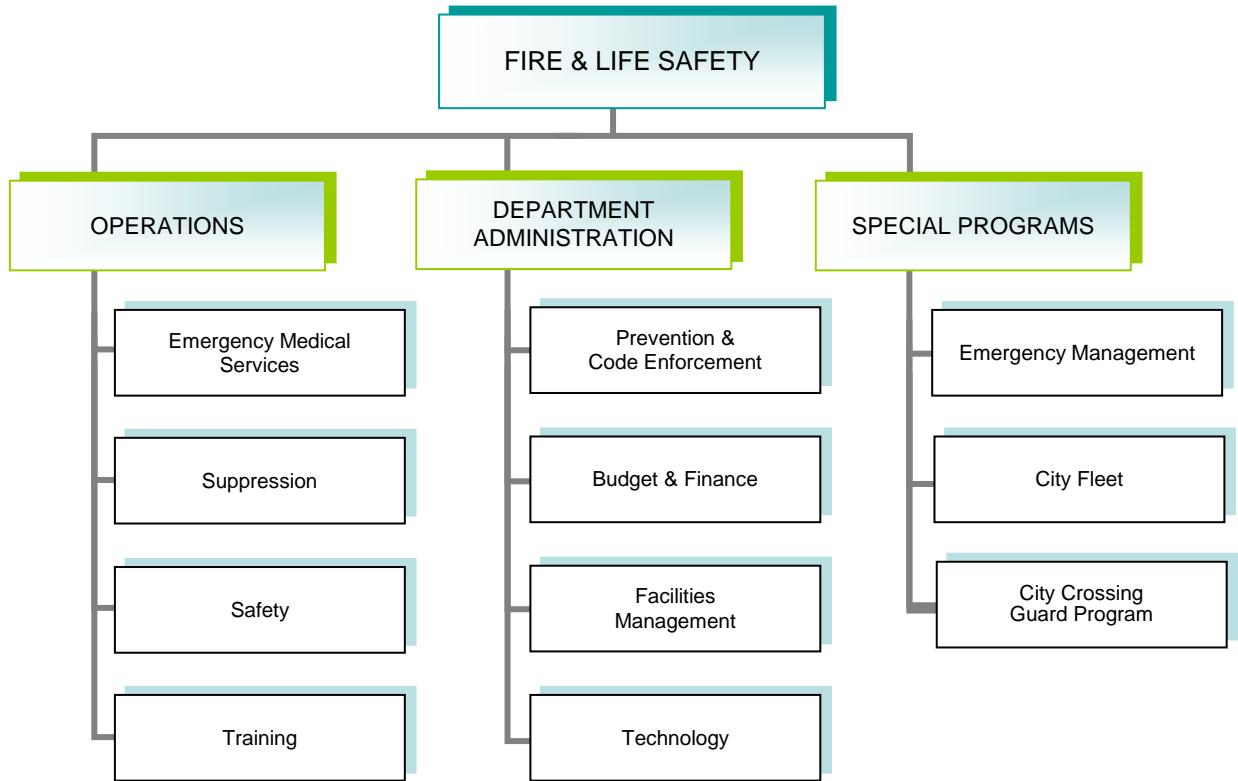
**CITY OF SANTEE
LAW ENFORCEMENT SERVICES**

Law Enforcement Services County of San Diego 1001.00.2101 & 1001.00.2102	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS (Continued)			
Electricity & Gas	\$ 4,745	\$ 5,400	\$ 5,200
This appropriation provides funding for the cost of gas and electricity for the Community Safety Center located in Trolley Square.			
Custodial Services	3,218	3,300	3,100
This appropriation provides for janitorial services at the Community Safety Center located in Trolley Square.			
Repair/Maintenance - Building & Structures	-	2,500	2,000
This account provides for monthly alarm monitoring and inspection fees at the Community Safety Center as well as any as-needed internal facility repairs or maintenance, including plumbing and electrical repairs.			
Communication Charges	54,036	55,000	55,000
This appropriation provides funds for the County of San Diego 800MHZ Regional Communication System, including radio and mobile data terminal charges.			
Total Operations & Maintenance	<u>\$ 14,565,700</u>	<u>\$ 15,398,450</u>	<u>\$ 16,061,050</u>



This page intentionally left blank

CITY OF SANTEE FIRE AND LIFE SAFETY



**CITY OF SANTEE
FIRE AND LIFE SAFETY SUMMARY**

	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
SUMMARY OF EXPENDITURES			
Administration	\$ 808,527	\$ 882,590	\$ 902,540
Emergency Operations	9,394,229	9,305,270	9,554,370
Emergency Medical	3,200,116	3,334,200	3,496,350
Emergency Preparedness	21,180	26,330	28,490
Fleet Operations and Maintenance	316,452	398,600	372,570
Fire Grants	-	-	-
Total	<u>\$ 13,740,504</u>	<u>\$ 13,946,990</u>	<u>\$ 14,354,320</u>

SUMMARY OF FUNDED POSITIONS

Administration	4.05	4.05	4.05
Emergency Operations	38.30	41.30	41.30
Emergency Medical	13.95	13.95	13.95
Fleet Operations and Maintenance	1.30	1.30	1.30
Total	<u>57.60</u>	<u>60.60</u>	<u>60.60</u>

CITY OF SANTEE

FIRE AND LIFE SAFETY – ADMINISTRATION

Mission Statement

We protect life and property in our community through aggressive fire suppression, public education and emergency medical services (EMS), with leadership and professionalism.

Program Description

Fire Administration is responsible for the management and administration of fire and life safety planning, emergency operations, disaster preparedness, emergency medical services, loss prevention, code enforcement, fire investigation, and hazardous materials mitigation. This department is also responsible for administering City fleet maintenance, citywide communications, and the City's Safety Program.

FY 2019-20 Accomplishments

- Completed the Building 5 counter installation for employee safety and as an element of ADA upgrades to the City Hall complex
- Identified a mid-term site (5-10 yrs.) for the Heartland Communications Facility Authority (HCFA).

FY 2020-21 Goals and Objectives

- Identify a long-term site (30-50 yrs.) for the Heartland Communications Facility Authority (HCFA)
- Transition our Crossing Guard program to the Santee School District
- Study the changing status and role of fire departments and EMS delivery systems to provide the most efficient and effective service to the community

CITY OF SANTEE
FIRE AND LIFE SAFETY - ADMINISTRATION

Fire & Life Safety Fire Administration 1001.03.2201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Personnel	\$ 762,567	\$ 818,350	\$ 845,660
Operations & Maintenance	45,960	64,240	56,880
Capital Outlay	-	-	-
Grand Total	<u>\$ 808,527</u>	<u>\$ 882,590</u>	<u>\$ 902,540</u>

SUMMARY OF POSITIONS

Director Fire & Life Safety Services	0.80	0.80	0.80
Deputy Fire Chief	0.75	0.75	0.75
Fire Marshal	1.00	1.00	1.00
Management Assistant	0.70	0.70	-
Management Analyst	-	-	0.70
Administrative Secretary	0.80	0.80	0.80
Total Positions	<u>4.05</u>	<u>4.05</u>	<u>4.05</u>

CITY OF SANTEE
FIRE AND LIFE SAFETY - ADMINISTRATION

Fire & Life Safety		FY 2018-19	FY 2019-20	FY 2020-21
Fire Administration 1001.03.2201		Actual	Amended	Proposed
PERSONNEL COSTS				
Salary & Wages - Regular	50010	\$ 484,119	\$ 493,830	\$ 520,490
Salary & Wages - Part Time	50020	16,445	59,770	29,810
Overtime	50025	8,255	3,750	3,850
Retirement - PERS	50050	71,907	80,810	93,320
Retirement - Unfunded Liability	50052	90,010	109,410	127,090
Retirement - Part Time	50055	617	2,240	1,120
Medicare	50060	7,378	8,090	8,050
Health Insurance	50070	49,063	50,010	51,580
Dental Insurance	50071	3,329	3,640	3,620
OPEB Health	50072	8,220	-	-
Life Insurance	50075	414	420	420
Long Term Disability	50076	1,246	1,380	1,310
Workers Comp Insurance	50080	21,565	5,000	5,000
Total Personnel		\$ 762,567	\$ 818,350	\$ 845,660
OPERATIONS & MAINTENANCE COSTS				
Medical Services	51012	\$ 128	\$ 940	\$ 500
Expert/Consulting Services	51040	12,541	22,380	19,280
Subscriptions/Memberships	51104	2,206	2,790	4,420
Professional Development	51110	6,639	8,860	4,600
Mileage Reimbursement	51112	-	250	-
Printing & Duplicating	51120	72	300	300
Telephone & Fax	51121	5,128	5,400	7,760
Postage	51122	727	1,100	1,100
Rentals/Leases- Office Equipment	51141	2,192	-	-
Materials and Supplies	51160	8,824	10,730	10,730
Materials & Supplies - Crossing Guards	51161	110	950	300
Wearing Apparel	51165	2,999	4,800	2,200
Electricity & Gas	51180	4,143	4,600	4,500
Repair/Maintenance - Equipment	51211	250	1,140	1,190
Total Operations & Maintenance		\$ 45,960	\$ 64,240	\$ 56,880
Grand Total		\$ 808,527	\$ 882,590	\$ 902,540

CITY OF SANTEE
FIRE AND LIFE SAFETY - ADMINISTRATION

Fire & Life Safety	FY 2018-19	FY 2019-20	FY 2020-21
Fire Administration 1001.03.2201	Actual	Amended	Proposed

OPERATIONS & MAINTENANCE COSTS

Medical Services This account provides funds for required annual respirator physicals for Fire Chief and Deputy Fire Chief.	\$ 128	\$ 940	\$ 500
Expert/Consulting Services This account provides funds for the Fire Benefit Fee consultant, fire inspection billing service, annual license for training/online risk management program, the Junior Firesetter Intervention Program, and public hearing advertisements.	12,541	22,380	19,280
Subscriptions/Memberships This appropriation will provide for professional memberships for Chief Officers, Fire Marshal, and Fire Administration staff.	2,206	2,790	4,420
Professional Development This appropriation will allow for attendance of professional conferences, classes and various training seminars by Chief Officers and Fire Marshal.	6,639	8,860	4,600
Mileage Reimbursement This account provides for reimbursement of the expense of using a personal vehicle in the performance of assigned duties.	-	250	-
Printing & Duplicating This account provides funds for the printing of various forms, business cards and other miscellaneous printing needs for Fire Administration.	72	300	300
Telephone & Fax This appropriation will fund the cost of telephones for Fire Administration staff.	5,128	5,400	7,760
Postage This account provides funds for postage and shipping charges utilized by Fire Administration.	727	1,100	1,100
Rentals/Leases - Office Equipment This account is for the Fire Administration copier lease. (This appropriation has been eliminated in FY 19/20 as department no longer leases a copier).	2,192	-	-
Materials & Supplies This account provides funds for the purchase of miscellaneous materials and supplies utilized by Fire Administration and Fire Prevention.	8,824	10,730	10,730

**CITY OF SANTEE
FIRE AND LIFE SAFETY - ADMINISTRATION**

Fire & Life Safety Fire Administration 1001.03.2201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS (Continued)			
Materials & Supplies - Crossing Guards	\$ 110	\$ 950	\$ 300
This account will provide funds for the School Crossing Guard Program for safety apparel, stop signs, and other related items.			
Wearing Apparel	2,999	4,800	2,200
This account provides for uniforms for the Fire Chief, Deputy Fire Chief, Fire Marshal, and Fire Inspector.			
Electricity & Gas	4,143	4,600	4,500
This appropriation provides for Fire Administration's share of gas and electricity at City Hall.			
Repair/Maintenance - Equipment	250	1,140	1,190
This appropriation provides for AED service agreement on defibrillators in City facilities, and as-needed repair of copier and small office equipment. This appropriation also provides for the department's share of the copier pooled maintenance agreement.			
Total Operations & Maintenance	\$ 45,960	\$ 64,240	\$ 56,880



This page intentionally left blank

CITY OF SANTEE

FIRE AND LIFE SAFETY – EMERGENCY OPERATIONS

Program Description

Emergency Operations is responsible for day-to-day operations including response to and mitigation of emergency incidents and service calls. Supporting emergency response activities requires the coordination of safety, training activities and the utilization of current information technology. Emergency response personnel also add value by providing public education and performing commercial occupancy fire code inspections.

FY 2019-20 Accomplishments

- Purchased six additional portable radios with grant funds
- Purchased ballistic personal protective equipment through State Homeland Security Grant reallocated grant funds
- Sponsored an in-house Fire Academy for new hire Firefighter Paramedics

FY 2020-21 Goals and Objectives

- Continue to develop the City's Emergency Operations Center through training, table-top exercises, and full simulations
- Continue the replacement of all aged firefighter brush clothing and turnout clothing with modern garments that will better protect personnel from heat and fire exposure
- Continue to monitor chute times, with the goal of improving fire department overall response times
- Continue research options for new records management system with the County of San Diego
- Complete a standards of coverage survey to ensure future fire stations and apparatus are appropriately positioned for current and future city growth
- Identify options for replacing or remodeling Fire Station 4, to include drawings and artist renderings

CITY OF SANTEE
FIRE AND LIFE SAFETY - EMERGENCY OPERATIONS

General Government Emergency Operations 1001.03.2202	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Personnel	\$ 8,785,295	\$ 8,585,260	\$ 8,850,860
Operations & Maintenance	564,704	720,010	677,400
Capital Outlay	<u>44,231</u>	<u>-</u>	<u>26,110</u>
Grand Total	<u><u>\$ 9,394,229</u></u>	<u><u>\$ 9,305,270</u></u>	<u><u>\$ 9,554,370</u></u>

SUMMARY OF FUNDED POSITIONS

Battalion Chief	2.40	2.40	2.40
Fire Captain	11.90	11.90	11.90
Fire Engineer	12.00	12.00	12.00
Firefighter Paramedic	<u>12.00</u>	<u>12.00</u>	<u>15.00</u>
Total Positions	<u><u>38.30</u></u>	<u><u>38.30</u></u>	<u><u>41.30</u></u>

CITY OF SANTEE
FIRE AND LIFE SAFETY - EMERGENCY OPERATIONS

General Government Emergency Operations 1001.03.2202		FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 3,658,010	\$ 4,127,490	\$ 4,255,370
Acting Pay	50011	14,509	11,000	13,000
FLSA	50012	86,982	101,230	104,590
Overtime	50025	1,267,209	732,480	755,400
Overtime - Acting Pay	50027	165,549	131,100	130,690
Overtime - Reimbursable	50028	271,246	250,820	104,760
Preceptor/Mentor Pay	50033	-	7,500	7,000
Longevity Certification Pay	50034	-	41,620	41,620
Sick Leave Buy Back	50036	5,692	5,750	3,260
Clothing Allowance	50041	22,758	22,950	25,720
2% RHSA	50045	66,361	75,630	78,070
Retirement - PERS	50050	756,064	798,580	873,370
Retirement - Unfunded Liability	50052	906,110	1,115,130	1,294,810
Medicare	50060	76,638	77,060	77,280
Health Insurance	50070	678,582	727,820	727,060
Dental Insurance	50071	39,878	41,020	39,610
OPEB Health	50072	319,740	-	-
Life Insurance	50075	3,720	4,270	4,320
Long Term Disability Insurance	50076	10,859	13,810	14,930
Workers Compensation Insurance	50080	435,388	300,000	300,000
Unemployment Insurance	50081	-	-	-
Total Personnel		\$ 8,785,295	\$ 8,585,260	\$ 8,850,860
OPERATIONS & MAINTENANCE COSTS				
Medical Services	51012	\$ 10,747	\$ 14,370	\$ 12,970
Expert/Consulting Services	51040	26,244	36,000	37,600
Governmental Purposes	51101	1,239	2,000	2,000
Professional Development	51110	400	2,840	2,840
Training & Developments - FTES	51114	15,017	15,000	15,000
Telephone & Fax	51121	12,813	13,900	12,500
Rentals/Leases - Office Equipment	51141	-	5,650	5,650
Materials & Supplies	51160	46,258	55,400	52,110
Wearing Apparel	51165	46,906	140,270	100,490
Electricity & Gas	51180	41,951	46,500	47,000
Water & Sewer	51185	10,328	11,560	11,160
Repair/Maintenance - Equipment	51211	12,909	24,580	22,830
Heartland Communications Facility Auth.	51330	201,540	197,290	203,320
Heartland Training Authority	51331	50,811	49,380	49,380
Communication Charges	51332	28,504	30,860	23,680
Agency Reimbursements	51335	47,923	51,940	56,370
Fitness Equipment/Education	51360	11,115	22,470	22,500
Total Operations & Maintenance		\$ 564,704	\$ 720,010	\$ 677,400
CAPITAL OUTLAY COSTS				
Communication Equipment	60050	\$ -	\$ -	\$ 18,610
Other Capital Outlay	60099	44,231	-	7,500
Total Capital Outlay		\$ 44,231	\$ -	\$ 26,110
Grand Total		\$ 9,394,229	\$ 9,305,270	\$ 9,554,370

CITY OF SANTEE
FIRE AND LIFE SAFETY - EMERGENCY OPERATIONS

General Government Emergency Operations 1001.03.2202	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS

<p>Medical Services</p> <p>This account provides for required annual respirator physicals, DMV physicals, vaccinations, first aid claims and pre-placement physicals for new firefighter/paramedics.</p>	\$ 10,747	\$ 14,370	\$ 12,970
<p>Expert/Consulting Services</p> <p>This account provides funds for various contracts and services including TIP (Trauma Intervention Program), OSHA required ladder testing, fire hose testing, maintenance agreement for 4 Zoll monitors, peer support program, annual County hazardous materials permits and miscellaneous contracts associated with hazardous waste disposal, software support service and other highly technical equipment.</p>	26,244	36,000	37,600
<p>Other Governmental Purposes</p> <p>This account provides funds for expenses associated with emergencies, including meals, fluid replacement and unforeseen materials and supplies required to mitigate emergencies.</p>	1,239	2,000	2,000
<p>Professional Development</p> <p>This account will fund department-wide training activities, registration fees, travel and lodging associated with attendance of professional conferences and various training seminars by personnel.</p>	400	2,840	2,840
<p>Training & Development - FTEs</p> <p>This account provides funding for ongoing Fire Department related training activities and is associated with an Interagency Instruction Agreement between the City of Santee and Miramar College.</p>	15,017	15,000	15,000
<p>Telephone & Fax</p> <p>This account provides funds for various phone charges, including emergency lines, cellular phones and T-1 lines at Fire Stations 4 and 5.</p>	12,813	13,900	12,500
<p>Rentals/Leases - Office Equipment</p> <p>This account provides funds for the leased copiers at Fire Stations 4 and 5 (split 75% / 25% between 2202 and 2203).</p>	-	5,650	5,650
<p>Materials & Supplies</p> <p>This account provides funds for the purchase of miscellaneous materials and supplies including but not limited to: SCBA (self-contained breathing apparatus) replacement parts, fire station materials and supplies, fire equipment and fire hose.</p>	46,258	55,400	52,110
<p>Wearing Apparel</p> <p>This account provides funds for the purchase of protective clothing, safety equipment and firefighter uniforms.</p>	46,906	140,270	100,490

CITY OF SANTEE
FIRE AND LIFE SAFETY - EMERGENCY OPERATIONS

General Government Emergency Operations 1001.03.2202	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS (Continued)

Electricity & Gas This appropriation will fund the cost of electricity and gas allocated for Fire Stations 4 and 5.	\$ 41,951	\$ 46,500	\$ 47,000
Water & Sewer This appropriation will fund the cost of water and sewer allocated for Fire Stations 4 and 5.	10,328	11,560	11,160
Repair/Maintenance - Equipment This account will provide funds for repair and maintenance of equipment at Fire Stations 4 and 5. This account also provides funds for radio maintenance and repair services.	12,909	24,580	22,830
Heartland Communications Facility Authority Heartland Communication Facility Authority operational cost and required CIP contribution. 45% of this amount is budgeted in the Emergency Medical (CSA 69) budget.	201,540	197,290	203,320
Heartland Training Authority Heartland Training Facility operational & lease costs.	50,811	49,380	49,380
Communication Charges Regional Communication System radio user charges, pager service, mobile hot spot access fees.	28,504	30,860	23,680
Agency Reimbursements This account provides funds for the City's participation in the County JPA for the Joint Hazardous Material Incident Response Team Program.	47,923	51,940	56,370
Fitness Equipment/Education Fitness equipment and education as dictated by the Firefighter MOU.	11,115	22,470	22,500
Total Operations & Maintenance	\$ 564,704	\$ 720,010	\$ 677,400

CAPITAL OUTLAY COSTS

Communication Equipment This appropriation provides funding for two (2) additional satellite units for the alerting system at Station 5, turnout timers for Stations 4 & 5, and replacement communication equipment.	\$ -	\$ -	\$ 18,610
Other Capital Outlay This appropriation provides for replacement of one (1) thermal imaging camera.	44,231	-	7,500
Total Capital Outlay	\$ 44,231	\$ -	\$ 26,110



This page intentionally left blank

CITY OF SANTEE

FIRE AND LIFE SAFETY – EMERGENCY MEDICAL

Program Description

Under the direction of the Emergency Medical Services (EMS) Battalion Chief, the Emergency Medical Services Division is responsible for responding to 911 emergency calls and providing Advanced Life Support (ALS) patient care in the treatment of medical illness or traumatic injury. This budget provides funding for all ALS services including, but not limited to: ALS and Basic Life Support (BLS) training consistent with State and local laws, as well as County of San Diego policies; ambulance procurement, maintenance and repair; medical supplies; employee health, safety and wellness programs; ALS and BLS equipment maintenance and repair; community education and public relations programs; personnel costs associated with the delivery of EMS provided by the Santee Fire Department. The program is funded through reimbursement to the City General Fund from County Service Area 69 (CSA-69).

