



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

## CITY OF SANTEE REGULAR MEETING AGENDA Santee City Council

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

### MEETING INFORMATION

Wednesday, April 13, 2022

6:30 p.m.

Council Chambers | Building 2

10601 Magnolia Ave • Santee, CA 92071

### Staff

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

### TO WATCH LIVE:

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

[www.cityofsanteeca.gov](http://www.cityofsanteeca.gov)

### IN-PERSON ATTENDANCE

Please be advised that current public health orders recommend that attendees wear face coverings while inside the Council Chambers.

### LIVE PUBLIC COMMENT

Members of the public who wish to comment on matters on the City Council agenda or during Non-Agenda Public Comment may appear in person and submit a speaker slip, before the item is called. Your name will be called when it is time to speak.

**PLEASE NOTE:** Public Comment will be limited to 3 minutes and speaker slips will only be accepted until the item is called. The timer will begin when the participant begins speaking.



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

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

**LEGISLATIVE INVOCATION:** Annie LaVoire – Church of Jesus Christ of Latter-day Saints

**PLEDGE OF ALLEGIANCE**

**CONSENT CALENDAR:**

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

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full of Ordinances and Resolutions on the Agenda. (City Clerk – Ortiz)**
- (2) **Approval of Meeting Minutes of the Santee City Council for the March 9 and March 23, 2022, Regular Meetings. (City Clerk – Ortiz)**
- (3) **Approval of Payment of Demands as Presented. (Finance – McDermott)**
- (4) **Adoption of a Resolution Accepting the Electric Vehicle Charging Station at City Hall (CIP 2022-32) Project as Complete. (Development Services – Engineering)**
- (5) **Adoption of a Resolution Accepting the San Diego River Trail Improvements, Walmart to Cuyamaca Street (CIP 2020-42) Project as Complete. (Development Services – Engineering)**
- (6) **Adoption of a Resolution Accepting the Public Improvements for the Mission Gorge Multi Family Subdivision Project (TM2015-06) as Complete. Location: 7927-7941 Mission Gorge Road. (Development Services – Engineering)**
- (7) **Authorization of the Award of an Agreement for Whole Structure Fumigation to Agricultural Pest Control Services per RFB #21/22-20062 in an Amount Not to Exceed \$45,000.00. (Public Services)**
- (8) **Adoption of a Resolution Approving the City of Santee Investment Policy and Delegating Authority to the City Treasurer. (Finance – McDermott)**



- (9) **Authorize the Execution of a Professional Services Agreement with Rogers Anderson Malody & Scott, LLP for Audit Services. (Finance – McDermott)**
- (10) **Adoption of a Resolution Initiating Proceedings and Ordering the Preparation of an Engineer’s Report for the FY 2022-23 Santee Landscape Maintenance District Annual Levy of Assessments, and the Authorization of a First Amendment to the Professional Services Agreement Between the City of Santee and Spicer Consulting Group. (Finance – McDermott)**
- (11) **Adoption of a Resolution Initiating Proceedings and Ordering the Preparation of an Engineer’s Report for the FY 2022-23 Town Center Landscape Maintenance District Annual Levy of Assessments. (Finance – McDermott)**
- (12) **Adoption of a Resolution Initiating Proceedings and Ordering the Preparation of an Engineer’s Report for the FY 2022-23 Santee Roadway Lighting District Annual Levy of Assessments. (Finance – McDermott)**
- (13) **Purchase of New Structural Firefighting Clothing (Turnouts) from Municipal Emergency Services, per Sourcewell Contract #032620-MES in an Amount Not to Exceed \$15,046.86. (Fire - Garlow)**

**NON-AGENDA PUBLIC COMMENT (15 minutes):**

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

**CONTINUED BUSINESS:**

- (14) **American Rescue Plan Act (ARPA) Expenditure Plan Update. (City Manager – Best)**

Recommendation:

Adopt the updated ARPA Expenditure Plan, reflecting any adjustments as directed by City Council. Staff also requests that the City Council authorize the City Manager to adjust funding allocations as needed, consistent with City Council’s stated priorities.

**NEW BUSINESS:**

- (15) Resolution Approving a Five-Year Agreement with the County of San Diego and the San Diego County Sheriff for Municipal Law Enforcement Services for the Period July 1, 2022 through June 30, 2027; and Authorizing the City Manager to Execute the Agreement. (City Manager – Best)**

Recommendation:

Adopt the Resolution approving the five-year Agreement with the County of San Diego and the San Diego County Sheriff for Municipal Law Enforcement Services for the period July 1, 2022 through June 30, 2027, and authorizing the City Manager to execute the Agreement.

- (16) Authorize the Execution of a Professional Services Agreement with AP Triton, LLC, for Consultant Services to Conduct a Community Risk Assessment and Long-Range Fire and Emergency Services Delivery Analysis. (Fire – Garlow)**

Recommendation:

Authorize the City Manager to execute a professional services agreement with AP Triton, LLC, to provide Community Risk Assessment and Long-Range Fire and Emergency Services Delivery analysis for an amount not to exceed \$43,835.00.

**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:**

- (17) CONFERENCE WITH LABOR NEGOTIATORS**  
(Government Code Section 54957.6)  
City Designated Representative: City Manager  
Employee Organization: Santee Firefighters Association

**ADJOURNMENT:**

## BOARDS, COMMISSIONS &amp; COMMITTEES

## APRIL &amp; MAY MEETINGS

Apr	07	SPARC	Council Chamber
Apr	11	Community Oriented Policing Committee	Council Chamber
Apr	13	Council Meeting	Council Chamber
Apr	20	District 4 Town Hall	Pathways Church
Apr	27	Council Meeting	Council Chamber
May	05	SPARC	Council Chamber
May	09	Community Oriented Policing Committee	Council Chamber
May	11	Council Meeting	Council Chamber
May	25	Council Meeting	Council Chamber

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

**For your convenience, a complete Agenda Packet is available for public review at City Hall and on the City's website at [www.CityofSanteeCA.gov](http://www.CityofSanteeCA.gov).**

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

**MEETING DATE** April 13, 2022

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

**DIRECTOR/DEPARTMENT** Annette Ortiz, CMC, City Clerk

**SUMMARY**

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

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

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

**FINANCIAL STATEMENT**

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION**

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

**ATTACHMENT**

None



**MEETING DATE** April 13, 2022

**ITEM TITLE** APPROVAL OF MEETING MINUTES OF THE SANTEE CITY COUNCIL FOR THE MARCH 9 AND MARCH 23, 2022 REGULAR MEETINGS.

**DIRECTOR/DEPARTMENT** Annette Ortiz, CMC, City Clerk

**SUMMARY**

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

**FINANCIAL STATEMENT**

N/A

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION**

Approve Minutes as presented.

**ATTACHMENT**

Regular Meeting Minutes

- March 9, 2022
- March 23, 2022

# DRAFT

**Minutes  
Santee City Council  
Council Chamber – Building 2  
10601 Magnolia Avenue  
Santee, California  
March 9, 2022**

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

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

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

**INVOCATION** was given by Pastor Jaime Pangman – Santee United Methodist Church

**PLEDGE OF ALLEGIANCE** was led by David Shorey, Institute for Public Strategies

**PROCLAMATION:** Proclaiming March 12, 2022, as Arbor Day in the City of Santee

Mayor Minto presented the Proclamation to Sam Rensberry, Public Services Manager.