FY 2019-20 Accomplishments

- Transitioned to in-house continuing education provider
- Continued to pursue implementing additional transport unit(s) in the CSA
- Hosted joint EMS meeting with Lakeside Fire
- Ensure billing compliance with Image Trend exceeds previous model
- Developed an on-going EMS training calendar
- Placed new paramedic ambulance into service

FY 2020-21 Goal and Objectives

- Develop periodic video-based EMS training
- Research the feasibility of tiered dispatching
- Implementation of comprehensive Quality Assurance and Improvement program
- Implementation of biometric narcotic storage and tracking
- Conduct a 5th transport ambulance trial study
- Continue support of County increasing non-resident transport fees
- Fully deploy designated infection control officer
- Complete new EMS supplies bid
- Deploy Automatic CPR boards on each front-line apparatus
- Implement a customer satisfaction survey program
- Re-chassis 2 medic units and put in service as front-line apparatus

CITY OF SANTEE
FIRE AND LIFE SAFETY - EMERGENCY MEDICAL

Fire & Life Safety Emergency Medical 1001.03.2203	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Personnel	\$ 2,595,683	\$ 2,560,400	\$ 2,710,240
Operations & Maintenance	526,925	707,800	716,860
Capital Outlay	<u>77,508</u>	<u>66,000</u>	<u>69,250</u>
Grand Total	<u>\$ 3,200,116</u>	<u>\$ 3,334,200</u>	<u>\$ 3,496,350</u>

SUMMARY OF FUNDED POSITIONS

Battalion Chief	0.60	0.60	0.60
Fire Captain	0.10	0.10	0.10
Firefighter Paramedic	12.00	12.00	12.00
Director of Fire & Life Safety	0.20	0.20	0.20
Deputy Fire Chief	0.25	0.25	0.25
Management Assistant	0.30	0.30	-
Management Analyst	-	-	0.30
Lead Equipment Mechanic	0.10	0.10	0.10
Equipment Mechanic	0.20	0.20	0.20
Administrative Secretary	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>
Total Positions	<u>13.95</u>	<u>13.95</u>	<u>13.95</u>

CITY OF SANTEE
FIRE AND LIFE SAFETY - EMERGENCY MEDICAL

Fire & Life Safety		FY 2018-19	FY 2019-20	FY 2020-21
Emergency Medical 1001.03.2203		Actual	Amended	Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 1,233,021	\$ 1,362,550	\$ 1,375,920
F L S A	50012	28,218	30,480	30,640
Overtime	50025	367,739	167,320	243,990
Overtime - Surge	50029	1,832	-	-
Preceptor/Mentor Pay	50033	-	7,500	7,000
Longevity Pay	50034	-	4,120	4,120
Sick Leave Buy Back	50036	772	1,530	1,730
Clothing Allowance	50041	7,930	8,260	8,230
2% RHSA	50045	21,159	22,760	22,880
Retirement - PERS	50050	249,111	254,330	265,620
Retirement - Unfunded Liability	50052	304,792	377,850	410,820
Medicare	50060	25,874	22,960	24,250
Health Insurance	50070	208,941	205,510	219,130
Dental Insurance	50071	12,728	13,450	14,500
Life Insurance	50075	1,381	1,460	1,460
Long Term Disability Insurance	50076	3,953	5,320	4,950
Workers Compensation Insurance	50080	128,232	75,000	75,000
Total Personnel		\$ 2,595,683	\$ 2,560,400	\$ 2,710,240
OPERATIONS & MAINTENANCE COSTS				
Medical Services	51012	\$ 3,303	\$ 6,200	\$ 9,540
Expert/Consulting Services	51040	31,752	32,140	32,770
Outreach and Education	51046	3,869	5,000	5,000
Laundry & Cleaning	51102	1,597	2,750	2,690
Subscriptions/Memberships	51104	588	600	780
Professional Development	51110	3,155	7,510	10,300
Telephone & Fax	51121	8,714	7,250	7,770
Postage	51122	155	180	180
Rentals/Leases - Office Equipment	51141	548	2,020	1,890
Materials & Supplies	51160	139,847	207,510	246,990
Wearing Apparel	51165	12,114	12,830	13,360
Fuel & Oil	51171	50,228	74,700	56,580
Electricity & Gas	51180	15,569	17,450	17,450
Water & Sewer	51185	3,607	4,220	4,220
Repair/Maint - Equipment	51211	294	3,250	4,570
Repair/Maint - Automotive Equipment	51212	16,884	42,870	33,200
Repair/Maint - Other	51230	6,818	28,810	21,000
Property Insurance	51301	4,929	6,200	8,690
Public Liability Insurance	51305	24,193	36,200	36,940
Heartland Communications Facility Auth.	51330	164,896	161,430	166,350
Communication Charges	51332	17,940	19,810	18,590
Fitness Equipment/Education	51360	3,705	7,530	7,500
Minor Equipment	51361	12,221	21,340	10,500
Total Operations & Maintenance		\$ 526,925	\$ 707,800	\$ 716,860
CAPITAL OUTLAY COSTS				
Medical Equipment	60030	\$ -	\$ 61,000	\$ 61,000
Communication Equipment	60050	-	5,000	8,250
Other Capital Outlay	60099	89,508	-	-
Trade-In Credit on Equipment	60199	(12,000)	-	-
Total Capital Outlay		\$ 77,508	\$ 66,000	\$ 69,250
Grand Total		\$ 3,200,116	\$ 3,334,200	\$ 3,496,350

**CITY OF SANTEE
FIRE AND LIFE SAFETY - EMERGENCY MEDICAL**

Fire & Life Safety Emergency Medical 1001.03.2203	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS			
Medical Services	\$ 3,303	\$ 6,200	\$ 9,540
This account provides funds for required annual respirator physicals, DMV physicals, vaccinations and first aid claims.			
Expert/Consulting Services	31,752	32,140	32,770
This account provides funds for various fees and costs associated with ALS & BLS certification and licensing. Costs include, but are not limited to the following: 1) Fees for state associations & licensure; 2) Contracts with Grossmont Hospital for ACLS training and field care audits; 3) Bio Hazard Waste Disposal; 4) Reverse distribution of controlled substances; 5) Trauma Intervention Program (TIP); 6) EMS related training resulting in continuing education units and service delivery enrichment; 7) Peer support services.			
Outreach and Education	3,869	5,000	5,000
This account provides funds for EMS related supplies for community risk reduction through education and supplies for first aid booths at large community events.			
Laundry/Cleaning Services	1,597	2,750	2,690
This account provides funds for linen service for all EMS medical linen, including cleaning and replacement costs for all CSA 69 paramedic units.			
Subscriptions/Memberships	588	600	780
This appropriation provides for subscriptions, memberships and professional publications utilized by EMS Personnel.			
Professional Development	3,155	7,510	10,300
This account provides funds for purchase of EMS related training materials and supplies, as well as registration fees, travel expenses and meals for attendance of professional development seminars, classes and conferences related to emergency medical care.			
Telephone & Fax	8,714	7,250	7,770
This account provides funds for various phone charges, including emergency lines, cellular phones and T-1 lines at Fire Stations 4 and 5.			
Postage	155	180	180
This account is for CSA 69 associated postage and shipping charges.			
Rentals/Leases - Office Equipment	548	2,020	1,890
This account provides funds for CSA 69 share of the leased copiers at Fire Stations 4 and 5 (split 75% / 25% between 2202 and 2203).			

CITY OF SANTEE
FIRE AND LIFE SAFETY - EMERGENCY MEDICAL

Fire & Life Safety Emergency Medical 1001.03.2203	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS (Continued)			
Materials & Supplies	\$ 139,847	\$ 207,510	\$ 246,990
This account provides funds to purchase miscellaneous medical supplies, pharmaceuticals, office supplies and other supplies related to the paramedic program.			
Wearing Apparel	12,114	12,830	13,360
This account provides funds to purchase safety gear for firefighter/paramedics, including turnouts, boots and protective eye wear.			
Fuel & Oil	50,228	74,700	56,580
This account provides funds for fuel, oil, transmission fluid and lubricants for paramedic units.			
Electricity & Gas	15,569	17,450	17,450
This appropriation will fund the cost of electricity and gas allocated for Fire Stations 4 and 5 as associated with the EMS program.			
Water & Sewer	3,607	4,220	4,220
This account provides funds for water and sewer allocated for Fire Stations 4 and 5 as associated with the EMS program.			
Repair/Maintenance - Equipment	294	3,250	4,570
This account provides funds for repair and maintenance of radios and other communication equipment on paramedic units.			
Repair/Maintenance - Automotive Equipment	16,884	42,870	33,200
This account provides funds for normal repair and maintenance of all paramedic units, including funds for miscellaneous parts, wheel alignments, muffler repair, etc.			
Repair/Maintenance - Other	6,818	28,810	21,000
This account provides funds for miscellaneous repairs of medical equipment, including but not limited to gurneys, auto vents, automatic blood pressure cuffs, EKG monitor maintenance and mechanical CPR boards.			
Property Insurance	4,929	6,200	8,690
This account provides funds for the estimated cost to insure the CSA paramedic units.			
Public Liability Insurance	24,193	36,200	36,940
This account provides funds for the CSA 69 portion of public liability/paramedic malpractice insurance.			

CITY OF SANTEE
FIRE AND LIFE SAFETY - EMERGENCY MEDICAL

Fire & Life Safety Emergency Medical 1001.03.2203	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS (Continued)

Heartland Communications Facility Authority Heartland Communication Facility Authority (HCFA) operational cost and required CIP contribution. 55% of this amount is budgeted in the Emergency Operations budget, and 45% is charged to Emergency Medical.	\$ 164,896	\$ 161,430	\$ 166,350
Communication Charges Regional Communication System radio user charges, pager service, and mobile hot spot access fees.	17,940	19,810	18,590
Fitness Equipment/Education Fitness equipment and education as dictated by the Firefighter MOU.	3,705	7,530	7,500
Minor Equipment This account provides for equipment purchased that does not meet the fixed asset criteria, but does have a life expectancy greater than one (1) year.	12,221	21,340	10,500
Total Operations & Maintenance	\$ 526,925	\$ 707,800	\$ 716,860

CAPITAL OUTLAY COSTS

Medical Equipment This account will fund the purchase of one (1) monitor/defibrillator, one (1) mechanical CPR board and one (1) gurney.	\$ -	\$ 61,000	\$ 61,000
Communication Equipment This appropriation provides funding for two (2) additional satellite units for the alerting system at Station 5 (25%), turnout timers for Stations 4 & 5 (25%), and replacement communication equipment.	-	5,000	8,250
Other Capital Outlay This account provided funds for the purchase of two (2) EKG monitors, one (1) mechanical CPR board, and 25% of funds for the purchase of an A/C service machine for the Fleet Maintenance Shop (remaining 75% was included in the Emergency Medical budget).	89,508	-	-
Trade-In Credit	(12,000)	-	-
Total Capital Outlay	\$ 77,508	\$ 66,000	\$ 69,250

CITY OF SANTEE

FIRE AND LIFE SAFETY – EMERGENCY PREPAREDNESS

Program Description

The Emergency Preparedness Program is responsible for planning, preparing, and responding to natural disasters, man-made emergencies and war-related emergencies utilizing the National Incident Management System (NIMS). The goals of the program include prevention and mitigation training directed towards saving lives, limiting civilian and responder casualties, minimizing property damage and restoration of the City to normal operations in an efficient and expeditious manner following a large-scale emergency event. The Emergency Preparedness Program achieves community risk reduction through innovative and comprehensive public education and preparedness training. Additionally, this program includes training in the areas of documentation, damage assessment, disaster relief, cost recovery, the City's Emergency Operations Plan (EOP), the Cities Readiness Initiative (CRI) Plan, the Continuity of Operations Plan (COOP), Community Emergency Response Team (CERT) training and readiness of the City's Emergency Operations Center (EOC).

FY 2019-20 Accomplishments

- Effective management and mitigation of the COVID-19 pandemic
- Activation of the Emergency Operations Center (EOC) in response to COVID-19
- Construction of protective barriers in City facilities in response to COVID-19
- Provided community support through the Care and Shelter Branch of EOC
- Development of policy and procedures in response to COVID-19

FY 2020-21 Goals and Objectives

- Continue COVID-19 mitigation efforts through the Emergency Operations Center
- Ensure COVID-19 safety control measures are in place for employees and visitors to City facilities
- Research strategies to impact local high school students through educational programs
- Update the Public Education website to increase ease of use
- Conduct EOC drills in accordance with Federal, State, and County mandates

CITY OF SANTEE
FIRE AND LIFE SAFETY - EMERGENCY PREPAREDNESS

Fire & Life Safety Emergency Preparedness 1001.03.2204	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 21,180	\$ 26,330	\$ 28,490
Grand Total	\$ 21,180	\$ 26,330	\$ 28,490

EXPENDITURES

OPERATIONS & MAINTENANCE COSTS

Outreach and Education	51046	\$ 7,599	\$ 7,500	\$ 8,000
Professional Development	51110	716	6,800	8,330
Training & Development	51113	3,683	3,000	3,000
Telephone & Fax	51121	4,260	4,300	4,100
Materials & Supplies	51160	3,199	3,000	3,300
Agency Reimbursements	51335	1,723	1,730	1,760
Total Operations & Maintenance		\$ 21,180	\$ 26,330	\$ 28,490

CITY OF SANTEE
FIRE AND LIFE SAFETY - EMERGENCY PREPAREDNESS

Fire & Life Safety	FY 2018-19	FY 2019-20	FY 2020-21
Emergency Preparedness 1001.03.2204	Actual	Amended	Proposed

OPERATIONS & MAINTENANCE COSTS

<p>Outreach and Education</p> <p>This account provides funding to promote community risk reduction through fire and life safety programs. Programs include, but are not limited to, burn prevention, fall prevention, drowning prevention, CPR training, senior smoke detector program, and disaster preparedness. Additionally this account supports community first aid stations, school assembly presentations, station tours and community events promoting fire and life safety.</p>	\$ 7,599	\$ 7,500	\$ 8,000
<p>Professional Development</p> <p>Funds to be used for disaster preparedness training seminars and conferences, CPR instructor certification, and Emergency Operation Center (EOC) training exercises.</p>	716	6,800	8,330
<p>Training & Development</p> <p>This account provides funds in support of the Department's CPR/AED public education efforts. Funds will be used for program supplies, equipment and maintenance of equipment.</p>	3,683	3,000	3,000
<p>Telephone & Fax</p> <p>This account provides funds for ten (10) dedicated EOC lines, (21) additional cell phones and one (1) satellite phone.</p>	4,260	4,300	4,100
<p>Materials & Supplies</p> <p>This account will provide funds to purchase miscellaneous materials and supplies used in the City's Emergency Operations Center during training exercises and EOC activation.</p>	3,199	3,000	3,300
<p>Agency Reimbursements</p> <p>This account will provide funds for City's participation in the San Diego County Unified Disaster Council.</p>	1,723	1,730	1,760
Total Operations & Maintenance	<u>\$ 21,180</u>	<u>\$ 26,330</u>	<u>\$ 28,490</u>



This page intentionally left blank

CITY OF SANTEE

FIRE AND LIFE SAFETY – FLEET OPERATIONS & MAINTENANCE

Program Description

Fire Administration is responsible for the management and administration of the City fleet. This includes the maintenance of the City fleet, purchase of fuels and oils, as well as the professional development of all fleet personnel.

FY 2019-20 Accomplishments

- Completed specifications and purchase of Brush Engine
- Implemented mechanic Student Intern position with community college partners
- Deployed facets of the RTA software program that will allow for the following:
 - Improved accountability of hours worked on a City vehicle
 - Production monthly work orders
 - Better tracking of needed/required vehicle maintenance
 - Allows employees to alert fleet personnel of needed repairs
 - Builds up-to-date reports on work accomplished and pending

FY 2020-21 Goals and Objectives

- Continue to deploy all facets of the RTA software program
- Explore benefits of a vehicle lease program for replacement of City Fleet
- Continue to develop strategies to increase efficiency for vehicle services including the Student Intern program to assist with vehicle maintenance and transportation

CITY OF SANTEE
FIRE AND LIFE SERVICES- FLEET OPERATIONS AND MAINTENANCE

Fire Life & Safety Fleet Operations and Maintenance 1001.03.2206	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Personnel	\$ 138,232	\$ 164,000	\$ 172,830
Operations & Maintenance	175,131	224,380	199,740
Capital Outlay	<u>3,089</u>	<u>10,220</u>	<u>-</u>
Grand Total	<u>\$ 316,452</u>	<u>\$ 398,600</u>	<u>\$ 372,570</u>

SUMMARY OF POSITIONS

Lead Equipment Mechanic	0.90	0.90	0.90
Equipment Mechanic	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>
Total Positions	<u>1.30</u>	<u>1.30</u>	<u>1.30</u>

CITY OF SANTEE
FIRE AND LIFE SERVICES- FLEET OPERATIONS AND MAINTENANCE

Fire Life & Safety		FY 2018-19	FY 2019-20	FY 2020-21
Fleet Operations and Maintenance 1001.03.2206		Actual	Amended	Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 86,798	\$ 103,490	\$ 106,630
Salaries & Wages - Part Time	50020	6,402	10,800	12,060
Sick Leave Buy Back	50036	-	-	940
Retirement - PERS	50050	10,083	11,360	12,690
Retirement - Unfunded Liability	50052	10,600	16,380	18,410
Retirement - Part Time	50055	240	410	450
Medicare	50060	1,352	1,660	1,730
Health Insurance	50070	17,086	16,710	17,240
Dental Insurance	50071	1,143	1,190	1,180
OPEB Health	50072	2,630	-	-
Life Insurance	50075	108	140	140
Long Term Disability Insurance	50076	295	360	360
Workers' Compensation Insurance	50080	1,496	1,500	1,000
Total Personnel		\$ 138,232	\$ 164,000	\$ 172,830
OPERATIONS & MAINTENANCE COSTS				
Medical Services	51012	\$ -	\$ 1,270	\$ 250
Expert/Consulting Services	51040	1,319	1,550	-
Laundry/Cleaning Services	51102	857	990	1,210
Subscriptions/Memberships	51104	-	80	80
Professional Development	51110	2,084	3,260	2,500
Telephone & Fax	51121	9	150	100
Materials and Supplies	51160	2,992	6,170	6,200
Wearing Apparel	51165	-	400	400
Fuel & Oil	51171	89,782	120,510	100,450
Software Maintenance & Licensing	51201	-	-	1,250
Repair/Maint - Automotive Equipment	51212	78,088	90,000	87,300
Total Operations & Maintenance		\$ 175,131	\$ 224,380	\$ 199,740
CAPITAL OUTLAY COSTS				
Other Capital Outlay	60099	\$ 3,089	\$ 10,220	\$ -
Total Capital Outlay		\$ 3,089	\$ 10,220	\$ -
Grand Total		\$ 316,452	\$ 398,600	\$ 372,570

CITY OF SANTEE
FIRE AND LIFE SAFETY - FLEET OPERATIONS AND MAINTENANCE

Fire Life & Safety Fleet Operations and Maintenance 1001.03.2206	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS			
Medical Services This account provides funds for DMV physicals and first aid for Lead Equipment Mechanic and Equipment Mechanic.	\$ -	\$ 1,270	\$ 250
Expert & Consulting Services This account previously provided funds for the disposal of waste oil (now included with Fuel & Oil), and software support service (now included with Software Maintenance & Licensing).	1,319	1,550	-
Laundry/Cleaning Services This account provides uniforms for the Mechanics, as well as floor mats, shop towels and dust mops for the fleet maintenance shop.	857	990	1,210
Subscription/ Memberships This account will fund the annual membership dues to the Southern California Fire Mechanics Association for the Mechanics.	-	80	80
Professional Development This account funds training activities and related costs associated with Mechanics' attendance of professional conferences and various training seminars.	2,084	3,260	2,500
Telephone & Fax This account provides funding for the Mechanics' cellular phone service.	9	150	100
Materials and Supplies This account provides funds for the purchase of miscellaneous materials and supplies such as small tools, safety equipment and hardware for stock.	2,992	6,170	6,200
Wearing Apparel This account provides funds for the purchase of fleet maintenance t-shirts and boot allowance reimbursement for the Mechanics.	-	400	400
Fuel & Oil This account provides funds for all fuel, oil and lubrication used by the City fleet, with the exception of the CSA-69 paramedic units. This account also funds the City's Vehicle Fuel Tracking system, fuel pump, and fuel tank maintenance, inspections, repairs and certifications.	89,782	120,510	100,450
Software Maintenance & Licensing This account provides funds for software support service.	-	-	1,250

CITY OF SANTEE
FIRE AND LIFE SAFETY - FLEET OPERATIONS AND MAINTENANCE

Fire Life & Safety Fleet Operations and Maintenance 1001.03.2206	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS (Continued)

Repair/Maintenance - Automotive Equipment	\$ 78,088	\$ 90,000	\$ 87,300
This account provides funds for contract services, outside repair services and for parts that are required to maintain vehicles and specialized equipment assigned to the City fleet.			
Total Operations & Maintenance Costs	\$ 175,131	\$ 224,380	\$ 199,740

CAPITAL OUTLAY COSTS

Other Capital Outlay	\$ 3,089	\$ 10,220	\$ -
This appropriation provided 75% of funds for the purchase of an A/C service machine for the Fleet Maintenance Shop (remaining 25% was included in the Emergency Medical budget).			
Total Capital Outlay	\$ 3,089	\$ 10,220	\$ -



This page intentionally left blank

**CITY OF SANTEE
EMERGENCY DECLARATION - COVID 19**

Emergency Declaration COVID-19 1001.99.9001	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Operations & Maintenance (Including Contractual Services)	\$ -	\$ 100,000	\$ 25,000
Total	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 25,000</u>

EXPENDITURES

OPERATIONS & MAINTENANCE COSTS

Legal Services	51040	\$ -	\$ 45,000	\$ -
Materials & Supplies	51160	-	25,000	25,000
Total Operations & Maintenance		<u>\$ -</u>	<u>\$ 70,000</u>	<u>\$ 25,000</u>

CAPITAL OUTLAY COSTS

Other Capital Outlay	60099	\$ -	\$ 30,000	\$ -
Total Capital Outlay		<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ -</u>
Grand Total		<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 25,000</u>

**CITY OF SANTEE
EMERGENCY DECLARATION - COVID 19**

Emergency Declaration COVID-19 1001.99.9001	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE (CONTRACTUAL SERVICES)			
Legal Services	\$ -	\$ 45,000	\$ -
This appropriation provides for legal assistance in support of the City's COVID-19 pandemic response efforts.			
Materials & Supplies	-	25,000	25,000
This appropriation provides for various materials and supplies needed to address the COVID-19 pandemic. These costs include personal protective equipment, sanitation supplies, certain EMS supplies, public outreach, and certain equipment rentals, among other things.			
Total Operations & Maintenance	<u>\$ -</u>	<u>\$ 70,000</u>	<u>\$ 25,000</u>
CAPITAL OUTLAY COSTS			
Other Capital Outlay	\$ -	\$ 30,000	\$ -
This appropriation funds the addition of a shower at the teen center so that the facility can be used as a potential quarantine area for City employees. In addition, sneeze guards have been placed in City Hall offices that are open to the public.			
Total Capital Outlay	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ -</u>

**CITY OF SANTEE
OTHER USES**

General Government Other Uses 1001.*.1901.	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
SUMMARY OF EXPENDITURES			
Operating Transfers Out	\$ 1,608,610	\$ 1,799,113	\$ 394,220
Other Governmental Purposes	-	500,000	150,000
Total	\$ 1,608,610	\$ 2,299,113	\$ 544,220

⁽¹⁾ FY 2018-19 payment to the retiree health OPEB trust in the amount of \$500,000 has been allocated to departments as a "health insurance" expenditure.

EXPENDITURES

OPERATING TRANSFERS OUT

To Vehicle Replacement Fund	90001	\$ 1,000,000	\$ 444,000	\$ 286,000
To Highway 52 Coalition Fund	90001	-	103,100	73,600
To Capital Projects Fund	90001	608,610	1,252,013	34,620
Total Operating Transfers Out		\$ 1,608,610	\$ 1,799,113	\$ 394,220

OTHER GOVERNMENTAL PURPOSES

To Unfunded Liabilities (OPEB/Retiree Health)	51101	\$ -	\$ 500,000	\$ 150,000
Total Other Governmental Purposes		\$ -	\$ 500,000	\$ 150,000

⁽¹⁾ FY 2018-19 payment to the retiree health OPEB trust in the amount of \$500,000 has been allocated to departments as a "health insurance" expenditure.



This page intentionally left blank

**CITY OF SANTEE
SUMMARY OF OTHER FUNDS
FY 2020-21 PROPOSED BUDGET**

Fund	Estimated Balances 07/01/20	Estimated Revenues	Operating Budget	Operating Transfers In (Out)	Capital Improvement Program	Estimated Balances 06/30/21
OTHER FUNDS						
Risk Management Reserve	\$ 262,220	\$ 1,900	\$ -	\$ -	\$ -	\$ 264,120
Workers' Comp. Reserve	807,220	5,700	-	-	-	812,920
Vehicle Acq. & Replacement	816,880	237,850	(523,790)	286,000	-	816,940
Recreation Revolving	167,740	242,750	(202,100)	-	-	208,390
Supplemental Law Enforcement	58,460	100,400	(157,270)	-	-	1,590
Highway 52 Coalition	-	-	(73,600)	73,600	-	-
CASp Certification and Training	26,700	9,500	(13,300)	-	-	22,900
Gas Tax	287,110	1,391,000	(1,585,180)	(21,700)	-	71,230
SAFE Program	51,450	400	(10,000)	-	-	41,850
Gas Tax-RMRA (SB1)	489,480	1,005,800	-	-	(1,227,240)	268,040
Zone 2 Flood Control District	38,840	414,300	(453,140)	-	-	-
Community Dev. Block Grant	120	278,750	(278,870)	-	-	-
Community Facilities Districts:						
CFD No. 2015-1	4,050	1,690	(1,900)	-	-	3,840
CFD No. 2017-2	17,460	121,800	(106,850)	-	-	32,410
Town Center Landscape Maint. Dist:						
Zone A - Town Center	179,410	143,720	(145,050)	21,700	-	199,780
Zone B - The Lakes	29,140	7,820	(6,850)	-	-	30,110
Zone C - San Remo	29,800	8,160	(7,060)	-	-	30,900
Zone D - Mission Creek	87,710	165,480	(165,440)	-	-	87,750
Santee Landscape Maint. Dist:						
Zones 1&2 - El Nopal	7,660	10,400	(8,420)	-	-	9,640
Zone 3 - Country Scenes	4,000	2,110	(2,000)	-	-	4,110
Zone 4 - Camelot Heights	2,060	1,410	(1,590)	-	-	1,880
Zone 8 - Silver Country	86,500	76,640	(67,390)	-	-	95,750
Zone 9 - Mattazaro/Timberlane	1,980	1,550	(1,270)	-	-	2,260
Zone 12 - The Heights	29,670	9,060	(14,700)	-	-	24,030
Zone 13 - Prospect Hills	8,220	3,330	(3,450)	-	-	8,100
Zone 14 - Mitchell Ranch	10,560	2,790	(5,100)	-	-	8,250
Zone 17 - Dakota Ranch	29,160	5,030	(13,160)	-	-	21,030
Zone 18 - Allos	10,020	4,020	(3,170)	-	-	10,870
Roadway Lighting District (Zone A)	1,343,640	361,700	(177,000)	-	-	1,528,340
Roadway Lighting District (Zone B)	648,230	353,360	(346,510)	-	-	655,080
Mobile Home Park Admin.	122,210	41,500	(40,840)	-	-	122,870
PEG Fees	63,100	154,700	-	-	(217,800)	-
TOTAL OTHER FUNDS	\$ 5,720,800	\$ 5,164,620	\$ (4,415,000)	\$ 359,600	\$ (1,445,040)	\$ 5,384,980

**CITY OF SANTEE
OTHER FUNDS
REVENUE DETAIL
FY 2020-21 PROPOSED BUDGET**

ACCT NO	1003 Risk Management Reserve	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4701	Interest Income	7,221	5,000	5,000	1,900
Total Risk Management Reserve Fund		7,221	5,000	5,000	1,900

ACCT NO	1004 Workers Comp Reserve	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4701	Interest Income	22,246	15,000	15,000	5,700
Total Risk Management Reserve Fund		22,246	15,000	15,000	5,700

ACCT NO	1005 Vehicle Replacement	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4690	Reimbursement Agreements	210,798	229,300	229,300	230,450
4701	Interest Income	29,104	16,000	16,000	5,800
4821	Sale of Property	-	11,670	4,600	1,600
8001	Operating Transfers In	1,000,000	444,000	344,000	286,000
Total Vehicle Replacement Fund		1,239,902	700,970	593,900	523,850

ACCT NO	1006 Recreation Revolving	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4671	Instructional Classes	58,576	66,750	38,900	66,750
4672	Senior Trips	7,512	8,200	5,000	8,200
4674	Day Camps	53,410	56,300	47,800	56,300
4675	Contractual Camps	9,625	12,000	14,100	12,000
4677	Skate Park	1,402	2,000	1,300	1,500
4678	Rec Activity Donations	1	-	-	-
4679	Non-resident Fees	2,655	3,000	2,300	3,000
4680	Special Events	109,466	95,000	97,500	95,000
Total Recreation Revolving Fund		242,647	243,250	206,900	242,750

**CITY OF SANTEE
OTHER FUNDS
REVENUE DETAIL
FY 2020-21 PROPOSED BUDGET**

ACCT NO	2101 Supplemental Law Enforcement	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4201	Allocations	458,746	100,000	156,000	100,000
4701	Interest Income	1,864	500	1,400	400
Total Supplemental Law Enforce. Fund		460,610	100,500	157,400	100,400

ACCT NO	2104 Highway 52 Coalition	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4701	Interest Income	98	-	-	-
4802	Donations	60,230	125	125	-
8001	Operating Transfers In	-	83,100	103,100	73,600
Total Highway 52 Coalition Fund		60,328	83,225	103,225	73,600

ACCT NO	2106 CASp Certification and Training	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4308	AB 1379 Surcharge	10,260	10,500	9,500	9,500
4701	Interest Income	-	100	-	-
Total Supplemental Law Enforce. Fund		10,260	10,600	9,500	9,500

ACCT NO	2201 Gas Tax	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4040	Section 2103	192,379	490,900	429,700	493,500
4041	Section 2105	311,828	316,500	298,200	309,600
4042	Section 2106	213,717	212,600	199,300	206,900
4043	Section 2107	391,926	413,400	372,500	372,500
4044	Section 2107.5	7,500	7,500	7,500	7,500
4045	Loan Repayment	64,272	64,300	65,700	-
4701	Interest Income	16,370	4,000	7,500	1,000
4645	Cost Recovery - Subrogation	9,708	-	5,900	-
4801	Miscellaneous	-	-	-	-
Total Gas Tax Fund		1,207,700	1,509,200	1,386,300	1,391,000

**CITY OF SANTEE
OTHER FUNDS
REVENUE DETAIL
FY 2020-21 PROPOSED BUDGET**

ACCT NO	2202 SAFE Program	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4701	Interest Income	1,786	1,000	1,000	400
Total SAFE Program Fund		1,786	1,000	1,000	400

ACCT NO	2203 Road Maint. Rehab Acct. Fund	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4046	Gas Tax - Road Maint. and Rehab	956,620	936,700	972,800	1,003,800
4701	Interest Income	13,928	6,000	13,000	2,000
Total Road Maint. Rehab. Acct. Fund		970,548	942,700	985,800	1,005,800

ACCT NO	2302 Zone 2 Flood Control District	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4001	Property Taxes	375,366	401,800	393,800	413,900
4701	Interest Income	4,579	1,000	2,000	400
Total Zone 2 Flood Control Dist. Fund		379,945	402,800	395,800	414,300

ACCT NO	2401 CDBG	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4220	Grants - Federal	250,270	323,940	323,940	278,750
4701	Interest Income	120	40	40	-
Total CDBG Fund		250,390	323,980	323,980	278,750

ACCT NO	2510 thru 2572 CFDs	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
2510.4050	Special Tax - CFD No. 2015-1	1,561	1,620	1,620	1,650
2510.4701	Interest Income	103	60	60	40
2572.4050	Special Tax - CFD No. 2017-2	28,423	92,840	91,000	121,600
2572.4701	Interest Income	260	200	200	200
Total CFD Funds		30,347	94,720	92,880	123,490

**CITY OF SANTEE
OTHER FUNDS
REVENUE DETAIL
FY 2020-21 PROPOSED BUDGET**

ACCT NO	2601 thru 2604 Town Center LMD	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
2601.4101	Assessments - Zone A	141,814	141,820	141,820	141,820
2601.4701	Interest Income - Zone A	4,299	2,500	2,500	1,900
2602.4101	Assessments - Zone B	7,510	7,520	7,520	7,520
2602.4701	Interest Income - Zone B	754	400	400	300
2603.4101	Assessments - Zone C	7,852	7,860	7,860	7,860
2603.4701	Interest Income - Zone C	742	400	400	300
2604.4101	Assessments - Zone D	165,384	164,580	164,580	164,580
2604.4701	Interest Income - Zone D	2,389	1,000	1,000	900
Total Town Center LMD Funds		330,744	326,080	326,080	325,180

ACCT NO	2701 thru 2710 Santee LMD	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
2701.4101	Assessments - Zones 1 & 2	2,254	10,065	10,065	10,300
2701.4701	Interest Income - Zones 1 & 2	47	30	30	100
2702.4101	Assessments - Zone 3	2,150	2,070	2,070	2,070
2702.4701	Interest Income - Zone 3	97	60	60	40
2703.4101	Assessments - Zone 4	1,384	1,390	1,390	1,390
2703.4701	Interest Income - Zone 4	55	30	30	20
2704.4101	Assessments - Zone 8	75,748	75,740	75,740	75,740
2704.4701	Interest Income - Zone 8	2,274	1,200	1,200	900
2705.4101	Assessments - Zone 9	1,526	1,530	1,530	1,530
2705.4701	Interest Income - Zone 9	39	30	30	20
2706.4101	Assessments - Zone 12	8,750	8,760	8,760	8,760
2706.4701	Interest Income - Zone 12	700	300	400	300
2707.4101	Assessments - Zone 13	3,221	3,230	3,230	3,230
2707.4701	Interest Income - Zone 13	202	100	100	100
2708.4101	Assessments - Zone 14	2,689	2,690	2,690	2,690
2708.4701	Interest Income - Zone 14	244	90	150	100
2709.4101	Assessments - Zone 17	4,824	4,830	4,830	4,830
2709.4701	Interest Income - Zone 17	708	350	350	200
2710.4101	Assessments - Zone 18	3,919	3,920	3,920	3,920
2710.4701	Interest Income - Zone 18	197	100	100	100
Total Santee LMD Funds		111,028	116,515	116,675	116,340

**CITY OF SANTEE
OTHER FUNDS
REVENUE DETAIL
FY 2020-21 PROPOSED BUDGET**

ACCT NO	2801 Roadway Lighting Dist Zone A	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4001	Property Tax	320,135	330,300	330,300	346,800
4645	Cost Recovery/Subrogation	-	-	11,245	-
4701	Interest Income	31,278	20,000	20,000	14,900
Total Street Lighting Tax Zone A Fund		351,413	350,300	361,545	361,700

ACCT NO	2802 Roadway Lighting Dist Zone B	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4101	Assessments	333,387	343,110	343,110	346,860
4645	Cost Recovery/Subrogation	-	-	13,275	-
4701	Interest Income	16,459	9,000	9,000	6,500
4801	Miscellaneous	245	-	-	-
Total Road Lighting Dist Zone B Fund		350,091	352,110	365,385	353,360

ACCT NO	2901 Mobile Home Park Admin	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4101	Assessments	41,517	42,000	40,680	40,500
4701	Interest Income	2,830	2,000	1,700	1,000
Total Mobile Home Park Admin Fund		44,347	44,000	42,380	41,500

ACCT NO	2105 PEG Fees	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4032	PEG Fees	-	-	73,100	154,700
Total PEG Fees Fund		-	-	73,100	154,700

CITY OF SANTEE

FIRE AND LIFE SAFETY – VEHICLE ACQUISITION

Program Description

To analyze vehicle needs of the City's various departments and purchase new vehicles and equipment as approved by the City Council. Maintain amortization and replacement vehicle schedules to ensure future years' funding for the replacement of vehicles and mobile equipment.