**CONSENT CALENDAR:**

Council Member Koval registered an abstention on Item 4.

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full of Ordinances and Resolutions on the Agenda. (City Clerk – Ortiz)**
- (2) **Approval of Meeting Minutes of the Santee City Council for the February 23, 2022, Regular Meeting and the March 1, 2022, Special Meeting. (City Clerk – Ortiz)**
- (3) **Approval of Payment of Demands as Presented. (Finance – McDermott)**
- (4) **Adoption of a Resolution Accepting the Mission Gorge Road Streetlight Project CIP 2017-02, HSIPL 5429 (030) as Complete and Authorizing the Execution of a Maintenance Agreement with Caltrans with a Total Project Budget of \$427,122.00. (Development Services – Engineering) (Reso 026-2022)**
- (5) **Adoption of a Resolution Authorizing the Submittal of a Grant Application to the Federal RAISE (Rebuilding American Infrastructure with Sustainability and Equity) Grant Program for State Route 52 (SR 52) Improvements. (Development Services – Engineering) (Reso 027-2022)**



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

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

Council Member Koval abstained on Item 4.

**NON-AGENDA PUBLIC COMMENT (15 minutes):**

- (A) David John Thistle spoke regarding the law enforcement in the City.

**PUBLIC HEARING:**

- (6) **Continued Public Hearing to Assess Community Development Needs and to Solicit Proposals for Program Year 2022 Community Development Block Grant (CDBG) and Home Program Funding Consistent with the Consolidated Plan. (Development Services – Engineering) (Reso 028-2022)**

The Public Hearing was opened at 6:45 p.m. The Senior Management Analyst provided a PowerPoint presentation.

**PUBLIC SPEAKER:**

- Estela De Los Rios, CSA San Diego County Fair Housing

**ACTION:** Under discussion, Vice Mayor Hall moved approval of the Program Year 2022 CDBG funds to be allocated as listed below; Council directed staff to publish a summary of the Annual Action Plan, authorized staff to initiate a Section 108 loan application in the approximate amount of \$1.3 million to fund the proposed City ADA Pedestrian Ramp Project and adopt the Resolution approving PY 2021 CDBG funds.

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

<b><u>Public Service Activities (CDBG)</u></b>	<b><u>Allocation</u></b>
Cameron Family YMCA	\$3,750.00
Crisis House	5,000.00
Elder Help	6,500.00
Meals on Wheels	5,000.00
Santee Food Bank	16,717.00
Voices for Children	<u>5,000.00</u>
<b>Total</b>	<b>\$41,967.00</b>

**Public Facilities (CDBG)**

City of Santee – Citywide ADA Pedestrian Ramp Project	<u>\$207,254.00</u>
<b>Total</b>	<b>\$207,254.00</b>

**Administrative Activities (CDBG)**

CDBG Program Administration	\$40,455.00
CSA San Diego County (Federally Required Fair Housing Service)	<u>15,500.00</u>
<b>Total</b>	<b>\$55,955.00</b>

**Grand Total Allocation** **\$305,176.00**

The Public Hearing was closed at 6:59 p.m.

**CONTINUED BUSINESS:**

- (7) **Introduction and First Reading of an Ordinance Regarding By-District Elections, Adjusting the Boundaries of City Council Election Districts and Confirming Such Revised Council District Boundaries as Reflected in the Attached Map. (Clerk – Ortiz)**

The City Clerk provided a PowerPoint presentation and responded to Council questions.

**ACTION:** Vice Mayor Hall approval of staff recommendation.

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

- (8) **Cannabis Workshop No. 4. (City Manager– Best)**

The City Manager introduced the Item and the Principal Planner provided a PowerPoint presentation and responded to Council questions.

**PUBLIC SPEAKERS:**

- David Shorey, Institute for Public Strategies
- Rebecca Branstetter
- Jean Duffy
- Dana Stevens, Community, Action, Service and Advocacy (CASA)

Council Members provided direction to City staff regarding policy questions.

**NEW BUSINESS:**

- (9) **Fiscal Year 2021-22 Operating Budget Update and Resolution Amending the Fiscal Year 2021-22 Budget. (Finance – McDermott) (Reso 029-2022)**

The Director of Finance provided a PowerPoint presentation and responded to Council questions.

**ACTION:** Council Member McNelis moved approval of staff recommendation.

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

**NON-AGENDA PUBLIC COMMENT: (Continued)**

None.

**CITY COUNCIL REPORTS:**

Mayor Minto reported on his attendance at the League of California Cities.

**CITY MANAGER REPORTS:**

The City Manager reported on the Award of Excellence that the City received from the California Park and Recreation Society regarding the marketing and programming on SanteeTV and introduced the new Lieutenant.

**CITY ATTORNEY REPORTS:**

None.

**CLOSED SESSION:**

Council Members recessed at 9:13 p.m. and convened in Closed Session at 9:15 p.m.

**(10) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

(Gov. Code §54956.9(d)(2))

Significant Exposure to Litigation: One case related to Cuyamaca Street/Mission Gorge Property Acquisition (9811 Mission Gorge Rd)

**(11) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

(Gov. Code §54956.9(d)(1))

Name of case: Preserve Wild Santee v. City of Santee

Case Number: San Diego Superior Court Case No. 37-2020-00038168-CU-WM-CTL

Council Members reconvened in Open Session at 9:27 p.m. with all members present. Mayor Minto reported information from the City Attorney was received regarding Items 10 and 11.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:28 p.m.

Date Approved:

---

Annette Ortiz, CMC, City Clerk

DRAFT

# DRAFT

**Minutes  
Santee City Council  
Council Chamber – Building 2  
10601 Magnolia Avenue  
Santee, California  
March 23, 2022**

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

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

Officers present: City Manager Marlene Best and City Attorney Shawn Hagerty

**INVOCATION** was given by Pastor Jerry Phillips – Sunrise Church

**PLEDGE OF ALLEGIANCE** was led by Scouts BSA Troops 984 and 384

**RECOGNITION:** Boy Scouts of America Troops 984 and 384

Council Member Trotter presented Certificates of Recognition to Female Scouts BSA Troop 984 and Male Scouts BSA Troop 384.

**CONSENT CALENDAR:**

- (1) Approval of Reading by Title Only and Waiver of Reading in Full of Ordinances and Resolutions on the Agenda. (City Clerk – Ortiz)
- (2) Approval of Payment of Demands as Presented. (Finance – McDermott)
- (3) Approval of the Expenditure of \$75,886.36 for February 2022 Legal Services and Reimbursable Costs. (Finance – McDermott)
- (4) Adoption of a Resolution Approving an Amended Salary Schedule for Hourly, General and Management Employees. (Finance – McDermott) **(Reso 030-2022)**
- (5) Adoption of a Resolution Extending Fire Risk Emergency for Firebreak and Fuel Reduction Throughout the San Diego River Corridor, Waiving the Requirement for Competitive Bidding, and Authorizing the City Manager to Enter into Contracts to Construct a Firebreak. (City Manager – Best) **(Reso 031-2022)**
- (6) Adoption of a Resolution Accepting Unit II Public Improvements for the Sky Ranch Subdivision (TM 2004-08) Location: Claret Street, Dracena

- Street, Cala Lily Street, Castilla Street, Miraposa Street, Mirador Street, Mara Villa Street, Ocotillo Street and Sevilla Street. (Development Services – Engineering) (Reso 032-2022)
- (7) Adoption of a Resolution Accepting the Sandstone Drive and Woodpecker Way CMP Replacement (CIP 2021-21) Project as Complete. (Development Services – Engineering) (Reso 033-2022)
- (8) Adoption of a Resolution Authorizing Submission of the Annual Housing Element Progress Report for Calendar Year 2021 to the State of California Office of Planning and Research and the State of California Department of Housing and Community Development. (Development Services – Planning) (Reso 034-2022)
- (9) Resolution Authorizing the Second Amendment to the Agreement with Steven Smith Landscape, Inc. for Landscape and Horticultural Management Services - Medians and Rights-of-Way (Area 2). (Public Works) (Reso 035-2022)

**ACTION:** Vice Mayor Hall moved approval of the Consent Calendar.

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

**NON-AGENDA PUBLIC COMMENT (15 minutes):**

None.