FY 2019-20 Accomplishments

- Purchased four vehicles that included the following:
 - Ford Explorer Police Interceptor for the Deputy Fire Chief, whose current vehicle, a 2015 Ford F-150 (V-169) will be transferred to the Public Service Manager, whose current vehicle, a 2008 Ford Escape (V-145) will replace a 1999 Ford Taurus (V-108) as a pool vehicle
 - Ford Paramedic Ambulance Box Remount onto a new Ford E-450 Chassis
 - Kubota Tractor that replaced a 1988 Kubota Tractor (V-062)
 - Pierce Type III Brush Engine to replace a 1997 Type III International Brush Engine

2020-21 Goals and Objectives

- This vehicle acquisition for FY 2020-21 will include the acquisition of four (4) vehicles and related equipment. The new vehicles include the following:
 - PB Loader 2-Yard Dump Truck that will replace a 2000 2-Yard Dump Truck (V-121)
 - Fire Paramedic Ambulance Box Remount onto a new Ford E-450 Chassis
 - 2020 Ford Fusion Hybrid that will replace a 1998 Ford Taurus Sedan (V-097) used as a general pool vehicle
 - 2020 Ford F-150 Crew Cab 4x4 Pickup to replace a 1998 Ford F-250 truck (V-105) used as a Development Services Department pool vehicle, primarily by engineering staff
- Continue to manage the City's pool vehicle program to maximize the utilization of current City vehicles
- Continue to examine fleet resources to identify opportunities to share vehicles within individual departments
- Research options to procure vehicles from local dealers when possible
- Explore vehicle leasing program to reduce maintenance time and costs while maintaining a modern, safe and fuel-efficient fleet

CITY OF SANTEE
VEHICLE ACQUISITION REPLACEMENT FUND

Fire & Life Safety Vehicle Replacement Fund 1005	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Operations and Maintenance	\$ 366,636	\$ 356,990	\$ 329,150
Capital Outlay	<u>540,526</u>	<u>341,440</u>	<u>194,660</u>
Grand Total	<u><u>\$ 907,162</u></u>	<u><u>\$ 698,430</u></u>	<u><u>\$ 523,810</u></u>

OPERATIONS & MAINTENANCE COSTS

Community Services

Long Term Debt - Principal	80020	\$ 23,477	\$ 38,260	\$ 40,840
Interest Expense	80030	2,527	4,060	7,520

Fire and Life Safety

Rentals/Leases Vehicles	51142	-	-	4,340
Long Term Debt - Principal	80020	289,351	274,290	238,240
Interest Expense	80030	51,282	40,380	32,040

Development Services

Rentals/Leases Vehicles	51142	-	-	6,170
-------------------------	-------	---	---	-------

Total Operations and Maintenance

<u>\$ 366,636</u>	<u>\$ 356,990</u>	<u>\$ 329,150</u>
-------------------	-------------------	-------------------

CAPITAL OUTLAY COSTS

Community Services - Public Services

Automotive Equipment	60040	\$ 33,681	\$ 111,830	\$ -
----------------------	-------	-----------	------------	------

Fire and Life Safety

Automotive Equipment	60040	440,633	229,610	190,770
----------------------	-------	---------	---------	---------

Development Services - Engineering

Automotive Equipment	60040	39,439	-	3,890
----------------------	-------	--------	---	-------

Development Services - Storm Water

Automotive Equipment	60040	26,772	-	-
----------------------	-------	--------	---	---

Total Capital Outlay

<u>\$ 540,526</u>	<u>\$ 341,440</u>	<u>\$ 194,660</u>
-------------------	-------------------	-------------------

Grand Total

<u><u>\$ 907,162</u></u>	<u><u>\$ 698,430</u></u>	<u><u>\$ 523,810</u></u>
--------------------------	--------------------------	--------------------------

CITY OF SANTEE
VEHICLE ACQUISITION REPLACEMENT FUND

Fire & Life Safety Vehicle Replacement Fund 1005	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS			
FLEET RENTALS AND LEASES			
Ford Fusion Hybrid (Pool Car)	\$ -	\$ -	\$ 4,340
Ford F-150 Crew Cap (Engineering)	-	-	6,170
	\$ -	\$ -	\$ 10,510
LONG TERM DEBT - Principal and Interest			
Fire and Life Safety			
2014 Pierce Arrow Triple Combination Pumper	\$ -	\$ 88,750	\$ 44,380
2016 Pierce Arrow XT Pumper	141,202	96,850	96,840
2016 Pierce Arrow XT Tiller	173,426	129,070	129,060
	\$ 314,628	\$ 314,670	\$ 270,280
Community Services - Public Services			
2013 Caterpillar Backhoe	19,396	9,700	-
2013 Vactor Model 2100 Plus Series Jet Rodder	\$ 32,612	\$ 32,620	\$ 32,620
2-Yard Dump Truck	-	-	15,740
	\$ 52,008	\$ 42,320	\$ 48,360
Total Operations & Maintenance	\$ 366,636	\$ 356,990	\$ 329,150
CAPITAL OUTLAY COSTS			
AUTOMOTIVE EQUIPMENT			
Community Services - Public Services			
2018 Ford F-150 4x2 Extra Cab Pick Up (V188)	\$ 33,681	\$ -	\$ -
2-Yard PB Loader Dump Truck	-	94,450	-
Kubota Tractor	-	17,380	-
Fire and Life Safety			
2018 Braun North Star 171-3 Paramedic Ambulance on a Ford E-450 Chassis (V187)	221,338	-	-
Ambulance remount to include new 2018 Ford E-450 Gas 4X2 Ambulance Chassis (V190)	151,717	-	-
Fire Type III Brush Fire Engine	3,853	-	-
Ford Explorer or equivalent for Fire Chief (V192)	33,579	-	-
Ford Escape for Fire Marshal (V193)	30,145	-	-
Fire Paramedic Box Remount onto Ford F-450 Chassis	-	189,300	-
Ford Explorer Base 4x4 for Deputy Fire Chief	-	40,310	-
2020 Paramedic Ambulance Remount Medic Unit #V171 - Ford E450 Chassis	-	-	190,470
After market parts for Ford Fusion Hybrid	-	-	300
Development Services - Engineering			
Ford XL Supercrew 4 x4 for Engineering Inspector (V191)	39,439	-	-
After market parts for Ford F-150 Crew Cap	-	-	3,890
Development Services - Storm Water			
2018 Ford Escape 4X4 SE	26,772	-	-
Total Capital Outlay	\$ 540,526	\$ 341,440	\$ 194,660



This page intentionally left blank

CITY OF SANTEE

COMMUNITY SERVICES – RECREATION REVOLVING

Program Description

Representing fees collected from participants, the Recreation Revolving Fund augments the City of Santee's General Fund support for municipal recreation programs, enabling the City to provide affordable, diverse and enriching recreation opportunities. Programs offered through the Recreation Revolving Fund include: instructional classes for all ages, youth camps, senior trips and programs, and special activities, BMX/skateboard and scooter classes and camps, and the Santee Parks and Recreation Committee (SPARC) special event fund raiser Bluegrass Festival to assist with park improvements and recreation financial assistance for seniors and youth. The Recreation Division produces a Recreation Activity brochure and guide four times throughout the year and distributes brochures to Santee area schools electronically and at various community locations and parks.

FY 2019-20 Accomplishments

- Introduced new instructional classes for adults and youth including: dog training, fitness and STEM education related camps and classes
- Increased senior bus trips and regional out and about programs. Partnered with the Santee School District to provide transportation to Open House Resource Fair. All partially funded through community enhancement funds through SPARC
- Coordinated annual Bluegrass Festival
 - Increased revenue by 7.27% to approximately \$119,000
 - Secured \$86,725 of in-kind donations (giving tree, silent auction and event elements)
 - Tickets sold out prior to event date with total ticket sales of 1,584
 - Secured six additional food & beverage vendors to provide free samples
 - Bluegrass Festival proceeds were allocated towards community enhancement projects: Senior Trips and programs, recreation & special events equipment, Teen Center operations and financial assistance program

FY 2020-21 Goals and Objectives

- Continue to research and implement the addition of senior programs to local mobile home parks
- Continue to research and implement transportation program to increase participation in senior activities
- Partner with AARP on the Age-Friendly Communities Initiative
- Continue to apply pricing guidelines to recover direct and indirect costs
- Expand program offerings with an emphasis on health and physical fitness
- Finalize virtual reality promotional/marketing campaign focused on Recreation in the Santee Community highlighting senior programs and Teen Center activities
- Enhance revenue generating components and participation at the Santee Bluegrass Festival and increase attendance
- Continue to reinforce Bluegrass festival branding with fund-raising awareness

**CITY OF SANTEE
RECREATION REVOLVING FUND**

Community Services Recreation Revolving Fund 1006.02.5301 - 5312	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	------------------------------	-------------------------------	--------------------------------

SUMMARY OF EXPENDITURES

Personnel	\$ 77,126	\$ 87,480	\$ 53,050
Operations & Maintenance	<u>117,967</u>	<u>148,520</u>	<u>149,050</u>
Grand Total	<u><u>\$ 195,092</u></u>	<u><u>\$ 236,000</u></u>	<u><u>\$ 202,100</u></u>

SUMMARY OF FUNDED POSITIONS

Recreation Coordinator	<u>0.79</u>	<u>0.72</u>	<u>0.02</u>
Total Positions	<u><u>0.79</u></u>	<u><u>0.72</u></u>	<u><u>0.02</u></u>

**CITY OF SANTEE
RECREATION REVOLVING FUND**

Community Services				
Recreation Revolving Fund			FY 2018-19	FY 2019-20
1006.02.5301 - 5312			Actual	Amended
				FY 2020-21
				Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 37,862	\$ 33,450	\$ 1,110
Salaries & Wages - Part Time	50020	25,518	41,070	44,160
Overtime	50025	14	-	-
Retirement - PERS	50050	2,849	2,560	320
Retirement - Unfunded Liability	50052	5,180	6,140	5,250
Retirement - Part Time	50055	1,056	1,450	1,550
Medicare	50060	1,000	1,070	660
Health Insurance	50070	3,227	1,440	-
Dental Insurance	50071	216	110	-
Life Insurance	50075	73	70	-
Long Term Disability Insurance	50076	131	120	-
Total Personnel		\$ 77,126	\$ 87,480	\$ 53,050
OPERATIONS & MAINTENANCE COSTS				
Expert/Consulting Services	51040	\$ 40,151	\$ 40,380	\$ 43,380
Permits/Insurance	51041	2,604	2,750	3,000
Subscriptions/Memberships	51104	165	200	200
Professional Development	51110	260	630	630
Printing & Duplicating	51120	3,154	5,000	5,000
Telephone & Fax	51121	399	500	600
Postage	51122	551	800	800
Promotional Activities	51131	1,723	1,950	2,600
Voucher Incentive Program	51132	3,402	4,500	4,500
Banners	51133	449	1,150	1,150
Bank Fees	51150	5,745	9,000	9,000
Contract Services	51155	5,884	6,500	6,500
Other Services - SD County Sheriff	51156	-	2,950	3,500
Materials & Supplies	51160	29,404	31,300	30,200
Recreational Supplies	51164	2	50	50
Transportation	51172	3,270	5,700	5,700
Electricity & Gas	51180	-	-	-
Water & Sewer	51185	-	-	-
Equipment Rental	51191	10,993	14,000	15,500
Custodial	51210	2,779	3,200	3,200
SPARC Community Enhancement	51370	7,030	7,960	13,540
Operating Transfer Out	90001	-	10,000	-
Total Operations & Maintenance		\$ 117,967	\$ 148,520	\$ 149,050
Grand Total		\$ 195,092	\$ 236,000	\$ 202,100

**CITY OF SANTEE
RECREATION REVOLVING FUND**

Community Services	FY 2018-19	FY 2019-20	FY 2020-21
Recreation Revolving Fund 1006.02.5301 - 5312	Actual	Amended	Proposed
OPERATIONS & MAINTENANCE COSTS			
Expert/Consulting Services	\$ 40,151	\$ 40,380	\$ 43,380
This appropriation includes funds for contractor and consultant fingerprinting, staff CPR and first aid training, as well as contract payments for programs.			
Instructional Classes [5302]	31,683	32,000	32,000
Day Camps [5305]	200	200	200
Contract Camps [5306]	8,268	8,000	11,000
Special Events [5309]	-	-	-
Recreation Revolving Support [5311]	-	180	180
Permits/Insurance	2,604	2,750	3,000
Required permits and insurance for Events [5309].			
Subscriptions/Memberships	165	200	200
Subscriptions and professional memberships for staff Recreation Revolving Support [5311].			
Professional Development	260	630	630
Conferences, workshops, and team building activities.			
Day Camp [5305]	200	330	330
Recreation Revolving Support [5311]	60	300	300
Printing & Duplicating	3,154	5,000	5,000
Printing of marketing materials and supplies.			
Senior Trips [5303]	191	200	200
Day Camps [5305]	-	-	-
Special Events [5309]	426	1,300	1,300
Recreation Revolving Support [5311]	2,537	3,500	3,500
Telephone & Fax	399	500	600
Telephone and fax charges for a Recreation Coordinator and Recreation front desk administration.			
Special Events [5309]	-	-	-
Recreation Revolving Support [5311]	399	500	600
Postage	551	800	800
Mail charges for marketing materials.			
Senior Trips [5303]	102	100	100
Special Events [5309]	449	500	500
Recreation Revolving Support [5311]	-	200	200
Promotional Activities	1,723	1,950	2,600
Event and program marketing and promotions.			
Special Events [5309]	213	600	600
Recreation Revolving Support [5311]	1,509	1,350	2,000

**CITY OF SANTEE
RECREATION REVOLVING FUND**

Community Services Recreation Revolving Fund 1006.02.5301 - 5312	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS (Continued)			
Voucher Incentive Program	\$ 3,402	\$ 4,500	\$ 4,500
Financial assistance for qualifying senior and youth participants for recreation programs and classes. Provided by recreation activity donations and Bluegrass Festival proceeds.			
Senior Trips [5303]	-	-	-
Special Events [5309]	3,402	4,500	4,500
Banners	449	1,150	1,150
Installing/removing, storing, purchasing, cleaning and repairing new and existing banners.			
Instructional Classes [5302]	-	-	-
Day Camps [5305]	-	-	-
Special Events [5309]	-	600	600
Recreation Revolving Support [5311]	449	550	550
Bank Fees	5,745	9,000	9,000
Active Net and bank charges.			
Special Events [5309]	2,271	3,000	3,000
Recreation Revolving Support [5311]	3,474	6,000	6,000
Contract Services	5,884	6,500	6,500
Entertainment, light, sound and other vendor contracts for Special Events. Special Events [5309]			
Other Services - SD County Sheriff	-	2,950	3,500
Recreation Revolving [5306]			
Materials & Supplies	29,404	31,300	30,200
Supplies, equipment, computer upgrades and incidental furnishings for Recreation Programs.			
Instructional Classes [5302]	52	200	200
Senior Trips [5303]	6,992	6,000	6,000
Day Camps [5305]	7,510	8,800	8,800
Teen Special Programs [5307]	-	-	-
Skate Park [5308]	19	100	100
Special Events [5309]	14,367	14,600	13,500
Recreation Revolving Support [5311]	465	1,600	1,600
Recreational Supplies	2	50	50
Miscellaneous supplies for Day Camps.			
Day Camps [5305]			
Transportation	3,270	5,700	5,700
Bus and Transportation Fees.			
Senior Trips [5303]	-	1,000	1,000
Day Camps [5305]	3,270	4,700	4,700

**CITY OF SANTEE
RECREATION REVOLVING FUND**

Community Services Recreation Revolving Fund 1006.02.5301 - 5312	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS (Continued)			
Electricity & Gas Utilities for CSD 1 activity buildings at Big Rock Park. Recreation Revolving Support [5311].	\$ -	\$ -	\$ -
Water & Sewer Utilities for CSD 1 activity buildings at Big Rock Park. Recreation Revolving Support [5311].	-	-	-
Equipment Rental Rental Equipment - portable sanitation units, 2-way radios, and event specific equipment for Special Events [5309].	10,993	14,000	15,500
Custodial Services Custodial Services for the Teen Center at Big Rock Park. [5311].	2,779	3,200	3,200
SPARC Community Enhancement Special projects funded with proceeds from the Santee Bluegrass Festival.	7,030	7,960	13,540
Operating Transfers Out SPARC donation to Recreation Services General Fund from proceeds of the annual Bluegrass Festival Fundraiser [5309].	-	10,000	-
Total Operations & Maintenance	<u>\$ 117,967</u>	<u>\$ 148,520</u>	<u>\$ 149,050</u>

CITY OF SANTEE
SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND

Program Description

The Supplemental Law Enforcement Services Fund provides for the expenditure of State Citizen's Option for Public Safety ("COPS") program funding. This funding is used to offset a portion of the cost of one Special Purpose Officer in the Community Oriented Policing Unit.

**CITY OF SANTEE
SUPPLEMENTAL LAW ENFORCEMENT SERVICES**

Supplemental Law Enforcement Services County of San Diego 2101.00.2101		FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS				
Contract Services - SD County Sheriff	51152	<u>\$ 140,520</u>	<u>\$ 149,100</u>	<u>\$ 157,270</u>
Total		<u><u>\$ 140,520</u></u>	<u><u>\$ 149,100</u></u>	<u><u>\$ 157,270</u></u>

EXPENDITURES

OPERATIONS & MAINTENANCE COSTS

Contract Services - SD County Sheriff	<u>\$ 140,520</u>	<u>\$ 149,100</u>	<u>\$ 157,270</u>
This appropriation provides funding for a portion of the cost of one special purpose deputy under contract with the San Diego County Sheriff's Department.			
Total Operations & Maintenance	<u><u>\$ 140,520</u></u>	<u><u>\$ 149,100</u></u>	<u><u>\$ 157,270</u></u>

CITY OF SANTEE HIGHWAY 52 COALITION FUND

Program Description

The Highway 52 Coalition is a multi-interest, economic and community minded effort focused on educating local, state and federal lawmakers and officials about funding needed to improve Highway 52 and the surrounding corridors. These improvements will reduce congestion, promote multi-modal and shared transportation opportunities, and make Highway 52 into an economic goods movement and mobility corridor that enhances the vitality of the region.

FY 2019-20 Accomplishments

- Hosted additional public meetings and presentations
- Continued communication with federal lobbyists to support the Coalition's efforts
- Met with legislators in Sacramento to educate officials on funding needed to improve the State Route 52 corridor for the benefit of the entire region
- Met with the U.S. Department of Transportation to discuss recommended revisions to the initially submitted Federal INFRA (Infrastructure for Rebuilding America) grant totaling \$10.1 million, and the BUILD grant totally \$25 million to support Highway 52 improvements. These grant applications have been re-submitted and are pending notification of award
- Funding of \$12 million has been allocated for Highway 52 improvements in SANDAG's Regional Transportation Improvement Program (RTIP), which includes \$6 million in funding from SANDAG and \$6 million from HomeFed

FY 2020-21 Goals and Objectives

- Continue to work with federal, state and local agencies, and regional stakeholders to improve traffic flow on State Route 52 and local streets
- Continue to meet with legislators in Sacramento and Washington D.C. to educate officials on funding needed to improve the State Route 52 corridor for the benefit of the entire region
- Host additional public meetings to further develop regional support for the Coalition's efforts
- Apply for additional grant opportunities as appropriate

**CITY OF SANTEE
HIGHWAY 52 COALITION FUND**

Non-Departmental Highway 52 Coalition	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	------------------------------	-------------------------------	--------------------------------

SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 73,825	\$ 89,850	\$ 73,600
Total	\$ 73,825	\$ 89,850	\$ 73,600

EXPENDITURES

OPERATIONS & MAINTENANCE COSTS

Legal Services - City Attorney	51020	\$ 12,938	\$ 21,400	\$ 5,000
Expert/Consulting Services	51040	55,000	60,000	60,000
Meetings and Outreach	51118	5,764	7,850	8,000
Bank Fees	51150	104	200	200
Materials and Supplies	51160	(162)	200	200
Software Maintenance and Licensing	51201	181	200	200
Total Operations & Maintenance		\$ 73,825	\$ 89,850	\$ 73,600

**CITY OF SANTEE
HIGHWAY 52 COALITION FUND**

Non-Departmental Highway 52 Coalition	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS			
Legal Services - City Attorney This appropriation covers the costs incurred by the City Attorney's Office in support of the Highway 52 Coalition.	\$ 12,938	\$ 21,400	\$ 5,000
Expert/Consulting Services This appropriation provides funding for the federal lobbyist hired in support of the Highway 52 Coalition, in particular as it relates to efforts to obtain federal funding for improvements to Highway 52.	55,000	60,000	60,000
Meetings and Outreach This appropriation provides for meeting expenses with local, regional, state and federal representatives and their staff in support of the Highway 52 Coalition's efforts.	5,764	7,850	8,000
Bank Fees This appropriation covers credit card processing charges incurred with the receipt of donations to the Coalition.	104	200	200
Materials & Supplies This appropriation provides funding for promotional materials and other supplies incurred in support of the Highway 52 Coalition.	(162)	200	200
Software Maintenance and Licensing This appropriation covers the cost of website domain licensing for the Highway 52 Coalition.	181	200	200
Total Operations & Maintenance	<u>\$ 73,825</u>	<u>\$ 89,850</u>	<u>\$ 73,600</u>



This page intentionally left blank

CITY OF SANTEE
CASp CERTIFICATION AND TRAINING FUND

Program Description

The CASp Certification and Training Fund provides for the expenditure of a State mandated surcharge on every business license issued or renewed, to be used for certified disabled access specialist training and certification and to facilitate compliance with construction-related accessibility requirements in accordance with AB 1379.