**PUBLIC HEARING:**

- (10) Public Hearing for the Adoption of a Resolution Declaring that the Acquisition of Certain Real Property by Eminent Domain is Necessary for the Cuyamaca Street Right Turn Lane Project (CIP 2014-02). (Development Services – Engineering) (Reso 036-2022)

The Public Hearing was opened at 6:44 p.m. The City Engineer provided a PowerPoint presentation and responded to Council questions.

**ACTION:** Council Member McNelis moved approval of staff recommendation.

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

The Public Hearing was closed at 6:50 p.m.

**CONTINUED BUSINESS:**

- (11) **Second Reading and Adoption of an Ordinance Regarding By-District Elections, Adjusting the Boundaries of City Council Election Districts and Confirming Such Revised Council District Boundaries, as Reflected in the Attached Map. (City Clerk – Ortiz) (Ord 601)**

Stephanie Smith, Best Best & Krieger, provided a PowerPoint presentation and responded to Council questions.

**ACTION:** Vice Mayor Hall moved approval of staff recommendation.

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

**NON-AGENDA PUBLIC COMMENT: (Continued)**

None.

**CITY COUNCIL REPORTS:**

Council Member Trotter reported on his meeting with City of San Diego Council Member Raul Campillo (District 7), and the City Manager, Marlene Best, to discuss the mutual boundaries and properties within the City and Highway 52.

Council Member McNelis commended the Public Works staff for their work with the Amplifying the Urban Forest tree planting event.

Mayor Minto reported that he will be attending the League of California Cities Diversity, Equity and Inclusion new Governance Committee; he also mentioned the possibility of the removal of the toll for the South Bay Expressway 125; he commended Captain Bavencoff for her promotion to Commander for the San Diego County Sheriff.

**CITY MANAGER REPORTS:**

The City Manager reported on the Hop Down the Bunny Trail event on April 9, 2022, and the tickets for Brews and Bites will be on sale April 1, 2022.

**CITY ATTORNEY REPORTS:**

None.

**CLOSED SESSION:**

None.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 7:00 p.m.

Date Approved:

---

Annette Ortiz, CMC, City Clerk

DRAFT



**MEETING DATE** April 13, 2022

**ITEM TITLE** PAYMENT OF DEMANDS

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

**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** *TKM*

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

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION** *MSB*

Approve the Payment of Demands as presented.

**ATTACHMENT**

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

Payment of Demands  
Summary of Payments Issued

<u>Date</u>	<u>Description</u>	<u>Amount</u>
03/15/22	Accounts Payable	\$ 117,317.54
03/15/22	Accounts Payable	25,518.16
03/17/22	Accounts Payable	661,878.60
03/23/22	Accounts Payable	7,342.91
03/24/22	Payroll	356,083.44
03/24/22	Accounts Payable	16,821.58
03/25/22	Accounts Payable	413,412.91
03/25/22	Accounts Payable	35,709.42
03/28/22	Accounts Payable	99,738.04
03/29/22	Accounts Payable	117,457.92
03/31/22	Retiree Health	5,567.00
03/31/22	Accounts Payable	<u>2,990,893.96</u>
	TOTAL	<u><u>\$4,847,741.48</u></u>

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

\_\_\_\_\_  
Tim K. McDermott, Director of Finance

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
3223	3/15/2022	10353 PERS	03 22 3		RETIREMENT PAYMENT	117,317.54
<b>Total :</b>						<b>117,317.54</b>
1 Vouchers for bank code : ubgen						<b>Bank total : 117,317.54</b>
1 Vouchers in this report						<b>Total vouchers : 117,317.54</b>

Prepared by: Isabel Snelo  
Date: 3.16.2022  
Approved by: [Signature]  
Date: 3/16/22

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129954	3/15/2022	10001 US BANK	000000016		WEARING APPAREL	5.00
			00011529215110534		BUILDING FORMS	119.60
			00042190		MEETING SUPPLIES	21.54
			00206458		OFFICE SUPPLIES	30.15
			003265		OFFICE SUPPLIES	94.14
			006578388		CROSSING GUARD SUPPLIES	174.56
			01018		STATION SUPPLIES	49.44
			010646		FIDO FEST	29.73
			021698		MEETINGS SUPPLIES	23.45
			02203		MATERIALS & SUPPLIES	60.81
			03/01/2022		GENERAL SPECIAL EVENTS	45.00
			0427		TEEN CENTER SUPPLIES	21.04
			055588		MEETINGS SUPPLIES	12.75
			0559		LEAGUE CM DEPT CONFERENCE	551.08
			062407		MEETING SUPPLIES	13.79
			063344		MEETINGS SUPPLIES	87.53
			066750		EQUIPMENT MAINTENANCE	184.01
			07581		TEEN CENTER SUPPLIES	97.48
			08747		MATERIALS & SUPPLIES	38.80
			1003		TEEN CENTER SUPPLIES	63.19
			10058706		FITNESS EQUIPMENT	1,564.76
			10081		MEETING SUPPLIES	17.49
			10339		MEETING SUPPLIES	11.98
			108496		FITNESS EQUIPMENT	173.64
			111-7055333-2741813		COMM EQUIPMENT	38.98
			112117		PUBLIC EDUCATION SUPPLIES	377.13
			112-5111343-90242		OFFICE SUPPLIES	14.29
			112-6791458-0131465		EQUIPMENT ACCESSORIES	75.32
			113-0227975-4261079		SAFETY EQUIPMENT	123.90
			114-0241460-8047430		OFFICE SUPPLIES	120.27
			114-0919253-1634646		OFFICE SUPPLIES	40.98
			114-1191810-9031431		STATION SUPPLIES	32.85
			114-1578368-7168266		FITNESS EQUIPMENT	310.00
			114-8005261-7210652		OFFICE SUPPLIES	12.93
			114-8463347-0823455		OFFICE SUPPLIES	421.36
			114-9116079-0167432		WELLNESS NUTRITION	131.48

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129954	3/15/2022	10001 US BANK	(Continued)			
			1208671946		ONLINE MEETING SOFTWARE	129.35
			1208675413		ONLINE MEETING SOFTWARE	129.35
			1208679395		ONLINE MEETING SERVICES	30.00
			143-332 A		WEARING APPAREL	15.00
			14-5-225		PENS	40.41
			1-486962		VEHICLE SUPPLIES	11.24
			1500079677CR		SAFETY EQUIPMENT CREDIT	-117.38
			1600398		GENERAL SPECIAL EVENTS	77.06
			1684015839		INFIELD SOIL	1,826.36
			18-1		FIRE DEPT PLANNING MEETING	49.78
			18773256003		STATION SUPPLIES	113.08
			19167A		CIVIC CENTER EQUIPMENT	62.90
			19167B		CIVIC CENTER EQUIPMENT	253.65
			19167C		CIVIC CENTER EQUIPMENT	334.55
			1ZX958244278887102		SHIPPING CHARGE	270.65
			2000124188		CSMFO VIRTUAL CONFERENCE	350.00
			2022-244754		MATERIALS & SUPPLIES	226.14
			2103123501		SOFTWARE SUBSCRIPTION	179.88
			211		MEETING SUPPLIES	18.75
			21489		MATERIALS & SUPPLIES	32.28
			2202		SPARC BREAKFAST	74.32
			22367985		PROMOTIONAL GIVEAWAYS	416.59
			22553100		PLANNING CONFERENCE	350.00
			226242432		PASSPORT SUPPLIES	88.33
			2366623		HOP DOWN BUNNY TRAIL	242.30
			26410577		TREE PLANTING	44.22
			26463601		RECREATION BROCHURES	397.34
			2731B		STAFF UNIFORMS	1,022.87
			2GCIOX		CPRS CONFERENCE FLIGHTS	435.92
			300010001		CAPPO ANNUAL MEMBERSHIP	130.00
			3256		BUILDING FORMS	106.67
			3-380607		VEHICLE SUPPLIES	22.28
			3-381036		CREDIT ON ACCOUNT	-46.10
			347370		VEHICLE REPAIR PARTS	4.35
			347419		VEHICLE REPAIR PART	2.90
			3635		HOUSING FOR CPRS CONFERENC	-645.54

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129954	3/15/2022	10001 US BANK	(Continued)			
			3636		HOUSING FOR CPRS CONFERENC	-645.54
			36867		WEARING APPAREL	8.25
			3LA5FN		FIRE MECHANICS ACADEMY	356.96
			403 10 31 185		STATION SUPPLIES	677.76
			40340		MATERIALS & SUPPLIES	47.37
			4222252001		ONLINE MEETING SERVICE	88.76
			43630		MATERIALS & SUPPLIES	47.37
			4425		TEEN CENTER MATERIALS AND SL	39.79
			44986		MATERIALS & SUPPLIES	47.37
			45128		AIRFARE FOR CPRS CONFERENCE	107.20
			45129		AIR FARE FOR CPRS CONFERENCE	107.20
			45130		AIRFARE TO CPRS CONFERENCE	107.20
			45218		TRAINING REGISTRATION	450.00
			46736		MATERIALS & SUPPLIES	910.49
			511047		MEETING SUPPLIES	6.75
			512776		MEETING SUPPLIES	16.50
			57204		GRAFFITI ABATEMENT	94.52
			61646289		VEHICLE REPAIR	150.02
			6293		SENIOR PROGRAM SUPPLIES	44.15
			62LI		LEAGUE CM DEPT CONFERENCE	30.00
			6469830		MATERIALS & SUPPLIES	210.84
			6605159		GENERAL SPECIAL EVENTS	117.33
			68822-TS		PROFESSIONAL DEVELOPMENT	825.00
			69312		MATERIALS & SUPPLIES	52.66
			7224		HOUSING FOR CPRS CONFERENC	1,291.08
			724404		OFFICE SUPPLIES	64.59
			74404		GRAFFITI ABATEMENT	10.73
			749		MATERIALS & SUPPLIES	6.62
			7680824		TRAINING REGISTRATION	650.00
			8220275312		CPR TRAINING EQUIPMENT	767.68
			86699		CONFERENCE REGISTRATION FEE	495.00
			86701		CONFERENCE REGISTRATION FEE	100.00
			86821		PROFESSIONAL DEVELOPMENT	675.00
			86821-CG		PROFESSIONAL DEVELOPMENT	825.00
			86877442		PLANNING CONFERENCE	785.00
			86877611		PLANNING CONFERENCE	785.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129954	3/15/2022	10001 US BANK	(Continued)			
			8810412		REGISTRATION FEE	20.00
			913861		OFFICE FURNITURE	214.42
			9237		INSTRUCTIONAL CLASSES APPPLI	25.00
			9291		SENIOR PROGRAM SUPPLIES	7.00
			9478717		SANTEE DISCOVERY DAY	100.00
			AS3383		LEAGUE CM DEPT CONFERENCE	30.00
			CD172804		VEHICLE REPAIR PARTS	172.12
			CTR1880		SPECIAL EVENTS PROF DEV	207.00
			E800		TREE WORKSHOP	28.60
			G71963/1		VEHICLE SUPPLIES	40.24
			HMZB		HOUSING DEPOSIT FOR CPRS COI	283.77
			MVPP2022		STAFF RECOGNITION AWARD	35.00
			RFCPRS2022		MEMBERSHIP RENEWAL FEES	55.00
			S038813317		STATION SUPPLIES	1,196.03
			SO46209955		NEW MEDIC UNIT SUPPLIES	286.72
			W80563		MATERIALS & SUPPLIES	593.66
<b>Total :</b>						<b>25,518.16</b>

1 Vouchers for bank code : ubgen

Bank total : 25,518.16

1 Vouchers in this report

Total vouchers : 25,518.16

Prepared by: Isabell Saveland  
 Date: 03/15/2022  
 Approved by: [Signature]  
 Date: 3/16/22

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129955	3/17/2022	12060 ACCOUNTING PRINCIPALS INC	12193309A 12257882	53612 53612	TEMPORARY ACCOUNTING SPECI/ TEMPORARY ACCOUNTING SPECI/	30.00 1,368.32 <b>Total : 1,398.32</b>
129956	3/17/2022	11999 AMERICAN ASPHALT SOUTH INC	CIP 2021-03		RETENTION RELEASE	45,745.59 <b>Total : 45,745.59</b>
129957	3/17/2022	10299 CARQUEST AUTO PARTS	11102-549117 11102-550360	53407 53407	FACILITY SUPPLIES VEHICLE REPAIR PARTS	26.09 218.60 <b>Total : 244.69</b>
129958	3/17/2022	10032 CINTAS CORPORATION #694	4111442579	53483	UNIFORM/PARTS CLEANER RNTL	66.51 <b>Total : 66.51</b>
129959	3/17/2022	12328 CINTAS FIRE 636525	5096869946	53557	FIRST-AID KIT SERVICE	228.59 <b>Total : 228.59</b>
129960	3/17/2022	12328 CINTAS CORP. #2	5086116817	53557	FIRST-AID KIT SERVICE	112.20 <b>Total : 112.20</b>
129961	3/17/2022	10050 CITY OF EL CAJON	10000016102		HFTA FEES - 3RD QUARTER	12,198.00 <b>Total : 12,198.00</b>
129962	3/17/2022	10171 COUNTY OF SAN DIEGO AUDITOR &	12/2021 AGENCY REV 12/2021 DMV REVENUE 12/2021 PHOENIX REV		12/2021 AGENCY PARK CITE REPT 12/2021 DMV PARK CITE REPT 12/2021 PHOENIX CITE REV REPT	92.50 275.00 306.25 <b>Total : 673.75</b>
129963	3/17/2022	10040 COUNTYWIDE MECHANICAL SYSTEMS	48566	53436	HVAC MAINT & REPAIRS	360.00 <b>Total : 360.00</b>
129964	3/17/2022	10333 COX COMMUNICATIONS	038997401 MAR 2022 094486701 MAR 2022 112256001 FEB2022		10601 N MAGNOLIA AVE SANTEE CITY HALL GROUP BILL USAGE 03/ 9130 CARLTON OAKS DR USAGE 0	160.65 1,727.05 91.73 <b>Total : 1,979.43</b>
129965	3/17/2022	10608 CRISIS HOUSE	660	53674	CDBG SUBRECIPIENT	495.46



Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129965	3/17/2022	10608 10608 CRISIS HOUSE	(Continued)			Total : 495.46
129966	3/17/2022	11457 D'ALESIO INC	25135	53437	SAFETY APPAREL	130.25 Total : 130.25
129967	3/17/2022	14446 ENTERPRISE FM TRUST	2694	53705	2022-03 FLEET LEASE PAYMENT	460.02 Total : 460.02
129968	3/17/2022	10065 GLOBAL POWER GROUP INC	79582	53495	GENERATOR MAINT & REPAIRS	2,280.10 Total : 2,280.10
129969	3/17/2022	13766 HARMONY ENVIRONMENTAL SERVICES	5449	53739	COVID-19 CLEANING & DISINFECT/	2,190.00 Total : 2,190.00
129970	3/17/2022	11196 HD SUPPLY FM	2021 Q3		REISSUE-LOCATION AGMT PYMT 2	451,968.50 Total : 451,968.50
129971	3/17/2022	11196 HD SUPPLY FACILITIES	9197337975	53664	FACILITIES MAINTENANCE SUPPLI	190.06 Total : 190.06
129972	3/17/2022	10256 HOME DEPOT CREDIT SERVICES	2151796 3160998 9161035	53410 53410 53410	STATION SUPPLIES STATION SUPPLIES STATION SUPPLIES	972.41 268.17 109.47 Total : 1,350.05
129973	3/17/2022	10411 HOWARD HENRY WAYNE JR	6	53764	EQUIPMENT REPAIR	409.45 Total : 409.45
129974	3/17/2022	11807 IMPERIAL SPRINKLER SUPPLY	4932326 5004451	53602 53602	IRRIGATION PARTS IRRIGATION PARTS	1,278.18 207.63 Total : 1,485.81
129975	3/17/2022	14487 KIRK PAVING INC, ATTN: JERRY SLACK	RFD-001769		REFUNDABLE DEPOSIT ACC EN21:	1,500.00 Total : 1,500.00
129976	3/17/2022	10204 LIFE ASSIST INC	1179608	53477	EMS SUPPLIES	864.07 Total : 864.07

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129977	3/17/2022	10079 MEDICO HEALTHCARE LINEN	20558536	53546	MEDICAL LINEN SERVICE	20.62
			20558539	53546	MEDICAL LINEN SERVICE	13.01
					<b>Total :</b>	<b>33.63</b>
129978	3/17/2022	11140 MICHEL, VICTOR	2348A		BOOT REIMBURSEMENT - STEEL T	200.00
					<b>Total :</b>	<b>200.00</b>
129979	3/17/2022	10080 MOST DEPENDABLE FOUNTAINS INC	INV67036	53755	WATER BOTTLE FILLER STATIONS	28,591.14
					<b>Total :</b>	<b>28,591.14</b>
129980	3/17/2022	10306 MOTOROLA SOLUTIONS INC	8281328548	53725	MOBILE RADIO & PORTABLE RADIC	6,607.85
					<b>Total :</b>	<b>6,607.85</b>
129981	3/17/2022	11888 PENSKE FORD	181278	53486	VEHICLE REPAIR	100.00
					<b>Total :</b>	<b>100.00</b>
129982	3/17/2022	10150 PROBUILD	04-0314926	53629	BUILDING MATERIALS & SUPPLIES	374.04
					<b>Total :</b>	<b>374.04</b>
129983	3/17/2022	10095 RASA	5600	53630	MAP CHECK	345.00
					<b>Total :</b>	<b>345.00</b>
129984	3/17/2022	14345 ROLLINS, CHRIS	GRD1267		REFUNDABLE DEPOSIT	1,038.60
					<b>Total :</b>	<b>1,038.60</b>
129985	3/17/2022	10097 ROMAINE ELECTRIC CORPORATION	12-055653	53413	VEHICLE REPAIR PART	111.39
					<b>Total :</b>	<b>111.39</b>
129986	3/17/2022	10407 SAN DIEGO GAS & ELECTRIC	8509 742 169 4FEB22		CITY HALL GROUP BILL USAGE 01/	10,100.28
					<b>Total :</b>	<b>10,100.28</b>
129987	3/17/2022	10768 SANTEE SCHOOL DISTRICT	9159	53415	CHET HARRITT FIELD LIGHTS	68.10
					<b>Total :</b>	<b>68.10</b>
129988	3/17/2022	13171 SC COMMERCIAL, LLC	2054758-IN	53480	DELIVERED FUEL	586.55
			2058792-IN	53480	DELIVERED FUEL	405.48
			2060565-IN	53480	DELIVERED FUEL	1,118.17
			2063364-IN	53480	DELIVERED FUEL	916.95

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129988	3/17/2022	13171 SC COMMERCIAL, LLC	(Continued)			
			2065610-IN	53480	DELIVERED FUEL	519.37
			2069146-IN	53480	DELIVERED FUEL	378.67
			2070933-IN	53480	DELIVERED FUEL	1,073.94
					<b>Total :</b>	<b>4,999.13</b>
129989	3/17/2022	13554 SC FUELS	0512501-DEF	53488	DIESEL EXHAUST FUEL (DEF)	13.46
			0512501-F	53481	FLEET CARD FUELING	2,079.79
					<b>Total :</b>	<b>2,093.25</b>
129990	3/17/2022	14284 SDI PRESENCE LLC	8277	53387	SANTEE LMS PROCUREMENT	15,925.00
			8585	53387	SANTEE LMS PROCUREMENT	4,025.00
					<b>Total :</b>	<b>19,950.00</b>
129991	3/17/2022	10314 SOUTH COAST EMERGENCY VEHICLE	507170	53501	VEHICLE REPAIR PARTS	232.03
					<b>Total :</b>	<b>232.03</b>
129992	3/17/2022	11056 STANDARD ELECTRONICS	S46296	53510	SECURITY SYS - MONITOR, MAINT	858.88
			S46310	53510	SECURITY SYS - MONITOR, MAINT	360.00
					<b>Total :</b>	<b>1,218.88</b>
129993	3/17/2022	10217 STAPLES ADVANTAGE	3500310480	53466	OFFICE SUPPLIES - PSD	52.16
			3500310481	53467	STAPLES	80.45
			3500310482	53513	OFFICE SUPPLIES - FINANCE	19.97
					<b>Total :</b>	<b>152.58</b>
129994	3/17/2022	10119 STEVEN SMITH LANDSCAPE INC	48324	53417	A 1 LANDSCAPE SERVICES	50,386.25
					<b>Total :</b>	<b>50,386.25</b>
129995	3/17/2022	10250 THE EAST COUNTY	00114886	53574	CLERK OFFICE PUBLICATIONS	693.00
			00115262		CITIES FINANCIAL RPT FY 20/21	178.50
					<b>Total :</b>	<b>871.50</b>
129996	3/17/2022	14354 TRILOGY MEDWASTE WEST, LLC	870018		BIOMEDICAL WASTE DISPOSAL	117.57
					<b>Total :</b>	<b>117.57</b>
129997	3/17/2022	14354 TRILOGY MEDWASTE WEST, LLC	870017		BIOMEDICAL WASTE DISPOSAL	117.57