CITY OF SANTEE
CASp TRAINING AND CERTIFICATION FUND

Development Services CASp Certification and Training Fund 2106.04.4108	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS			
AB 1379 Disabled Access	51372	\$ 255	\$ 13,300
Total		<u>\$ 255</u>	<u>\$ 13,300</u>

EXPENDITURES

OPERATIONS & MAINTENANCE COSTS			
AB 1379 Disabled Access		<u>\$ 255</u>	<u>\$ 13,300</u>
This appropriation provides funding for certified disabled access specialist training and certification and to facilitate compliance with construction-related accessibility requirements in accordance with AB 1379. This program is funded from a State mandated surcharge on every business license issued or renewed.			<u>\$ 13,300</u>
Total Operations & Maintenance		<u>\$ 255</u>	<u>\$ 13,300</u>

CITY OF SANTEE GAS TAX FUND

Program Description

Funding for maintaining the City's streets and other facilities within the public rights-of-way is derived from the Highway User's (Gas) Tax. The Development Services Department Traffic Division oversees street striping and painting, as well as the routine maintenance and emergency repairs to the City's traffic signals and intersection safety lighting. The Development Services Department CIP Division oversees the concrete repair and replacement contract. The Community Services Department Public Services Division (PSD) oversees all right-of-way landscaping maintenance, urban forestry maintenance, street sweeping, traffic sign maintenance, replacement and repair, and minor asphalt pavement maintenance and repair.

FY 2019-20 Accomplishments

- Re-striped approximately five miles of arterial and collector roadways along with 6,000 feet of crosswalks and painted 10,000 feet of red curb
- Maintained and repaired the 61 City owned traffic signals and communication system, as needed
- Replaced and installed traffic signs as necessary
- Repaired and replaced damaged and lifted sidewalks, performed curb and gutter repairs and performed horizontal sidewalk cutting to eliminate tripping hazards citywide, and awarded a concrete repair and replacement contract
- Provided monthly street sweeping services for all public streets, intersections and parking lots
- Maintained right-of-way landscaping, planted trees and replaced landscaping on medians and parkways
- Performed pothole repairs and asphalt patching citywide

FY 2020-21 Goals and Objectives

- Continue to re-stripe City streets to provide clear delineation of street markings
- Continue to maintain City owned traffic signals and communication system
- Continue to maintain traffic signs
- Perform pothole repairs, asphalt patching and crack filling citywide
- Continue to remove and replace damaged and lifted sidewalks, perform curb and gutter repairs and perform horizontal sidewalk cutting to eliminate tripping hazards citywide
- Continue to provide monthly street sweeping services for all public streets, intersections and parking lots
- Continue weed abatement program along City rights-of-way
- Continue safety meetings and training for all Public Services staff

**CITY OF SANTEE
GAS TAX FUND SUMMARY**

	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
SUMMARY OF EXPENDITURES			
Community Services	\$ 860,667	\$ 1,206,170	\$ 1,298,550
Development Services	<u>314,104</u>	<u>330,000</u>	<u>308,330</u>
Grand Total	<u><u>\$ 1,174,771</u></u>	<u><u>\$ 1,536,170</u></u>	<u><u>\$ 1,606,880</u></u>

CITY OF SANTEE
GAS TAX FUND - COMMUNITY SERVICES

Community Services Gas Tax Fund 2201.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 860,667	\$ 1,206,170	\$ 1,298,550
Total	\$ 860,667	\$ 1,206,170	\$ 1,298,550

EXPENDITURES

OPERATIONS & MAINTENANCE COSTS

Accounting/Auditing	51010	\$ 2,427	\$ 2,500	\$ 3,000
Professional Development	51110	1,916	2,100	2,100
Telephone & Fax	51121	3,602	3,800	4,000
Materials & Supplies	51160	13,108	17,000	10,000
Wearing Apparel	51165	3,333	3,500	3,500
Small Tools	51166	1,080	2,000	1,500
Electricity & Gas - Grounds	51181	1,995	1,900	2,800
Water & Sewer - Grounds	51186	125,419	180,460	168,300
Signage	51190	12,085	13,500	12,500
Equipment Rental	51191	2,864	6,600	5,000
Repair/Maint - Grounds	51231	265,691	317,550	360,250
Contract Svc Road Maintenance	51240	7,912	15,000	15,000
Contract Svc Concrete Replacement	51241	33,321	70,000	35,000
Contract Svc Dead Animal Removal	51242	10,677	10,800	10,800
Contract Svc Street Sweeping	51244	181,638	196,760	192,500
Irrigation Materials	51252	8,601	9,500	9,500
Asphalt Materials	51253	-	-	16,100
Internal Service Charges	51399	161,500	325,000	425,000
Operating Transfer Out	90001	23,500	28,200	21,700
Total Operations & Maintenance		\$ 860,667	\$ 1,206,170	\$ 1,298,550

CITY OF SANTEE
GAS TAX FUND - COMMUNITY SERVICES

Community Services Gas Tax Fund 2201.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS

Accounting/Auditing	\$ 2,427	\$ 2,500	\$ 3,000
This amount will provide for the preparation of the annual Street Report and review of Gas Tax Fund expenditures by the State Controller's Office.			
Professional Development	1,916	2,100	2,100
This appropriation will cover specific street and road maintenance training as well as weed abatement, pest control, pesticide licensing, traffic control, and roadside safety training.			
Telephone & Fax	3,602	3,800	4,000
This appropriation will cover local and long distance charges for telephones, modems, alarm systems, faxes and cell phones.			
Materials & Supplies	13,108	17,000	10,000
This appropriation will cover the costs of miscellaneous traffic and street materials, and supplies not identified elsewhere in this budget. Items include lumber, hardware, tools, disposable coveralls, welding supplies, mark-out paints and other related supplies.			
Wearing Apparel	3,333	3,500	3,500
This appropriation provides a portion of the cost of uniforms, steel toed boots, as-needed safety clothing for the maintenance crew and staff representing the City.			
Small Tools	1,080	2,000	1,500
This appropriation will fund the purchase and replacement of small tools.			
Electricity & Gas - Grounds	1,995	1,900	2,800
This appropriation funds the cost of electricity to irrigation controllers in rights-of-way and medians.			
Water & Sewer - Grounds	125,419	180,460	168,300
This appropriation covers the cost of water within the City's rights-of-way and medians.			
Signage	12,085	13,500	12,500
This appropriation is required to cover the cost of miscellaneous traffic and street name signage.			
Equipment Rental	2,864	6,600	5,000
This appropriation will provide for rental of specialized equipment required for street repairs and maintenance such as graders, gradalls, skip loaders, rollers grinders and other street related equipment.			

CITY OF SANTEE
GAS TAX FUND - COMMUNITY SERVICES

Community Services Gas Tax Fund 2201.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS (Continued)

<p>Repair/Maintenance - Grounds</p> <p>This appropriation will be used to provide rights-of-way landscape maintenance including maintenance of medians, parkways, bike paths and street trees. This program also includes our street tree planting and replacement program.</p> <ul style="list-style-type: none"> Area 2 Landscape Maintenance Urban Forestry Maintenance Annual Pest Control Plumbing Maintenance & Repairs Electrical services 	\$ 265,691	\$ 317,550	\$ 360,250
<p>Contract Service Road Maintenance</p> <p>This appropriation will be used to provide contractual roadway repairs such as minor asphalt patching.</p>	7,912	15,000	15,000
<p>Contract Service Concrete Replacement</p> <p>This appropriation will fund the City's ongoing concrete curb, gutter and sidewalk replacement program. This also includes the sidewalk cutting and grinding program. The contracted services also include the installation of ADA ramps throughout the City.</p>	33,321	70,000	35,000
<p>Contract Service Dead Animal Removal</p> <p>The appropriation will enable utilization of contracted services for disposal of dead animals found within City rights-of-way.</p>	10,677	10,800	10,800
<p>Contract Service Street Sweeping</p> <p>This appropriation will fund the street sweeping contract for commercial and residential streets, medians and intersections. This appropriation also provides funds for additional emergency sweeping as required.</p>	181,638	196,760	192,500
<p>Irrigation Materials</p> <p>This appropriation will cover the cost of purchasing irrigation repair supplies.</p>	8,601	9,500	9,500
<p>Asphalt Materials</p> <p>This appropriation will cover the cost of cold patch asphalt repair supplies.</p>	-	-	16,100
<p>Internal Service Charges</p> <p>This account is used to reimburse the General Fund. Reimbursements are for the cost of personnel and vehicle expenses used for right-of-way program work.</p>	161,500	325,000	425,000
<p>Operating Transfer Out</p>	23,500	28,200	21,700
Total Operations & Maintenance	<u>\$ 860,667</u>	<u>\$1,206,170</u>	<u>\$ 1,298,550</u>

CITY OF SANTEE
GAS TAX FUND - DEVELOPMENT SERVICES

Development Services Gas Tax Fund 2201.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 314,104	\$ 330,000	\$ 296,330
Capital Outlay	-	-	12,000
Grand Total	\$ 314,104	\$ 330,000	\$ 308,330

EXPENDITURES

OPERATIONS & MAINTENANCE COSTS

Expert/Consulting Services	51040	\$ 2,446	\$ 6,000	\$ 3,500
Electricity & Gas	51180	55,999	59,000	61,300
Software Maintenance & Licensing	51201	-	-	1,530
Repair/Maintenance - Traffic Signals	51214	132,728	140,000	125,000
Contract Svc Street Striping/Painting	51243	98,157	100,000	80,000
Internal Service Charges	51399	24,773	25,000	25,000
Total Operations & Maintenance		\$ 314,104	\$ 330,000	\$ 296,330

CAPITAL OUTLAY

Other Capital Outlay	60099	\$ -	\$ -	\$ 12,000
Total Capital Outlay		\$ -	\$ -	\$ 12,000

**CITY OF SANTEE
GAS TAX FUND - DEVELOPMENT SERVICES**

Development Services Gas Tax Fund 2201.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS

Expert/Consulting Services This appropriation provides funds for the execution of special traffic studies requested by Council or not funded elsewhere. Also included is \$3,000 annually for services provided by Underground Service Alert for notices of potential conflicts with City owned underground electrical facilities.	\$ 2,446	\$ 6,000	\$ 3,500
Electricity & Gas This appropriation funds the cost of energy for traffic signals, flashing beacons, sign lighting and the cost of State-owned freeway off-ramp/on-ramp facilities per agreement with Caltrans.	55,999	59,000	61,300
Software Maintenance & Licensing This appropriation funds the cost of software licensing for the City's Traffic Signal Optimization Program which has an annual maintenance cost and for purchase of traffic engineering materials.	-	-	1,530
Repair/Maintenance - Traffic Signals This appropriation funds contract services to provide routine and emergency maintenance and repairs to the City's traffic signals and intersection safety lighting.	132,728	140,000	125,000
Contract Service Street Striping/Painting This appropriation provides funds for the annual Street Striping Program. Funds are used to change, remove and repaint new or existing street and legends.	98,157	100,000	80,000
Internal Service Charges This appropriation will reimburse the General Fund. Reimbursements are for the cost of personnel expenses used for right-of-way program work.	24,773	25,000	25,000
Total Operations & Maintenance Costs	\$ 314,104	\$ 330,000	\$ 296,330

CAPITAL OUTLAY

Other Capital Outlay This appropriation will purchase traffic calming devices, such as speed feedback signs and pedestrian warning signs with flashing lights, to reduce chronic speeding in various parts of the City.	\$ -	\$ -	\$ 12,000
Total Capital Outlay	\$ -	\$ -	\$ 12,000



This page intentionally left blank

CITY OF SANTEE SAFE PROGRAM FUND

Program Description

The Service Authority for Freeway Emergencies (SAFE) Program Fund provides for the expenditure of Santee's share of excess program reserve funds that were distributed to all cities and the county in accordance with Assembly Bill 1572. This funding is used to support the City's traffic management and traffic operations center activities.

On January 1, 2013, the San Diego Association of Governments (SANDAG) assumed responsibilities for SAFE. AB 1572 requires that SANDAG distribute to the 18 cities and the County all SAFE program reserves in the amount of \$9.85 million that existed on September 13, 2012, in proportion to the vehicle registration fees paid in FY 2011 by the residents of each city and the unincorporated areas. In accordance with AB 1572, the distributed funds shall be used by the recipient jurisdictions in compliance with the provisions of Section 2557 of the California Streets and Highway Code.

FY 2019-20 Accomplishments

- Utilized a portion of available resources to continue to operate and maintain the City's traffic operations center

FY 2020-21 Goals and Objectives

- Utilize a portion of available resources to continue to operate and maintain the City's traffic operations center

**CITY OF SANTEE
SAFE PROGRAM FUND**

Development Services SAFE Program 2202.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 6,959	\$ 10,000	\$ 10,000
Total	<u>\$ 6,959</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>

EXPENDITURES

OPERATIONS & MAINTENANCE COSTS

Internal Service Charges	51399	\$ 6,959	\$ 10,000	\$ 10,000
Total Operations & Maintenance		<u>\$ 6,959</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>

**CITY OF SANTEE
SAFE PROGRAM FUND**

Development Services SAFE Program 2202.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS

Expert/Consulting Services	\$ -	\$ -	\$ -
This appropriation paid for the costs related to a speed survey sent to City of Santee Residents.			
Internal Service Charges	6,959	10,000	10,000
This appropriation will reimburse the General Fund for personnel costs associated with traffic management/traffic operations center activities.			
Total Operations & Maintenance	<u>\$ 6,959</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>



This page intentionally left blank

CITY OF SANTEE GAS TAX-RMRA (SB 1) FUND

Program Description

The Road Repair and Accountability Act of 2017 (SB 1) represents a significant enhanced investment in California's transportation systems of over \$5 billion per year. The Act increases per gallon fuel excise taxes, diesel fuel sales taxes and vehicle registration taxes, stabilizes the problematic price-based fuel tax rates and provides for inflationary adjustments to rates in future years. The Act more than doubles local street and road funds allocated through the State Highway Users Tax Account (HUTA), allocating funds from new taxes through a new "Road Maintenance and Rehabilitation Account (RMRA).

The use of RMRA local streets and road funds is similar, but not identical to, existing HUTA use rules. The Road Repair and Accountability Act contains a local agency maintenance of effort requirement that applies to funds allocated through the RMRA in order to ensure that these new road funds do not supplant existing levels of local general revenue spending on streets and roads. The Act requires the submission of a project list prior to receiving RMRA funds in a fiscal year and requires the submission of an annual report of project completion in order to continue to receive RMRA funds.

FY 2019-20 Accomplishments

- Completed the Citywide Pavement Repair & Maintenance Program 2019 Projects utilizing RMRA funding combined with City General Fund and Transnet funding

FY 2020-21 Goals and Objectives

- Effectively utilize RMRA funds to address important street and road capital projects including the following:
 - Pavement Repair and Rehabilitation
 - Pavement Roadway Maintenance
 - Bridge Retrofits and Repairs

CITY OF SANTEE
GAS TAX-RMRA (SB1) FUND - DEVELOPMENT SERVICES

Development Services Gas Tax-RMRA (SB1) Fund 2203.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ -	\$ -	\$ -
Grand Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Note: Gas Tax-RMRA funds are now being used exclusively to fund certain capital improvement project costs. Please see the separately issued Capital Improvement Program document for more information regarding the use of these funds.

EXPENDITURES

OPERATIONS & MAINTENANCE COSTS

Contract Svc Street Striping/Painting	51243	\$ -	\$ -	\$ -
This appropriation provides funds for the annual Street Striping Program. Funds are used to change, remove and repaint new or existing street and legends.				
Total Operations & Maintenance		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF SANTEE ZONE 2 FLOOD CONTROL DISTRICT FUND

Mission Statement

To implement programs that protect and enhance surface water quality within the City of Santee. Ensure the City's compliance with the Regional Storm Water Permit and coordinate on regional program implementation. Participate in Co-Permittee workgroups and advocate for improvements to policies and regulations.

Program Description

The San Diego River flows through the center of our city, making it one of the City's most prominent features and a major part of our city's parks and trails system. The river and associated trails and open space are a draw for residents, businesses and outdoor enthusiasts alike. As such, the City's Storm Water Program makes it a priority to protect this valuable resource and strives to comply with all federal, state and local regulations which pertain to protecting water quality. Through the implementation of a suite of programs, the City works to prevent pollution and eliminate discharges to the storm water conveyance system and waterways to the maximum extent practicable. Program components include; development and planning review, construction site compliance, commercial and industrial business inspections, routine maintenance of the City's storm water conveyance systems, community education and outreach, regional coordination, complaint/hotline response, water quality monitoring (sampling), and residential area program implementation.

FY 2019-20 Accomplishments

- Implemented strategic programs to work toward compliance with the Regional Storm Water Permit
- Collaborated with 20 other local jurisdictions (Co-Permittees) to develop and implement regional education, monitoring, land development programs, cost-share budgets and reporting to the state
- Provided feedback to Regional Water Quality Control Board staff regarding pending regulations and permits
- Participated in developing a strategy, implementation plan, correspondence, and reports addressing requirements under the Bacteria Investigative Order.
- Completed a business improvement process with the Public Services Division to improve understanding and compliance with storm water program components and requirements
- Facilitated implementation of phase one of the City's Trash Order Compliance Plan
- Implemented program components of the City's Jurisdictional Plans and the San Diego River Water Quality Improvement Plan
- Provided outreach and education to through events, education, meetings and inspections
- Coordinated with the Information Technology Division to utilize the GIS platform for tracking MS4 infrastructure maintenance

CITY OF SANTEE
ZONE 2 FLOOD CONTROL DISTRICT FUND

FY 2020-21 Goals and Objectives

- Continue to review, develop and implement programs which protect Santee's water ways
- Strive to ensure that the City of Santee remains in compliance with applicable water quality laws and regulations
- Continuously seek process improvements for existing efforts and infrastructure maintenance programs
- Facilitate the use of GIS map layers which will display the inventory of businesses and structural Best Management Practices (BMPs) inventory so that staff can further strategize efforts
- Seek to decrease bacteria Total Maximum Daily Load (TMDL) by performing in depth microbial source tracking through special studies, and implementing a suite of structural and non-structural controls and programs
- Continue to monitor and ensure the timely implementation of the Trash Order compliance plan
- Collaborate with other named parties to implement the monitoring plan in accordance with the Bacteria Investigative Order
- Roll out focused storm water training specific to job responsibilities for all City employees
- Regularly participate in the co-permittee workgroups and work towards collaboratively addressing common regulatory requirements

CITY OF SANTEE
ZONE 2 FLOOD CONTROL DISTRICT FUND SUMMARY

	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
SUMMARY OF EXPENDITURES			
Community Services	\$ -	\$ 60,800	\$ 78,810
Development Services	<u>359,699</u>	<u>433,530</u>	<u>374,330</u>
Grand Total	<u><u>\$ 359,699</u></u>	<u><u>\$ 494,330</u></u>	<u><u>\$ 453,140</u></u>

CITY OF SANTEE
ZONE 2 FLOOD CONTROL DISTRICT FUND - COMMUNITY SERVICES

Community Services Zone 2 Flood Control 2302.02.3102	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ -	\$ 60,800	\$ 78,810
Total	<u>\$ -</u>	<u>\$ 60,800</u>	<u>\$ 78,810</u>

EXPENDITURES

OPERATIONS & MAINTENANCE COSTS

Internal Service Charges	51399	\$ -	\$ 60,800	\$ 78,810
Total Operations & Maintenance		<u>\$ -</u>	<u>\$ 60,800</u>	<u>\$ 78,810</u>

CITY OF SANTEE
ZONE 2 FLOOD CONTROL DISTRICT FUND - COMMUNITY SERVICES

Community Services	FY 2018-19	FY 2019-20	FY 2020-21
Zone 2 Flood Control 2302.02.3102	Actual	Amended	Proposed

OPERATIONS & MAINTENANCE COSTS

Internal Service Charges	\$ -	\$ 60,800	\$ 78,810
---------------------------------	------	-----------	-----------

This account is used to reimburse the General Fund for personnel cost incurred in Storm Water activities.