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129997	3/17/2022	14354	14354 TRILOGY MEDWASTE WEST, LLC (Continued)			Total : 117.57
129998	3/17/2022	10692	UNITED PARCEL SERVICE	000006150X052	SHIPPING CHARGE	159.96
						Total : 159.96
129999	3/17/2022	14469	USA WASTE OF CALIFORNIA INC	13124995	53760 SANTEETV JOINT FLYER	2,221.07
						Total : 2,221.07
130000	3/17/2022	10325	VALLEY POWER SYSTEM INC	R67669 053040	53703 VEHICLE REPAIR V#157	4,743.69
						Total : 4,743.69
130001	3/17/2022	12528	VALVERDE, KATHY	15651	TRAVEL REIMBURSEMENT	156.51
						Total : 156.51
130002	3/17/2022	10331	HDS WHITE CAP CONST SUPPLY	50018025420	53590 MATERIALS & SUPPLIES	557.73
						Total : 557.73
48 Vouchers for bank code : ubgen						Bank total : 661,878.60
48 Vouchers in this report						Total vouchers : 661,878.60

Prepared by: Isabel Smed


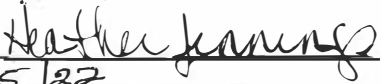
Date: 03/17/22

Approved by: T-KITZMAN

Date: 3/17/22

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
1094	3/23/2022	10482 TRISTAR RISK MANAGEMENT	115036		FEB 2022 WORKERS COMP LOSSI	7,342.91
					Total :	7,342.91
1 Vouchers for bank code : ubgen						Bank total : 7,342.91
1 Vouchers in this report						Total vouchers : 7,342.91

Prepared by:   
Date: 03/23/22  
Approved by:   
Date: 3/25/22

Payroll Processing Report  
CITY OF SANTEE  
3/3/2022 to 3/16/2022-2 Cycle b

EARNINGS SECTION					DEDUCTIONS SECTION				LEAVE SECTION				
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
tillot	24.00		33.42		roth	23,414.25	3,736.94						
tup			246.69		sb-1		65.10						
unif			725.00		sb-3		58.86						
unifp			475.00		sffa		2,717.54						
vacc	0.68				sfapc		431.20						
vtkn	171.72		7,195.38		st1cs3	100,598.92	3,017.99	-3,017.99					
wcbf	74.67				st2cs3	12,803.64	384.10	-384.10					
wcnt	48.00		1,527.21		texlif		55.16						
wctx			-129.34		vaccpr		628.00						
					vaccpt		304.40						
					vcanpr		433.53						
					vcanpt		156.90						
					vgcipt		88.81						
					vision		500.11						
					voladd		37.21						
					voldis		266.95						
					vollif		250.57						
					vollpb			-250.57					
<b>Grand Totals</b>	<u>13,770.68</u>		<u>554,304.20</u>				<u>198,220.76</u>	<u>68,354.02</u>					

<b>Gross:</b>	554,304.20
<b>Net:</b>	356,083.44

<< No Errors / 7 Warnings >>

*Transfer*

*[Handwritten initials]*

*PPE 3/16/22*

*Pay Date 3/24/22*

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
130003	3/24/2022	12724 AMERICAN FIDELITY ASSURANCE	D438035		VOLUNTARY LIFE INS-AM FIDELITY	4,838.62
					<b>Total :</b>	<b>4,838.62</b>
130004	3/24/2022	12903 AMERICAN FIDELITY ASSURANCE CO	6047564		FLEXIBLE SPENDING ACCOUNT	1,861.31
					<b>Total :</b>	<b>1,861.31</b>
130005	3/24/2022	12722 FIDELITY SECURITY LIFE	165179795		EYEMED - VOLUNTARY VISION	1,019.97
					<b>Total :</b>	<b>1,019.97</b>
130006	3/24/2022	10508 LIFE INSURANCE COMPANY OF	March 2022		LIFE/LTD INSURANCE	2,568.67
					<b>Total :</b>	<b>2,568.67</b>
130007	3/24/2022	14452 MEDICAL AIR SERVICES ASSC, MASA	1211022		MEDICAL AIR TRANSPORT SVCS	84.00
					<b>Total :</b>	<b>84.00</b>
130008	3/24/2022	14458 METROPOLITAN LIFE INSURANCE	70795794		VOLUNTARY LEGAL	168.00
					<b>Total :</b>	<b>168.00</b>
130009	3/24/2022	10784 NATIONAL UNION FIRE INSURANCE	March 2022		VOLUNTARY AD&D	74.50
					<b>Total :</b>	<b>74.50</b>
130010	3/24/2022	10335 SAN DIEGO FIREFIGHTERS FEDERAL	March 2022		LONG TERM DISABILITY-SFFA	1,445.50
					<b>Total :</b>	<b>1,445.50</b>
130011	3/24/2022	10424 SANTEE FIREFIGHTERS	PPE 03/16/22		DUES/PEC/BENEVOLENT/BC EXP	3,286.92
					<b>Total :</b>	<b>3,286.92</b>
130012	3/24/2022	12892 SELMAN & COMPANY, LLC	March 2022		ID THEFT PROTECTION	200.00
					<b>Total :</b>	<b>200.00</b>
130013	3/24/2022	10776 STATE OF CALIFORNIA	PPE 03/16/22		WITHHOLDING ORDER	449.53
					<b>Total :</b>	<b>449.53</b>
130014	3/24/2022	10001 US BANK	PPE 03/16/22		PARS RETIREMENT	824.56
					<b>Total :</b>	<b>824.56</b>
<b>12 Vouchers for bank code : ubgen</b>						<b>Bank total : 16,821.58</b>

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
12 Vouchers in this report						Total vouchers : 16,821.58

Prepared by: Isabel Smedley

Date: 3-24-22

Approved by: [Signature]

Date: 3-24-22



Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
130015	3/25/2022	10003 A & B SAW & LAWNMOWER SHOP	0000235	53421	EQUIPMENT MAINTENANCE	41.32
<b>Total :</b>						<b>41.32</b>
130016	3/25/2022	12060 ACCOUNTING PRINCIPALS INC	12299224	53612	TEMPORARY ACCOUNTING SPECI/	1,790.54
			12303205	53612	TEMPORARY ACCOUNTING SPECI/	1,325.90
<b>Total :</b>						<b>3,116.44</b>
130017	3/25/2022	13456 AGRICULTURAL PEST CONTROL	627072	53491	PEST CONTROL SERVICES	595.00
			628843	53491	PEST CONTROL SERVICES	125.00
<b>Total :</b>						<b>720.00</b>
130018	3/25/2022	10510 AMAZON WEB SERVICES, INC	935758673	53648	CLOUD STORAGE	202.29
<b>Total :</b>						<b>202.29</b>
130019	3/25/2022	11445 AMERICAN MESSAGING	L1072898WC		FD PAGER SERVICE	165.57
<b>Total :</b>						<b>165.57</b>
130020	3/25/2022	14306 AZTEC LANDSCAPING, INC	J1047	53493	CUSTODIAL SERVICES - PARKS	4,184.71
			J1055	53493	CUSTODIAL SERVICES - PARKS	2,000.00
			J1058	53493	CUSTODIAL SERVICES - PARKS	300.02
<b>Total :</b>						<b>6,484.73</b>
130021	3/25/2022	12951 BERRY, BONNIE F.	April 1, 2022		RETIREE HEALTH PAYMENT	91.00
<b>Total :</b>						<b>91.00</b>
130022	3/25/2022	10020 BEST BEST & KRIEGER LLP	LEGAL SVS FEB 2022		LEGAL SVS FEB 2022	75,886.36
<b>Total :</b>						<b>75,886.36</b>
130023	3/25/2022	11513 BOND, ELLEN	04012022-263		MEADOWBROOK HARDSHIP PROC	77.47
<b>Total :</b>						<b>77.47</b>
130024	3/25/2022	13292 BORDER TIRE	8029051	53406	TIRES	305.74
<b>Total :</b>						<b>305.74</b>
130025	3/25/2022	10876 CANON SOLUTIONS AMERICA INC	4040458129	53552	SCANNER MAINTENANCE	106.46
			4040458130	53552	PLOTTER MAINT & USAGE	26.54

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
130025	3/25/2022	10876	10876 CANON SOLUTIONS AMERICA INC (Continued)			Total : 133.00	
130026	3/25/2022	11402	CARROLL, JUDI	04012022-96	MEADOWBROOK HARDSHIP PROG	77.66	
						Total : 77.66	
130027	3/25/2022	10032	CINTAS CORPORATION #694	4108853720 4112130521	53483 53483	UNIFORM/PARTS CLEANER RNTL UNIFORM/PARTS CLEANER RNTL	44.39 66.51
						Total : 110.90	
130028	3/25/2022	11409	CLAYTON, SYLVIA	04012022-340	MEADOWBROOK HARDSHIP PROG	81.27	
						Total : 81.27	
130029	3/25/2022	10035	COMPETITIVE METALS INC	433450	53434	SHOP SUPPLIES	114.36
						Total : 114.36	
130030	3/25/2022	10268	COOPER, JACKIE	April 1, 2022	RETIREE HEALTH PAYMENT	91.00	
						Total : 91.00	
130031	3/25/2022	10358	COUNTY OF SAN DIEGO	22CTOFSAN08 22CTOFSASN08	53559 53508	SHERIFF RADIOS 800 MHZ ACCESS (FIRE/PS)	3,705.00 1,767.00
						Total : 5,472.00	
130032	3/25/2022	10333	COX COMMUNICATIONS	063453006-MAR22 094486701-FEB22 094486701-JAN22		9534 VIA ZAPADOR USAGE 03/17-0 CITY HALL GROUP BILL USAGE 02/ CITY HALL GROUP BILL USAGE 01/	92.56 1,483.54 1,320.31
						Total : 2,896.41	
130033	3/25/2022	10142	CSA SAN DIEGO COUNTY	755 760	53684 53684	CDBG SUBRECIPIENT CDBG SUBRECIPIENT	1,836.96 1,399.34
						Total : 3,236.30	
130034	3/25/2022	10046	D MAX ENGINEERING INC	7104 7105 7106	53614 53613 53372	CONSTRUCTION SW INSPECTIONS STORMWATER PROGRAM ASSISTA 2021 MS4 OUTFALL MONITORING	4,604.02 10,741.28 10,721.79
						Total : 26,067.09	
130035	3/25/2022	12637	DAVE BANG ASSOCIATES, INC.	CA51186	53728	BBQ GRILLS REPLACEMENTS	2,498.18

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
130035	3/25/2022	12637 12637 DAVE BANG ASSOCIATES, INC.	(Continued)			Total : 2,498.18
130036	3/25/2022	12356 DAVIS FARR LLP	11416	53347	FYE 21/22 ANNUAL AUDIT FEE	3,005.00
						Total : 3,005.00
130037	3/25/2022	10449 DAY WIRELESS SYSTEMS	INV714297	53721	DAVID CLARK SYSTEM FOR NEW A	4,178.16
						Total : 4,178.16
130038	3/25/2022	14347 DIAMOND EDUCATION	1013	53595	CONTINUING EDUCATION	1,788.00
						Total : 1,788.00
130039	3/25/2022	12593 ELLISON WILSON ADVOCACY, LLC	2022-03-08	53567	LEGISLATIVE ADVOCACY SERVICE	1,500.00
						Total : 1,500.00
130040	3/25/2022	14485 EYEGATE DESIGN	I022522-1		PRINTING	150.00
						Total : 150.00
130041	3/25/2022	12638 GEORGE HILLS COMPANY, INC.	INV1022279	53596	CLAIMS ADMINISTRATION FEES	1,541.67
						Total : 1,541.67
130042	3/25/2022	10065 GLOBAL POWER GROUP INC	79680	53495	GENERATOR MAINT	142.38
						Total : 142.38
130043	3/25/2022	10600 HINDERLITER, DE LLAMAS & ASSOC	SIN015216 (A)	53569	FY 21/22 QRTL Y SALES TAX REP	2,135.70
			SIN015216 (B)		AUDIT SERVICES - SALES TAX	1,033.97
			SIN015584	53570	2022 FEB CANNABIS MGMT PROG	125.00
						Total : 3,294.67
130044	3/25/2022	14167 HOME START, INC.	5710-12312021	53306	CDBG-CV RENTAL ASSISTANCE	21,578.03
						Total : 21,578.03
130045	3/25/2022	11550 HUISMAN, AARON	031522		EMPLOYEE REIMBURSEMENT	250.00
						Total : 250.00
130046	3/25/2022	11807 IMPERIAL SPRINKLER SUPPLY	501193-00	53602	IRRIGATION PARTS	176.84
			5014496-00	53602	IRRIGATION PARTS	431.31
						Total : 608.15

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
130047	3/25/2022	10203 LAKESIDE EQUIPMENT SALES &	227087	53526	EQUIPMENT RENTAL	214.19
<b>Total :</b>						<b>214.19</b>
130048	3/25/2022	10430 LEAGUE OF CALIFORNIA CITIES	641393		MEMBERSHIP DUES	18,980.00
<b>Total :</b>						<b>18,980.00</b>
130049	3/25/2022	10204 LIFE ASSIST INC	1182188	53477	EMS SUPPLIES	361.80
<b>Total :</b>						<b>361.80</b>
130050	3/25/2022	10079 MEDICO HEALTHCARE LINEN	20562353 20562356	53546 53546	MEDICAL LINEN SERVICE MEDICAL LINEN SERVICE	20.62 13.01
<b>Total :</b>						<b>33.63</b>
130051	3/25/2022	10507 MITEL LEASING	903578076		MONTHLY RENTAL 122670 FEB 202	1,878.78
<b>Total :</b>						<b>1,878.78</b>
130052	3/25/2022	14499 NANCY J MARSHALL	April 1, 2022 March 1, 2022		RETIREE HEALTH PAYMENT RETIREE HEALTH PAYMENT	91.00 91.00
<b>Total :</b>						<b>182.00</b>
130053	3/25/2022	10308 O'REILLY AUTO PARTS	2968-470391	53458	VEHICLE SUPPLIES	18.72
<b>Total :</b>						<b>18.72</b>
130054	3/25/2022	10344 PADRE DAM MUNICIPAL WATER DIST	90000366-FEB22 90000367-FEB22		GROUP BILL USAGE 01/31- 02/28/21 GROUP BILL USAGE 02/07-03/07/20	32,649.98 22,046.07
<b>Total :</b>						<b>54,696.05</b>
130055	3/25/2022	11442 PATTERSON, LUANNE	04012022-225		MEADOWBROOK HARDSHIP PROG	74.92
<b>Total :</b>						<b>74.92</b>
130056	3/25/2022	10161 PRIZM JANITORIAL SERVICES INC	34288	53498	CUSTODIAL SERVICES - OFFICES	3,419.67
<b>Total :</b>						<b>3,419.67</b>
130057	3/25/2022	10101 PROFESSIONAL MEDICAL SUPPLY	B018334 B018335	53412 53412	OXYGEN CYLINDERS & REFILLS OXYGEN CYLINDERS & REFILLS	80.80 56.80
<b>Total :</b>						<b>137.60</b>
130058	3/25/2022	12062 PURETEC INDUSTRIAL WATER	1959353	53592	DEIONIZED WATER SERVICE	112.66