Total Operations & Maintenance	\$ -	\$ 60,800	\$ 78,810
---	------	-----------	-----------

CITY OF SANTEE
ZONE 2 FLOOD CONTROL DISTRICT FUND - DEVELOPMENT SERVICES

Development Services Zone 2 Flood Control 2302.04.4102	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 359,699	\$ 433,530	\$ 374,330
Total	\$ 359,699	\$ 433,530	\$ 374,330

Note: Development Services Department Storm Water Program personnel costs are reflected in the General Fund.

EXPENDITURES

OPERATIONS & MAINTENANCE COSTS

Expert/Consulting Services	51040	\$ 40,000	\$ 20,000	\$ 20,000
State Permit Renewal Fee	51042	21,365	24,850	22,000
Regional Coordination	51044	106,957	123,000	122,410
Water Quality Monitoring	51045	58,826	64,000	64,000
Outreach & Education	51046	87	500	500
Subscriptions/Memberships	51104	395	500	500
Professional Development	51110	2,509	2,000	1,500
Mileage Reimbursement	51112	31	200	200
Printing & Duplicating	51120	385	1,750	1,750
Telephone & Fax	51121	2,468	3,730	3,520
Postage	51122	431	700	1,400
Rentals/Leases - Office Equipment	51141	805	-	-
Materials & Supplies	51160	948	1,500	1,500
Wearing Apparel	51165	399	500	500
Electricity & Gas	51180	4,092	4,500	4,400
Repair/Maint - Equipment	51211	-	600	300
Minor Equipment	51361	-	600	-
Internal Service Charges	51399	120,000	184,600	129,850
Total Operations & Maintenance		\$ 359,699	\$ 433,530	\$ 374,330

CITY OF SANTEE
ZONE 2 FLOOD CONTROL DISTRICT FUND - DEVELOPMENT SERVICES

Development Services	FY 2018-19	FY 2019-20	FY 2020-21
Zone 2 Flood Control 2302.04.4102	Actual	Amended	Proposed

OPERATIONS & MAINTENANCE COSTS

<p>Expert /Consulting Services</p> <p>This appropriation provides for as-needed engineering consultant services to fulfill state and federal requirements for compliance with the City's National Pollutant Discharge Elimination System (NPDES) permit.</p>	\$ 40,000	\$ 20,000	\$ 20,000
<p>State Permit Renewal Fee</p> <p>This appropriation provides for the annual renewal of the City's National Pollutant Discharge Elimination System (NPDES) permit administered by the State of California.</p>	21,365	24,850	22,000
<p>Regional Coordination</p> <p>This appropriation provides for regionally shared costs for the development and implementation of water quality programs, including: Program Development and Reporting, Water Quality Improvement Planning, Water Quality Monitoring, Data Clearinghouse Services and Education and Outreach.</p>	106,957	123,000	122,410
<p>Water Quality Monitoring</p> <p>This appropriation provides for wet and dry weather waterway monitoring including: sampling, analysis and reporting on discharges from Santee's storm water conveyance system. Also included is monitoring of compliance with the San Diego River Water Quality Improvement Plan.</p>	58,826	64,000	64,000
<p>Outreach & Education</p> <p>This appropriation provides for booth displays, demonstration models and incentive items.</p>	87	500	500
<p>Subscriptions/Memberships</p> <p>This appropriation provides for membership in the California Storm Water Quality Association and the Association of Environmental Professionals. Also included are subscriptions to industry BMP (best management practice) handbooks.</p>	395	500	500
<p>Professional Development</p> <p>This appropriation provides for continuing education, technical storm water management training and certification classes. Also included is funding for staff to attend the annual Storm Water Conference and travel and miscellaneous expenses associated with attending training seminars and professional association meetings.</p>	2,509	2,000	1,500
<p>Mileage Reimbursement</p> <p>This appropriation provides for reimbursement of the expense of using a personal vehicle in the performance of assigned duties.</p>	31	200	200

CITY OF SANTEE
ZONE 2 FLOOD CONTROL DISTRICT FUND - DEVELOPMENT SERVICES

Development Services	FY 2018-19	FY 2019-20	FY 2020-21
Zone 2 Flood Control 2302.04.4102	Actual	Amended	Proposed

OPERATIONS & MAINTENANCE COSTS (Continued)

Printing & Duplicating	\$ 385	\$ 1,750	\$ 1,750
This appropriation provides for the production of day to day work (letters, reports, etc.), mail outs, and outreach materials. Also included is production of maps, plans and exhibits, and photo documentation of development projects.			
Telephone and Fax	2,468	3,730	3,520
This appropriation provides for the cost of telephone, fax machine, cellular phones, monthly hot spot and modem line charges.			
Postage	431	700	1,400
This appropriation provides for the cost of mailing correspondence, compliance notices and other documents.			
Rentals/Leases - Office Equipment	805	-	-
This account provides funds for leased photocopiers and communication equipment.			
Materials &Supplies	948	1,500	1,500
This appropriation provides for office and field supplies.			
Wearing Apparel	399	500	500
This appropriation provides for the purchase of apparel, including safety vests/jackets, work boots, hard hats and rain gear.			
Electricity and Gas	4,092	4,500	4,400
This appropriation provides for cost of electricity and gas allocated to the Flood Control\Storm Water Division.			
Repair/Maint - Equipment	-	600	300
This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment, including the Flood Control\Storm Water Division's share of photocopiers and the large format plan copier.			
Minor Equipment	-	600	-
This appropriation provides for the purchase of two tablets to be utilized for Storm Water inspections.			
Internal Service Charges	120,000	184,600	129,850
This account is used to reimburse the General Fund for personnel cost incurred in Storm Water activities.			
Total Operations & Maintenance	\$ 359,699	\$ 433,530	\$ 374,330

CITY OF SANTEE

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Program Description

The Department of Development Services serves as the liaison to the federal Department of Housing and Urban Development (HUD) managing the City's Community Development Block Grant (CDBG) program. Staff ensures that social service agencies and community projects that receive CDBG funds are managed in compliance with HUD's regulations.

FY 2019-20 Accomplishments

- Administered the allocation of CDBG monies for eligible programs and projects, and provided contract administration in support of eight program activities
- Administered the allocation of CARES Act CDBG monies for programs to support COVID-19 impacted persons and organizations
- Completed the Annual Action/Funding Plan and the Consolidated Annual Performance and Evaluation Report (CAPER) for submittal to HUD
- Completed the City's 2020-2024 Consolidated Plan and Program Year 2020 Annual Action Plan
- Adopted the 2020 – 2024 Analysis of Impediments to Fair Housing

FY 2020-21 Goals and Objectives

- Administer the expenditure of CARES Act CDBG funds for programs to support COVID-19 impacted persons and organizations.
- Administer the allocation of CDBG monies for eligible programs and projects, and provided contract administration in support of eight program activities
- Complete Annual Action/Funding Plan and the Consolidated Annual Performance and Evaluation Report (CAPER)
- Conduct randomized testing of fair housing practices

CITY OF SANTEE
COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Development Services CDBG 2401.04.4201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 55,308	\$ 52,350	\$ 55,130
Special Programs	<u>194,963</u>	<u>271,630</u>	<u>220,550</u>
Grand Total	<u>\$ 250,271</u>	<u>\$ 323,980</u>	<u>\$ 275,680</u>

EXPENDITURES

OPERATIONS & MAINTENANCE COSTS

Accounting/Auditing	51010	\$ -	\$ 2,000	\$ 2,000
Expert/Consulting Services	51040	3,256	32,550	3,000
Professional Development	51110	154	500	200
Mileage Reimbursement	51112	-	100	100
Printing & Duplicating	51120	18.91	100	100
Postage	51122	29	150	100
Advertising	51123	651	850	900
Materials & Supplies	51160	-	500	300
Repair/Maintenance - Equipment	51211	-	100	100
Internal Service Charges	51399	35,701	-	32,830
CSA San Diego County	51401	<u>15,500</u>	<u>15,500</u>	<u>15,500</u>
Total Operations & Maintenance		<u>\$ 55,308</u>	<u>\$ 52,350</u>	<u>\$ 55,130</u>

SPECIAL PROGRAMS

Public Services

Crisis House	52002	\$ 5,490	\$ 5,620	6,850
Cameron Family YMCA	52003	2,190	1,870	-
Elderhelp	52004	3,260	3,270	3,000
Meals on Wheels	52005	5,490	4,680	4,500
Santee Food Bank	52006	14,270	14,050	14,000
Santee Santas	52007	9,880	6,000	5,500
Voices for Children	52010	-	-	4,000

Public Facilities

Caring Neighbors	53001	3,260	3,740	3,500
Debt Service (Section 108 Loan)	80020	151,123	147,010	143,580
Debt Service Reserve	80050	<u>-</u>	<u>85,390</u>	<u>35,620</u>

Total Special Programs		<u>\$ 194,963</u>	<u>\$ 271,630</u>	<u>\$ 220,550</u>
Grand Total		<u>\$ 250,271</u>	<u>\$ 323,980</u>	<u>\$ 275,680</u>

**CITY OF SANTEE
COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

Development Services CDBG 2401.04.4201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS

Administrative Activities \$ 39,808 \$ 36,850 \$ 39,630

Identified below are the estimated program administration costs:

Accounting/Auditing	-	2,000	2,000
Expert/Consulting Services	3,256	32,550	3,000
Professional Development	154	500	200
Mileage Reimbursement	-	100	100
Printing & Duplicating	19	100	100
Postage	29	150	100
Advertising	651	850	900
Materials & Supplies	-	500	300
Repair/Maintenance - Equipment	-	100	100
Internal Service Charges	35,701	-	32,830

CSA San Diego County 15,500 15,500 15,500

Provides Fair Housing Services and landlord/tenant counseling services.

Total Operations & Maintenance	\$ 55,308	\$ 52,350	\$ 55,130
---	------------------	------------------	------------------

SPECIAL PROGRAMS

Crisis House \$ 5,490 \$ 5,620 \$ 6,850

Provides emergency assistance, housing and supportive services to promote self-sufficiency and prevent homelessness.

Cameron Family YMCA 2,190 1,870 -

Provides funding support to subsidize swim and gymnastics fees for disadvantaged youth.

Elderhelp 3,260 3,270 3,000

Provides assistance to homebound seniors who need assistance to live independently in their own homes.

Meals-on-Wheels 5,490 4,680 4,500

Provides nutrition for the City's elderly and handicapped who cannot provide for their own meals. The seniors can remain independent. Contact with the person delivering meals provides a security base for home-bound citizens.

Santee Food Bank 14,270 14,050 14,000

Provides food staples to low income residents on an emergency basis. This service provides a basic necessity for those in the community unable to meet these needs.

**CITY OF SANTEE
COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

Development Services CDBG 2401.04.4201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
SPECIAL PROGRAMS (Continued)			
Santee Santas Provides funding support to assist with emergency food and housing services to Santee residents.	\$ 9,880	\$ 6,000	\$ 5,500
Voices for Children Provides volunteer Court Appointed Special Advocates (CASAs) for Santee based foster children.	-	-	4,000
Caring Neighbors Provides minor home repairs for low-income seniors and disabled Santee homeowners.	3,260	3,740	3,500
Debt Service (Section 108 Loan) Provides funding for annual debt service payment for \$1.5 million Section 108 loan for the rehabilitation of several infrastructure components along Buena Vista Avenue and Railroad Avenue. The project includes two main components: sidewalk and pedestrian ramp construction, and street and storm drain rehabilitation. Underground conduit for street light installation would be included in the project.	151,123	147,010	143,580
Debt Service Reserve This appropriation provides funding for a debt service reserve to ensure sufficient funding for Section 108 Loan debt service payments in the event future CDBG allocations are further reduced.	-	85,390	35,620
Total Special Programs	<u>\$ 194,963</u>	<u>\$ 271,630</u>	<u>\$ 220,550</u>

CITY OF SANTEE COMMUNITY FACILITIES DISTRICTS

Program Description

Community Facilities District No. 2015-1 (Municipal Maintenance Services) currently provides a funding mechanism to meet storm water facility maintenance requirements for the 10 single family residential unit El Nopal Estates II subdivision in accordance with the City's Storm Water Ordinance and Standard Urban Storm Water Mitigation Plan. CFD No. 2015-1 is established as a "services" CFD and does not involve the issuance of any debt.

Community Facilities District No. 2017-2 (Weston Municipal Services) provides a funding mechanism for various public services in the Weston development, a 415-unit residential development, such as the following: public safety; community development; maintenance, lighting and repair of parks, parkways, streets, open space, irrigation facilities, buildings, storm water and drainage facilities in the public right of way. Contingent services that may be funded under certain circumstances include costs attributable to maintaining, servicing, cleaning, repairing and/or replacing storm water and drainage facilities.

FY 2019-20 Accomplishments

- Administered all CFDs efficiently and in accordance with applicable regulations/laws

FY 2020-21 Goals and Objectives

- Administer all CFDs efficiently and in accordance with applicable regulations/laws

CITY OF SANTEE
CFD NO. 2015-1 (MUNICIPAL MAINTENANCE SERVICES) FUND

Community Services CFD No. 2015-1 2510.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 1,084	\$ 2,360	\$ 2,360
Total	<u>\$ 1,084</u>	<u>\$ 2,360</u>	<u>\$ 2,360</u>

EXPENDITURES

OPERATIONS & MAINTENANCE COSTS

Legal Services - City Attorney	51020	\$ 90	\$ 100	\$ 100
Repair/Maintenance - Grounds	51231	994	1,800	1,800
Internal Service Charges	51399	-	460	460
Total Operations & Maintenance		<u>\$ 1,084</u>	<u>\$ 2,360</u>	<u>\$ 2,360</u>

CITY OF SANTEE
CFD NO. 2015-1 (MUNICIPAL MAINTENANCE SERVICES) FUND

Community Services CFD No. 2015-1 2510.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS			
Legal Services - City Attorney This appropriation is to cover as-needed legal services.	\$ 90	\$ 100	\$ 100
Repair/Maintenance - Grounds This appropriation is to cover the cost of storm water facilities maintenance.	994	1,800	1,800
Internal Service Charges This appropriation is to cover the cost of staff time related to storm water facilities maintenance as well as in the administration of the District.	-	460	460
Total Operations & Maintenance	<u>\$ 1,084</u>	<u>\$ 2,360</u>	<u>\$ 2,360</u>

CITY OF SANTEE
CFD NO. 2017-2 (WESTON MUNICIPAL SERVICES) FUND

Community Services CFD No. 2017-2 2572.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 24,274	\$ 79,290	\$ 106,850
Total	<u>\$ 24,274</u>	<u>\$ 79,290</u>	<u>\$ 106,850</u>

EXPENDITURES

OPERATIONS & MAINTENANCE COSTS

Legal Services - City Attorney	51020	\$ -	\$ 1,000	\$ -
Expert/Consulting Services	51040	21	3,000	3,000
Internal Service Charges	51399	<u>24,252</u>	<u>75,290</u>	<u>103,850</u>
Total Operations & Maintenance		<u>\$ 24,274</u>	<u>\$ 79,290</u>	<u>\$ 106,850</u>

CITY OF SANTEE
CFD NO. 2017-2 (WESTON MUNICIPAL SERVICES) FUND

Community Services CFD No. 2017-2 2572.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS			
Legal Services - City Attorney This appropriation is to cover as-needed legal services.	\$ -	\$ 1,000	\$ -
Expert/Consulting Services This appropriation is to cover the cost of contract special district administration services.	21	3,000	3,000
Internal Service Charges This appropriation is to reimburse for costs incurred in providing public services within the District and to cover the cost of staff time related to the administration of the District.	24,252	75,290	103,850
Total Operations & Maintenance	<u>\$ 24,274</u>	<u>\$ 79,290</u>	<u>\$ 106,850</u>



This page intentionally left blank

CITY OF SANTEE

TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT

Program Description

Assessments on properties enable the Community Services Department Public Services Division to provide landscape maintenance services within the District that is comprised of four separate zones: Town Center, The Lakes, San Remo and Mission Creek.

FY 2019-20 Accomplishments

- Maintained the landscaping of the commercial zones within the district at a Level A service (highest maintenance level)
- Installed annual color, which is changed out three times a year, fronting all four of the monument signs in the Town Center Zone A
- Continued the Holiday Lighting program from November to January at the major commercial corners containing monuments
- Repaired and maintained eight fountains within the district
- Trimmed all the trees in the Town Center LMD
- Planted eight new trees in the Town Center LMD

FY 2020-21 Goals and Objectives

- Ensure maintenance contractor compliance in order to enhance the maintenance of the landscaping in the entire district
- Install additional Cal Sense “smart” irrigation controllers that can be integrated into the City’s centralized irrigation system
- Continue to replace shrubs, trees, groundcover and irrigation that are damaged in order to sustain the beauty of the landscaping within the district
- Convert high water use landscape materials to drought tolerant / low water use materials, where feasible
- Modify the level of landscape maintenance where necessary in order to maintain the fiscal sustainability of all zones in the district

CITY OF SANTEE
TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT

Community Services		FY 2018-19	FY 2019-20	FY 2020-21
Town Center LMD		Actual	Amended	Proposed
OPERATIONS & MAINTENANCE COSTS				
Repair & Maintenance - Grounds:				
Zone A - Town Center	var	\$ 156,756	\$ 187,380	\$ 145,050
Zone B - The Lakes	var	6,668	6,610	6,850
Zone C - San Remo	var	4,549	8,140	7,060
Zone D - Mission Creek	var	158,045	189,210	165,440
Total Operations & Maintenance		<u>\$ 326,018</u>	<u>\$ 391,340</u>	<u>\$ 324,400</u>

**CITY OF SANTEE
TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT**

Community Services TCLMD Zone A - Town Center 2601.02.3101		FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS				
Zone A - Town Center	2601	\$ 156,756	\$ 187,380	\$ 145,050
Total		<u>\$ 156,756</u>	<u>\$ 187,380</u>	<u>\$ 145,050</u>

OPERATIONS & MAINTENANCE COSTS

Repair and Maintenance Grounds

Landscape maintenance work in the Town Center LMD is performed by contracted services and is reimbursed to the City by an annual assessment levied on property owners within the District.

Zone A / Town Center Parkway

Expert/Consulting Services	51040	\$ 2,854	\$ 3,000	\$ 2,820
Advertising	51123	207	210	230
Electricity & Gas - Grounds	51181	34,170	33,400	30,000
Water & Sewer - Grounds	51186	34,362	44,500	39,000
Repair/Maintenance - Grounds	51231	73,348	103,900	56,500
Irrigation Materials	51252	971	1,000	1,000
Internal Service Charge	51399	10,843	1,370	15,500
Total Operations & Maintenance		<u>\$ 156,756</u>	<u>\$ 187,380</u>	<u>\$ 145,050</u>

**CITY OF SANTEE
TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT**

Community Services TCLMD Zone B - The Lakes 2602.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
OPERATIONS & MAINTENANCE COSTS			
Zone B - The Lakes	2602	\$ 6,668	\$ 6,610
Total		<u>\$ 6,668</u>	<u>\$ 6,610</u>

OPERATIONS & MAINTENANCE COSTS

Repair and Maintenance Grounds
Landscape maintenance work in the Town Center LMD is performed by contracted services and is reimbursed to the City by an annual assessment levied on property owners within the District.

Zone B / The Lakes				
Expert/Consulting Services	51040	\$ 151	\$ 160	\$ 150
Advertising	51123	11	20	10
Water & Sewer - Grounds	51186	3,458	4,000	4,230
Repair/Maintenance - Grounds	51231	2,058	1,970	1,470
Internal Service Charge	51399	990	460	990
Total Operations & Maintenance		<u>\$ 6,668</u>	<u>\$ 6,610</u>	<u>\$ 6,850</u>

CITY OF SANTEE
TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT

Community Services		FY 2018-19	FY 2019-20	FY 2020-21
TCLMD Zone C - San Remo 2603.02.3101		Actual	Amended	Proposed
OPERATIONS & MAINTENANCE COSTS				
Zone C - San Remo	2603	\$ 4,549	\$ 8,140	\$ 7,060
Total		<u>\$ 4,549</u>	<u>\$ 8,140</u>	<u>\$ 7,060</u>

OPERATIONS & MAINTENANCE COSTS

Repair and Maintenance Grounds
Landscape maintenance work in the Town Center LMD is performed by contracted services and is reimbursed to the City by an annual assessment levied on property owners within the District.

Zone C / San Remo				
Expert/Consulting Services	51040	\$ 158	\$ 170	\$ 160
Advertising	51123	11	20	10
Water & Sewer - Grounds	51186	2,786	3,000	3,000
Repair/Maintenance - Grounds	51231	1,425	4,490	3,720
Internal Service Charge	51399	168	460	170
Total Operations & Maintenance		<u>\$ 4,549</u>	<u>\$ 8,140</u>	<u>\$ 7,060</u>

**CITY OF SANTEE
TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT**

Community Services		FY 2018-19	FY 2019-20	FY 2020-21
TCLMD Zone D - Mission Creek 2604.02.3101		Actual	Amended	Proposed
OPERATIONS & MAINTENANCE COSTS				
Zone D - Mission Creek	2604	\$ 158,045	\$ 189,210	\$ 165,440
Total		<u>\$ 158,045</u>	<u>\$ 189,210</u>	<u>\$ 165,440</u>

OPERATIONS & MAINTENANCE COSTS

Repair and Maintenance Grounds

Landscape maintenance work in the Town Center LMD is performed by contracted services and is reimbursed to the City by an annual assessment levied on property owners within the District.

Zone D / Mission Creek

Expert/Consulting Services	51040	\$ 3,311	\$ 3,480	\$ 3,270
Advertising	51123	240	240	270
Electricity & Gas - Grounds	51181	30,162	29,000	30,000
Water & Sewer - Grounds	51186	52,153	73,500	60,000
Repair/Maintenance- Grounds	51231	65,571	80,590	44,500
Irrigation Materials	51252	246	1,030	500
Internal Service Charge	51399	6,363	1,370	26,900
Total Operations & Maintenance		<u>\$ 158,045</u>	<u>\$ 189,210</u>	<u>\$ 165,440</u>

CITY OF SANTEE

SANTEE LANDSCAPE MAINTENANCE DISTRICT

Program Description

Assessments on properties enable the Community Services Department Public Services Division to provide landscape maintenance services within the District which is comprised of ten separate zones: El Nopal, Country Scenes, Camelot Heights, Silver Country, Timberlane, The Heights, Prospect Hills, Allos, Mitchell Ranch and Dakota Ranch.

FY 2019-20 Accomplishments

- Modified the level of landscape maintenance where necessary in order to maintain the fiscal sustainability of all zones in the District
- Planted replacement trees and shrubs in several areas
- Continued to convert high water use landscape materials to drought tolerant / low water use materials
- Worked with residents from the El Nopal zone which resulted in an assessment increase to provide a higher level of service and the installation of new drought-tolerant landscaping

FY 2020-21 Goals and Objectives

- Continue to replace shrubs, trees, groundcover and irrigation that are damaged in order to sustain the beauty of the landscaping within the district
- Convert high water use landscape materials to drought tolerant / low water use materials
- Modify the level of landscape maintenance where necessary in order to maintain the fiscal sustainability of the District
- Use what we learned from the El Nopal zone increased assessment process to identify other zones that may desire increased service

CITY OF SANTEE
SANTEE LANDSCAPE MAINTENANCE DISTRICT

Community Services	FY 2018-19	FY 2019-20	FY 2020-21
Santee LMD	Actual	Amended	Proposed
OPERATIONS & MAINTENANCE COSTS			
Repair & Maintenance- Grounds:			
Zones 1 & 2 - El Nopal	\$ 2,206	\$ 2,300	\$ 8,420
Zone 3 - Country Scenes	2,169	1,800	2,000
Zone 4 - Camelot Heights	1,041	1,770	1,590
Zone 8 - Silver Country	67,025	62,300	67,390
Zone 9 - Timberline	1,317	1,410	1,270
Zone 12 - The Heights	6,936	8,930	14,700
Zone 13 - Prospect Hills	2,364	3,300	3,450
Zone 14 - Mitchell Ranch	1,599	2,520	5,100
Zone 17 - Dakota Ranch	2,169	5,940	13,160
Zone 18 - Allos	1,930	4,320	3,170
Total Operations & Maintenance	\$ 88,756	\$ 94,590	\$ 120,250

CITY OF SANTEE
SANTEE LANDSCAPE MAINTENANCE DISTRICT

Community Services Santee LMD - El Nopal 2701.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS

Zones 1 & 2 - El Nopal	2701	\$ 2,206	\$ 2,300	\$ 8,420
Total		<u>\$ 2,206</u>	<u>\$ 2,300</u>	<u>\$ 8,420</u>

OPERATIONS & MAINTENANCE COSTS

Zones 1 and 2 - El Nopal

Expert/Consulting Services	51040	\$ 182	\$ 190	\$ 180
Postage	51122	21	-	-
Advertising	51123	10	10	50
Electrical & Gas - Grounds	51181	124	110	140
Water & Sewer - Grounds	51186	1,052	1,400	1,330
Repair/Maintenance - Grounds	51231	400	490	3,600
Internal Service Charges	51399	417	100	350
Long Term Debt-Principal	80020	-	-	2,770
Total Operations & Maintenance		<u>\$ 2,206</u>	<u>\$ 2,300</u>	<u>\$ 8,420</u>

CITY OF SANTEE
SANTEE LANDSCAPE MAINTENANCE DISTRICT

Community Services		FY 2018-19	FY 2019-20	FY 2020-21
Santee LMD - Country Scenes 2702.02.3101		Actual	Amended	Proposed
OPERATIONS & MAINTENANCE COSTS				
Zone 3 - Country Scenes	2702	\$ 2,169	\$ 1,800	\$ 2,000
Total		<u>\$ 2,169</u>	<u>\$ 1,800</u>	<u>\$ 2,000</u>

OPERATIONS & MAINTENANCE COSTS

Zone 3 - Country Scenes				
Expert/Consulting Services	51040	\$ 57	\$ 60	\$ 60
Advertising	51123	9	10	10
Electrical & Gas - Grounds	51181	161	150	170
Water & Sewer - Grounds	51186	1,401	630	1,140
Repair/Maintenance - Grounds	51231	410	490	490
Internal Service Charges	51399	131	460	130
Total Operations & Maintenance		<u>\$ 2,169</u>	<u>\$ 1,800</u>	<u>\$ 2,000</u>

CITY OF SANTEE
SANTEE LANDSCAPE MAINTENANCE DISTRICT

Community Services Santee LMD - Camelot Heights 2703.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS

Zone 4 - Camelot Heights	2703	\$ 1,041	\$ 1,770	\$ 1,590
Total		<u>\$ 1,041</u>	<u>\$ 1,770</u>	<u>\$ 1,590</u>

OPERATIONS & MAINTENANCE COSTS

Zone 4 - Camelot Heights

Expert/Consulting Services	51040	\$ 40	\$ 50	\$ 40
Advertising	51123	6	10	10
Electrical & Gas - Grounds	51181	138	130	150
Water & Sewer - Grounds	51186	337	460	240
Repair/Maintenance - Grounds	51231	520	970	1,000
Internal Service Charges	51399	-	150	150
Total Operations & Maintenance		<u>\$ 1,041</u>	<u>\$ 1,770</u>	<u>\$ 1,590</u>

CITY OF SANTEE
SANTEE LANDSCAPE MAINTENANCE DISTRICT

Community Services		FY 2018-19	FY 2019-20	FY 2020-21
Santee LMD - Silver Country 2704.02.3101		Actual	Amended	Proposed
OPERATIONS & MAINTENANCE COSTS				
Zone 8 - Silver Country	2704	<u>\$ 67,025</u>	<u>\$ 62,300</u>	<u>\$ 67,390</u>
Total		<u><u>\$ 67,025</u></u>	<u><u>\$ 62,300</u></u>	<u><u>\$ 67,390</u></u>

OPERATIONS & MAINTENANCE COSTS

Zone 8 - Silver Country				
Expert/Consulting Services	51040	\$ 617	\$ 650	\$ 610
Advertising	51123	329	330	390
Electrical & Gas - Grounds	51181	1,305	1,360	1,420
Water & Sewer - Grounds	51186	19,931	16,500	21,000
Repair/Maintenance - Grounds	51231	43,474	41,590	42,600
Irrigation Materials	51252	-	500	-
Internal Service Charges	51399	<u>1,369</u>	<u>1,370</u>	<u>1,370</u>
Total Operations & Maintenance		<u><u>\$ 67,025</u></u>	<u><u>\$ 62,300</u></u>	<u><u>\$ 67,390</u></u>

**CITY OF SANTEE
SANTEE LANDSCAPE MAINTENANCE DISTRICT**

Community Services		FY 2018-19	FY 2019-20	FY 2020-21
Santee LMD - Timberlane 2705.02.3101		Actual	Amended	Proposed
OPERATIONS & MAINTENANCE COSTS				
Zone 9 - Timberline	2705	\$ 1,317	\$ 1,410	\$ 1,270
Total		<u>\$ 1,317</u>	<u>\$ 1,410</u>	<u>\$ 1,270</u>

OPERATIONS & MAINTENANCE COSTS

Zone 9 - Timberline				
Expert/Consulting Services	51040	\$ 137	\$ 150	\$ 140
Advertising	51123	7	10	10
Water & Sewer - Grounds	51186	568	610	480
Repair/Maintenance - Grounds	51231	520	490	490
Internal Service Charges	51399	85	150	150
Total Operations & Maintenance		<u>\$ 1,317</u>	<u>\$ 1,410</u>	<u>\$ 1,270</u>

CITY OF SANTEE
SANTEE LANDSCAPE MAINTENANCE DISTRICT

Community Services Santee LMD - The Heights 2706.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS

Zone 12 - The Heights	2706	\$ 6,936	\$ 8,930	\$ 14,700
Total		<u>\$ 6,936</u>	<u>\$ 8,930</u>	<u>\$ 14,700</u>

OPERATIONS & MAINTENANCE COSTS

Zone 12 - The Heights

Expert/Consulting Services	51040	\$ 242	\$ 260	\$ 240
Advertising	51123	38	40	50
Water & Sewer - Grounds	51186	5,445	4,200	4,480
Repair/Maintenance - Grounds	51231	961	3,970	9,470
Internal Service Charges	51399	250	460	460
Total Operations & Maintenance		<u>\$ 6,936</u>	<u>\$ 8,930</u>	<u>\$ 14,700</u>

CITY OF SANTEE
SANTEE LANDSCAPE MAINTENANCE DISTRICT

Community Services Santee LMD - Prospect Hills 2707.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS

Zone 13 - Prospect Hills	2707	\$ 2,364	\$ 3,300	\$ 3,450
Total		<u>\$ 2,364</u>	<u>\$ 3,300</u>	<u>\$ 3,450</u>

OPERATIONS & MAINTENANCE COSTS

Zone 13 - Prospect Hills

Expert/Consulting Services	51040	\$ 174	\$ 190	\$ 170
Advertising	51123	14	20	20
Water & Sewer - Grounds	51186	1,210	1,660	1,730
Repair/Maintenance - Grounds	51231	882	970	1,070
Internal Service Charges	51399	85	460	460
Total Operations & Maintenance		<u>\$ 2,364</u>	<u>\$ 3,300</u>	<u>\$ 3,450</u>

CITY OF SANTEE
SANTEE LANDSCAPE MAINTENANCE DISTRICT

Community Services		FY 2018-19	FY 2019-20	FY 2020-21
Santee LMD - Mitchell Ranch 2708.02.3101		Actual	Amended	Proposed
OPERATIONS & MAINTENANCE COSTS				
Zone 14 - Mitchell Ranch	2708	\$ 1,599	\$ 2,520	\$ 5,100
Total		<u>\$ 1,599</u>	<u>\$ 2,520</u>	<u>\$ 5,100</u>

OPERATIONS & MAINTENANCE COSTS

Zone 14 - Mitchell Ranch				
Expert/Consulting Services	51040	\$ 65	\$ 70	\$ 60
Advertising	51123	12	20	10
Water & Sewer - Grounds	51186	556	1,000	500
Repair/Maint - Grounds	51231	882	970	4,070
Internal Service Charges	51399	85	460	460
Total Operations & Maintenance		<u>\$ 1,599</u>	<u>\$ 2,520</u>	<u>\$ 5,100</u>

CITY OF SANTEE
SANTEE LANDSCAPE MAINTENANCE DISTRICT

Community Services Santee LMD - Dakota Ranch 2709.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS

Zone 17 - Dakota Ranch	2709	\$ 2,169	\$ 5,940	\$ 13,160
Total		<u>\$ 2,169</u>	<u>\$ 5,940</u>	<u>\$ 13,160</u>

OPERATIONS & MAINTENANCE COSTS

Zone 17 - Dakota Ranch

Expert/Consulting Services	51040	\$ 81	\$ 90	\$ 80
Advertising	51123	21	30	30
Electrical & Gas - Grounds	51181	127	110	140
Water & Sewer - Grounds	51186	976	1,700	980
Repair/Maintenance - Grounds	51231	882	3,470	11,470
Irrigation Materials	51252	-	80	-
Internal Service Charges	51399	81	460	460
Total Operations & Maintenance		<u>\$ 2,169</u>	<u>\$ 5,940</u>	<u>\$ 13,160</u>

**CITY OF SANTEE
SANTEE LANDSCAPE MAINTENANCE DISTRICT**

Community Services Santee LMD - Allos 2710.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS

Zone 18 - Allos	2710	\$ 1,930	\$ 4,320	\$ 3,170
Total		<u>\$ 1,930</u>	<u>\$ 4,320</u>	<u>\$ 3,170</u>

OPERATIONS & MAINTENANCE COSTS

Zone 18 - Allos

Expert/Consulting Services	51040	\$ 24	\$ 30	\$ 20
Advertising	51123	17	20	20
Electrical & Gas - Grounds	51181	119	110	130
Water & Sewer - Grounds	51186	636	730	700
Repair/Maintenance - Grounds	51231	882	2,970	2,100
Internal Service Charges	51399	251	460	200
Total Operations & Maintenance		<u>\$ 1,930</u>	<u>\$ 4,320</u>	<u>\$ 3,170</u>

CITY OF SANTEE

ROADWAY LIGHTING DISTRICT – ZONE A

Program Description

Utilizing property tax proceeds flowing to the City as a result of the 1983 dissolution of a prior street light maintenance district, the City funds the electrical, maintenance and capital costs for street lights of general benefit within the City limits. There are 3,328 streetlights within the City. The City owns 2,150 (1,998 LS2 and 152 metered) of the total number of streetlights and SDG&E owns 1,178 (LS1). Zone A funds a portion of each streetlight's energy and maintenance cost based on an updated Street Lighting Traffic Study completed in 2019.

FY 2019-20 Accomplishments

- SDG&E owned and maintained streetlights – LS1 (1,178 total streetlights)
 - Managed payment for the energy and maintenance cost to SDG&E. Zone A funds 13% of the total LS1 energy cost. The LS1 cost includes both energy and maintenance for these streetlights
- City owned and maintained streetlights – LS2 (1,998) and metered (152)
 - Managed the City owned streetlight maintenance contract
 - Responded to 90 burnouts or other streetlight maintenance needs
 - Responded to 108 utility mark-out requests
 - Replaced five knocked-down street light poles
- Updated the streetlight inventory for new streetlights

FY 2020-21 Goals and Objectives

- Continue to maintain the induction street lights through warranty and repair damaged lights and wiring as needed
- Continue to monitor and replace damaged brown square metal poles as necessary
- Install new street lights in areas where there are currently no lights as funding becomes available

**CITY OF SANTEE
ROADWAY LIGHTING DISTRICT - ZONE A**

Development Services Roadway Lighting District - Zone A 2801.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 132,474	\$ 164,000	\$ 177,000
Total	\$ 132,474	\$ 164,000	\$ 177,000

EXPENDITURES

OPERATIONS & MAINTENANCE COSTS

Expert/Consulting Services	51040	\$ 8,012	\$ -	\$ -
Electricity & Gas	51180	98,035	109,000	112,000
Repair/Maintenance - Street Lights	51213	19,973	40,000	40,000
Internal Service Charges	51399	6,455	15,000	25,000
Total Operations & Maintenance		\$ 132,474	\$ 164,000	\$ 177,000

**CITY OF SANTEE
ROADWAY LIGHTING DISTRICT - ZONE A**

Development Services Roadway Lighting District - Zone A 2801.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

OPERATIONS & MAINTENANCE COSTS

<p>Expert/Consulting Services This appropriation provides funding for a traffic study to provide an analysis of the general and direct benefit provided by street lights throughout the City.</p>	\$ 8,012	\$ -	\$ -
<p>Electricity & Gas This appropriation funds Zone A's share of the estimated total cost of electricity for all street lights within the City.</p>	98,035	109,000	112,000
<p>Repair/Maintenance - Street Lights This appropriation funds maintenance and repair costs for street lights located in Zone A.</p>	19,973	40,000	40,000
<p>Internal Service Charges This appropriation reimburses the General Fund for staff time associated with the administration of Zone A.</p>	6,455	15,000	25,000
Total Operations & Maintenance	<u>\$ 132,474</u>	<u>\$ 164,000</u>	<u>\$ 177,000</u>



This page intentionally left blank

CITY OF SANTEE

ROADWAY LIGHTING DISTRICT – ZONE B

Program Description

Utilizing assessment proceeds flowing to the City from benefiting property owners, the City funds a portion of the electrical, maintenance and capital cost for streetlights of special benefit within the City. This assessment district was formed in a 1983 election. There are 3,328 streetlights within the City. The City owns 2,150 (1,998 LS2 and 152 metered) of the total number of streetlights and SDG&E owns 1,178 (LS1). Zone B funds a portion of each streetlight's energy and maintenance cost based on an updated Street Light Traffic Study completed in 2019.