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
130058	3/25/2022	12062	12062 PURETEC INDUSTRIAL WATER	(Continued)		Total : 112.66	
130059	3/25/2022	12237	RAYON, KYLE	April 1, 2022	RETIREE HEALTH PAYMENT	91.00	
						Total : 91.00	
130060	3/25/2022	14394	RDM MANAGEMENTGROUP LLC	COS03	53669	DEI CONSULTANT	3,750.00
						Total : 3,750.00	
130061	3/25/2022	14490	RELIABLE APPLIANCE SERVICES CO, AR	RFD-G1071		GRADING REFUNDABLE DEPOSIT	387.16
						Total : 387.16	
130062	3/25/2022	12256	ROE, DARLENE	04012022-318		MEADOWBROOK HARDSHIP PROC	78.74
						Total : 78.74	
130063	3/25/2022	14415	SAN DIEGO FOOD SYSTEM ALLIANCE	4269	53668	SB 1383 REQUIREMENTS	1,900.00
						Total : 1,900.00	
130064	3/25/2022	13061	SAN DIEGO HUMANE SOCIETY &	MAR-22	53530	ANIMAL CONTROL SERVICES	36,794.00
						Total : 36,794.00	
130065	3/25/2022	14497	SASS ELECTRIC INC	Ref000077473		CORRECTED PAYMENT REFUND	56.00
						Total : 56.00	
130066	3/25/2022	13171	SC COMMERCIAL, LLC	2073989-IN	53480	DELIVERED FUEL	558.45
				2074261-IN	53480	DELIVERED FUEL	375.83
				2074556-IN	53480	DELIVERED FUEL	93.08
				2076542-IN	53480	DELIVERED FUEL	611.58
						Total : 1,638.94	
130067	3/25/2022	13554	SC FUELS	0513424-DEF	53488	DIESEL EXHAUST FLUID (DEF)	11.90
				0513424-F	53481	FLEET CARD FUELING	2,212.87
						Total : 2,224.77	
130068	3/25/2022	10585	SHARP REES-STEALY MEDICAL	365395131	53740	MEDICAL SERVICES	4,987.00
						Total : 4,987.00	
130069	3/25/2022	13271	SHI INTERNATIONAL CORP	B14821621	53759	AUTOCAD SOFTWARE RENEWAL	5,681.10
				B14843171	53750	HARDWARE MAINTENANCE	577.65

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
130069	3/25/2022	13271 13271 SHI INTERNATIONAL CORP	(Continued)			Total : 6,258.75
130070	3/25/2022	12223 SITEONE LANDSCAPE SUPPLY LLC	116443830-002	53733	IRRIGATION PARTS/JAN-JUN 2022	156.53
						Total : 156.53
130071	3/25/2022	10837 SOUTHWEST TRAFFIC SIGNAL	81479	53587	USA MARKOUTS	40.68
			81480	53587	TRAFFIC SIGNAL SERVICE CALLS	3,134.45
						Total : 3,175.13
130072	3/25/2022	14240 SPICER CONSULTING GROUP	0972	53327	SPECIAL DISTRICTS - FEB 2022 AD	2,229.13
						Total : 2,229.13
130073	3/25/2022	11403 ST. JOHN, LYNNE	04012022-78		MEADOWBROOK HARDSHIP PROC	77.79
						Total : 77.79
130074	3/25/2022	10217 STAPLES ADVANTAGE	3500107665	53631	AS NEEDED OFFICE SUPPLIES	7.65
			35002329250	53631	AS NEEDED OFFICE SUPPLIES	52.15
			3500889397	53548	OFFICE SUPPLIES - DDS	55.49
						Total : 115.29
130075	3/25/2022	10534 STATE CONTROLLER'S OFFICE	FAUD-00003206	53551	ANNUAL STREET REPT 20-21	2,962.80
						Total : 2,962.80
130076	3/25/2022	10027 STATE OF CALIFORNIA	566506		FINGERPRINT COSTS	128.00
						Total : 128.00
130077	3/25/2022	10119 STEVEN SMITH LANDSCAPE INC	49023	53418	A 2 LANDSCAPE SERVICES	503.46
			49024	53417	A 1 LANDSCAPE SERVICES	778.09
			49126	53417	A 1 LANDSCAPE SERVICES	50,386.25
			49127	53418	A 2 LANDSCAPE SERVICES	18,652.80
						Total : 70,320.60
130078	3/25/2022	10250 THE EAST COUNTY	00115060		NOTICE OF PUBLIC HEARING - CDI	182.00
						Total : 182.00
130079	3/25/2022	14354 TRILOGY MEDWASTE WEST, LLC	902911		BIOMEDICAL WASTE DISPOSAL	119.13
			902912		BIOMEDICAL WASTE DISPOSAL	119.13

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
130079	3/25/2022	14354	14354 TRILOGY MEDWASTE WEST, LLC (Continued)			Total : 238.26
130080	3/25/2022	10133 UNDERGROUND SERVICE ALERT	220220684 dsb20210604	53563 53563	DIG ALERT SERVICES DIG ALERT SERVICES - STATE FEE	110.65 49.91 Total : 160.56
130081	3/25/2022	10136 WEST COAST ARBORISTS INC	182888	53503	URBAN FORESTRY MANAGEMENT	2,136.00 Total : 2,136.00
130082	3/25/2022	12930 WILLIAMS, ROCHELLE M.	April 1, 2022		RETIREE HEALTH PAYMENT	91.00 Total : 91.00
130083	3/25/2022	12641 WITTORFF, VICKY DENISE	April 1, 2022		RETIREE HEALTH PAYMENT	31.00 Total : 31.00
130084	3/25/2022	10318 ZOLL MEDICAL CORPORATION	3453908	53683	EMS SUPPLIES	27,227.29 Total : 27,227.29
70 Vouchers for bank code : ubgen						Bank total : 413,412.91
70 Vouchers in this report						Total vouchers : 413,412.91

Prepared by: Isabel Sanchez  
 Date: 03/25/22  
 Approved by: Katherine Jennings  
 Date: 3-25-22

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
716408	3/25/2022	10959 VANTAGE TRANSFER AGENT/457	PPE 03/16/22		ICMA - 457	31,437.43
					Total :	31,437.43
716428	3/25/2022	10782 VANTAGEPOINT TRNSFR AGT/801801	PPE 03/16/22		RETIREE HSA	4,271.99
					Total :	4,271.99
2 Vouchers for bank code : ubgen						Bank total : 35,709.42
2 Vouchers in this report						Total vouchers : 35,709.42

Prepared by: Christina Saul  
Date: 03/25/22  
Approved by: Katherine Jennings  
Date: 3/25/22



Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
31922	3