FY 2019-20 Accomplishments

- SDG&E owned and maintained streetlights – LS1 (1,178 total streetlights)
 - Managed payment for the energy and maintenance cost to SDG&E. Zone B funds 87% of the total LS1 energy cost. The LS1 cost includes both energy and maintenance for these streetlights
- City owned and maintained streetlights – LS2 (1,998) and metered (152)
 - Managed the City owned streetlight maintenance contract
 - Responded to 90 burnouts or other streetlight maintenance needs
 - Responded to 108 utility mark-out requests
 - Replaced five knocked-down street light poles
- Updated the streetlight inventory for new streetlights
- Assisted in the yearly preparation of the Santee Roadway Lighting District Engineer's Report that reviews the tax assessment for Zone B

FY 2020-21 Goals and Objectives

- Continue to maintain the induction street lights through warranty and repair damaged lights and wiring as needed
- Continue to monitor and replace damaged brown square metal poles as necessary
- Install new street lights in areas where there are currently no lights as funding becomes available

CITY OF SANTEE
ROADWAY LIGHTING DISTRICT - ZONE B

Development Services Roadway Lighting District - Zone B 2802.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 329,436	\$ 344,590	\$ 346,510
Total	\$ 329,436	\$ 344,590	\$ 346,510

EXPENDITURES

OPERATIONS & MAINTENANCE COSTS

Expert/Consulting Services	51040	\$ 14,244	\$ 6,550	\$ 6,000
Advertising	51123	476	480	510
Electricity & Gas	51180	277,004	299,600	305,000
Repair/Maintenance - Street Lights	51213	25,990	30,000	30,000
Internal Service Charges	51399	4,615	5,000	5,000
Long Term Debt - Principal	80020	7,107	2,960	-
Total Operations & Maintenance		\$ 329,436	\$ 344,590	\$ 346,510

**CITY OF SANTEE
ROADWAY LIGHTING DISTRICT - ZONE B**

Development Services	FY 2018-19	FY 2019-20	FY 2020-21
Roadway Lighting District - Zone B 2802.04.4101	Actual	Amended	Proposed

OPERATIONS & MAINTENANCE COSTS

Expert/Consulting Services	\$ 14,244	\$ 6,550	\$ 6,000
This appropriation provides for the preparation of the annual Engineer's Report, as required by State law. The report determines the benefit which accrues to various land uses, thus enabling the equitable spread of assessments.			
Advertising	476	480	510
This appropriation funds the cost of publishing public hearing notices for the annual levy of assessments.			
Electricity & Gas	277,004	299,600	305,000
This appropriation funds Zone B's share of the estimated total cost of electricity for all street lights within the City.			
Repair/Maintenance - Street Lights	25,990	30,000	30,000
This appropriation provides funds for maintenance and repair costs for street lights located in Zone B.			
Internal Service Charges	4,615	5,000	5,000
This appropriation reimburses the General Fund for staff time associated with the administration of Zone B.			
Long Term Debt - Principal	7,107	2,960	-
This appropriation funds repayment of an SDG&E loan for the replacement of streetlight fixtures.			
Total Operations & Maintenance	\$ 329,436	\$ 344,590	\$ 346,510



This page intentionally left blank

CITY OF SANTEE

MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT

Program Description

The Mobile Home Park Administrative Assessment Fund provides for the administration of the City's Manufactured Home Fair Practices Ordinance which protects the owners of manufactured homes from unreasonable space rental increases while recognizing and providing for manufactured home park owners to receive a just and reasonable return on their investment. The Department of Development Services provides support and technical assistance to the Santee Mobile Home Fair Practices Commission which is appointed by the City Council.

CITY OF SANTEE
MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT

General Government Mobile Home Park Admin 2901.04.4106	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
---	----------------------	-----------------------	------------------------

SUMMARY OF EXPENDITURES

Personnel	\$ 20,656	\$ 22,670	\$ 24,480
Operations & Maintenance	<u>1,273</u>	<u>16,560</u>	<u>16,360</u>
Grand Total	<u>\$ 21,929</u>	<u>\$ 39,230</u>	<u>\$ 40,840</u>

SUMMARY OF FUNDED POSITIONS

Senior Management Analyst	0.10	0.10	0.10
Administrative Secretary	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
Total Positions	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>

CITY OF SANTEE
MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT

General Government		FY 2018-19	FY 2019-20	FY 2020-21
Mobile Home Park Admin 2901.04.4106		Actual	Amended	Proposed
PERSONNEL COSTS				
Salaries & Wages - Regular	50010	\$ 13,660	\$ 15,330	\$ 16,490
Retirement - PERS	50050	932	1,070	1,280
Retirement - Unfunded Liability	50052	3,572	2,430	2,850
Medicare	50060	198	220	240
Health Insurance	50070	2,085	3,320	3,320
Dental Insurance	50071	144	230	230
Life Insurance	50075	19	20	20
Long Term Disability Insurance	50076	47	50	50
Total Personnel		<u>\$ 20,656</u>	<u>\$ 22,670</u>	<u>\$ 24,480</u>
OPERATIONS & MAINTENANCE COSTS				
Legal Services	51020	\$ 518	\$ 5,000	\$ 5,000
Expert/Consultant Services	51040	350	10,500	10,500
Printing & Duplicating	51120	-	100	100
Telephone & Fax	51121	123	200	100
Postage	51122	78	200	200
Advertising	51123	-	100	100
Materials & Supplies	51160	-	160	160
Electricity & Gas	51180	205	300	200
Total Operations & Maintenance		<u>\$ 1,273</u>	<u>\$ 16,560</u>	<u>\$ 16,360</u>
Grand Total		<u><u>\$ 21,929</u></u>	<u><u>\$ 39,230</u></u>	<u><u>\$ 40,840</u></u>

CITY OF SANTEE
MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT

General Government	FY 2018-19	FY 2019-20	FY 2020-21
Mobile Home Park Admin 2901.04.4106	Actual	Amended	Proposed

OPERATIONS & MAINTENANCE COSTS

Legal Services This appropriation provides for legal services in support of commission activities and rent control issues (non-litigation only).	\$ 518	\$ 5,000	\$ 5,000
Expert/Consulting Services This appropriation provides for economic analysis and other consulting support related to mobile home rent control issues. It also provides commissioners with a \$50 stipend per meeting.	350	10,500	10,500
Printing & Duplicating This appropriation funds printing and copying of agendas and related materials.	-	100	100
Telephone & Fax This appropriation funds a proportionate cost of postage related to staff administration of the MHFP Ordinance and Commission activities.	123	200	100
Postage This appropriation funds the cost of postage related to staff administration of the MHFP Ordinance and Commission activities.	78	200	200
Advertising This appropriation funds the costs for mandatory public noticing.	-	100	100
Materials & Supplies This appropriation provides for office supplies and for publications used by staff and the Commission.	-	160	160
Electricity & Gas This appropriation funds a proportionate cost of electricity and gas expenses allocated to MHFP activities.	205	300	200
Total Operations & Maintenance	\$ 1,273	\$ 16,560	\$ 16,360

CITY OF SANTEE

PEG FEES

Program Description

Public, Educational and Governmental (PEG) Fees are received from cable television providers, in addition to their franchise fee, an amount equal to 1% of their gross revenues to be used by the City for capital costs related to public, educational and governmental access facilities consistent with state and federal Law. These PEG fees are added to a cable subscriber's bill by the cable television providers. Section 4.08.020 of the Santee Municipal Code authorizes the City to collect the PEG Fees.

PEG fees can be used for Council Chamber improvements that are directly related to PEG programming, to purchase equipment such as more a technologically advanced voting system and TV monitors and camera equipment to provide livestreaming and public access broadcasting services to increase transparency. PEG fees may also be used to make upgrades to the City's website, public wi-fi, or other technology related expense that provides residents with access to local government.

FY 2019-20 Accomplishments

- Received City Council approval on October 9, 2019 to implement the collection of PEG fees by Cox Communications and AT&T on behalf of the City to help support the Council Chambers upgrade and livestreaming City Council meetings
- Entered into a Professional Services Agreement with Idibri Consulting to develop technical specifications for the City Council Chamber Upgrade Project, assist in the Request for Proposals process and provide project management and testing of all equipment to ensure the specifications are met
- Developed and issued the Request for Proposals for the City Council Upgrade Project to include:
 - Technologically advanced voting system
 - Improved TV monitors and audio/visual system
 - Camera equipment and livestreaming capabilities
 - ADA approved lectern and updated microphone system
 - Enhanced lighting for clarity with livestreaming and public access channel broadcasting
 - Better configuration with the staff table to allow for the public seating and to flow better

FY 2020-21 Goals and Objectives

- Complete the City Council Chambers Upgrade Project
- Offer livestreaming services to the public for enhanced transparency
- Offer important civic programming and government news and updates to the community through the PEG channel

**CITY OF SANTEE
PEG FEES**

Non Departmental PEG Fees	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
--------------------------------------	------------------------------	-------------------------------	--------------------------------

SUMMARY OF EXPENDITURES

Transfer to Capital Improvement Program	\$ -	\$ 10,000	\$ 217,800
Total	\$ -	\$ 10,000	\$ 217,800

OPERATIONS & MAINTENANCE COSTS

Transfer to Capital Improvement Program	90001	\$ -	\$ 10,000	\$ 217,800
<p>Transfer to fund the Council Chamber Audio/Visual Upgrade Project. The project, as currently envisioned, would rely primarily on PEG fees. The total estimated cost of the project is \$200,000 to \$300,000 depending on the bids received and the items ultimately included in the project</p>				
Total Operations & Maintenance		\$ -	\$ 10,000	\$ 217,800

City of Santee
COUNCIL AGENDA STATEMENT

Item 16

MEETING DATE

June 24, 2020

AGENDA ITEM NO.

ITEM TITLE

APPROVAL OF THE EXPENDITURE PLAN FOR THE CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT CORONAVIRUS RELIEF FUND AND SUBGRANT FROM SAN DIEGO COUNTY

DIRECTOR/DEPARTMENT

Marlene D. Best, City Manager

SUMMARY

On May 19, 2020 the San Diego County Board of Supervisors approved the allocation of \$25 million in federal Coronavirus Aid, Relief, and Economic Security (CARES) Act Coronavirus Relief Fund (CRF) funds to the 17 cities in the County that did not receive a direct allocation from the federal government. The City of Santee's allocation is \$1,036,010. The expenditure of this allocation must comply with the CARES Act CRF criteria which require, among other things, that the expenditure be necessary due to the public health emergency with respect to COVID-19. These funds may not be used to backfill lost revenues.

In order to receive these funds, the City must execute a Subgrant agreement with the County and submit an expenditure plan that illustrates how the funds will be utilized. Once approved by the County and after receiving the funds, the City must submit a mid-term plan to the County (a report detailing the status of the City's expenditures and the anticipated use of any remaining funds), no later than July 31, 2020. All funds must be expended by September 30, 2020 or returned to the County. Should the City receive any future federal stimulus funds (non-CARES Act funding), any funds allocated to the City by the County shall be returned.

A staff recommendation for the use of this funding was presented to City Council on Wednesday, June 16, 2020 at the Special City Council Meeting. After reviewing Council's feedback, we have modified the expenditure plan and reallocated funding as per Council's recommendations. Staff is requesting (1) approval of the proposed expenditure plan which will be submitted to the County for final funding approval, and (2) authorization for the City Manager to execute the Subgrant agreement with the County regarding the CARES Act funding.

FINANCIAL STATEMENT *m*

The City of Santee is eligible to receive up to \$1,036,010 in federal CARES Act CRF funds from the County of San Diego for eligible expenditures.

CITY ATTORNEY REVIEW

N/A

Completed

RECOMMENDATION *MAB*

Approve staff recommendations regarding the use of federal CARES Act CRF funds allocated to the City of Santee by the County of San Diego and authorize the City Manager to execute the Subgrant agreement with the County.

ATTACHMENTS

None.

City of Santee
COUNCIL AGENDA STATEMENT

Item 17

MEETING DATE June 24, 2020

AGENDA ITEM NO.

ITEM TITLE **RESOLUTION SETTING PRIORITIES FOR ARGUMENTS FOR AND AGAINST BALLOT MEASURES**

DIRECTOR/DEPARTMENT Annette Ortiz, City Clerk

SUMMARY

Three measures will appear on the ballot for the General Municipal Election on November 3, 2020: the General Plan Initiative Measure, the Term Limits Initiative Measure, and the City Sponsored Term Limits Measure. Elections Code section 9282 provides that for measures placed on the ballot by initiative petition, the initiative proponent may file a written argument in favor of the measure, and the City Council may submit an argument against the measure. For measures placed on the ballot by the City Council, the City Council or a City Council member authorized by the Council, or an individual voter, a bona fide association of citizens, or a combination of voters and associations, may file a written argument for or against the measure.

Elections Code section 9287 provides that if more than one argument for or more than one argument against any city measure is submitted, the City Clerk must select one of the arguments in favor and one against the measure for printing and submission to the voters. In selecting the arguments, the City Clerk must give preference and priority to arguments in the following order:

- (1) The City Council, or a City Council member or members authorized by the Council.
- (2) The individual voter, or bona fide association of citizens, or combination of voters and associations, who are the bona fide sponsors or proponents of the measure.
- (3) Bona fide associations of citizens.
- (4) Individual voters who are eligible to vote on the measure.

This agenda item requests that the City Council consider authorizing one individual Council member or a two Council member subcommittee to write and file arguments on behalf of the City Council. The authorized Council members will write the arguments on their own time and at their own expense, and will then submit them directly to the City Clerk. Any member of the Council who is not authorized by the City Council to file an argument may do so as an individual voter eligible to vote on the matter.

FINANCIAL STATEMENT *jm*

Council members will write and file arguments at their own expense.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

Adopt Resolution authorizing Councilmembers to write arguments for or against each measure.

ATTACHMENTS

Resolution

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE,
CALIFORNIA, SETTING PRIORITIES FOR FILING WRITTEN
ARGUMENTS REGARDING CITY MEASURES**

WHEREAS, under the provisions of the laws relating to Charter cities in the State of California, a General Municipal Election shall be held on Tuesday, November 3, 2020, as called by Resolution ____-2020, at which time there will be submitted to the voters the following measures:

“Shall an ordinance amending the Santee General Plan requiring voter approval for development actions that would increase residential density or intensify land use over that currently permitted by the General Plan, be adopted?” (referred to in this Resolution as the “General Plan Initiative Measure”); and

“Shall the measure amending the Santee Municipal Code to require that no person shall serve as an “Elected Official,” defined to include the offices of Mayor and Member of the City Council, for more than twelve years, or three terms, whichever is less, with any portion of term, whether by election or appointment, counting as a full term, be adopted?” (referred to in this Resolution as the “Term Limits Initiative Measure”); and

“Shall an ordinance amending the Santee Municipal Code to establish a three-term lifetime limit on City Council service and a separate two-term lifetime limit on Mayoral service, be adopted?” (referred to in this Resolution as the “Term Limits City-Sponsored Measure”).

WHEREAS, Elections Code section 9282 provides that for measures placed on the ballot by initiative petition, the City Council may submit an argument against the measure, and for measures placed on the ballot by the City Council, the City Council or a City Council member authorized by the Council, may file a written argument for or against the measure; and

WHEREAS, the City Council desires to authorize Council members to file written arguments related to the ballot measures described above.

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

SECTION 1. That the City Council authorizes

_____ (Council Member Against)
_____ (Council Member Against)

members of that body, to file a written argument on behalf of the Council against the General Plan Initiative Measure specified above accompanied by the printed names and signatures of the persons submitting it in accordance with the California Elections

RESOLUTION NO. _____

Code and to change the argument until and including the date fixed by the City Clerk after which no arguments for or against the City measure may be submitted to the City Clerk.

SECTION 2. That the City Council authorizes

(Council Member Against)
(Council Member Against)

members of that body, to file a written argument on behalf of the Council against the Term Limits Initiative Measure specified above accompanied by the printed names and signatures of the persons submitting it in accordance with the California Elections Code and to change the argument until and including the date fixed by the City Clerk after which no arguments for or against the City measure may be submitted to the City Clerk.

SECTION 3. That the City Council authorizes

(Council Member in Favor)
(Council Member in Favor)

members of that body, to file a written argument on behalf of the Council in favor of the Term Limits City-Sponsored Measure specified above accompanied by the printed names and signatures of the persons submitting it in accordance with the California Elections Code and to change the argument until and including the date fixed by the City Clerk after which no arguments for or against the City measure may be submitted to the City Clerk.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 24th day of June, 2020, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

City of Santee
COUNCIL AGENDA STATEMENT

Item 18

MEETING DATE June 24, 2020

AGENDA ITEM NO.

ITEM TITLE **RESOLUTION AFFIRMING THE CITY'S COMMITMENT TO EQUALITY,
PROMOTING TOLERANCE AND DENOUNCING HATE SPEECH AND
RACISM**

DIRECTOR/DEPARTMENT Marlene Best, City Manager

SUMMARY

In recent months, certain acts of hate speech, displays of symbols of hate and racism toward peoples of color and certain religions have occurred in the City, and these repugnant acts of hate speech and racism have demonstrated the need for the City to assess its past, identify and acknowledge past instances of racism and intolerance in the community, and to recommit to equality, the promotion of tolerance and the denouncing of hate speech and racism in Santee.

In addition, in the wake of the death of George Floyd while in police custody due to excessive force and indifference, which the City condemns, the City desires to reaffirm its commitment to battling racism. The City's efforts include, but are not limited to, steps currently underway through the City's Community Oriented Policing Committee (COMPOC).

The attached Resolution affirms the City's commitment to equality, promoting tolerance, and denouncing hate speech and racism.

FINANCIAL STATEMENT

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*
Adopt Resolution.

ATTACHMENTS
Resolution

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
AFFIRMING THE CITY'S COMMITMENT TO EQUALITY, PROMOTING TOLERANCE
AND DENOUNCING HATE SPEECH AND RACISM**

WHEREAS, the City of Santee ("City") is committed to the fair treatment of all persons under the law, including, in the interactions between citizens and the City government and law enforcement; and

WHEREAS, in recent months, certain acts of hate speech and racism toward peoples of color and religious faiths have occurred in the City, which we condemn; and

WHEREAS, these repugnant acts of hate speech and racism have demonstrated the need for the City to assess its past, identify and acknowledge past instances of racism and intolerance in the community, and to recommit to equality, the promotion of tolerance and the denouncing of hate speech and racism now and in the future of Santee; and

WHEREAS, on May 25, 2020, in Minnesota, Mr. George Floyd, a Black man, lost his life while in police custody due to excessive force and indifference, which we condemn; and

WHEREAS, in response to this and prior incidents, protests have occurred in cities throughout the country, including in Santee; and

WHEREAS, steps to address racism and create a more just and inclusive society begin with community commitment, expressed by policies enacted at the local level; and

WHEREAS, the City supports policies and efforts that reflect and uphold its commitment to public safety and to realizing a diverse, equal, and just community within our City, the County of San Diego, and the nation as a whole; and

WHEREAS, the City understands that listening and understanding are essential to developing actions to overcome disparities in our City; and

WHEREAS, the City is committed to taking specific steps to address these issues, including, but not limited to, steps currently underway through the City's Community Oriented Policing Committee (COMPOC).

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

SECTION 1. The City recognizes that as a community we have to actively work to be anti-racist, including educating ourselves, better supporting leaders and institutions who are working to combat injustice and racism, and working together toward the equitable distribution of resources and public services. We commit to continuing to learn about, reflect on, and incorporate anti-racist policies into City government, and strengthen a future incompatible with hatred or racism in our community and nation.

RESOLUTION NO. _____

SECTION 2. The City commits to continuing a public process through COMPOC to better understand inequities within the community, and reaffirms its commitment to equality for all people in the administration of its laws and provision of services.

SECTION 3. The City joins cities, counties and states across the country in affirming its commitment to the safety and well-being of all community members, including the Black community, and all peoples of color, faiths or other groups, and in combatting hate crimes targeting Black individuals or other protected classes.

SECTION 4. The City condemns White Nationalism, White Supremacy and denounces the use of symbols associated with these groups, including, but not limited to swastikas or hoods.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 24th day of June, 2020, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK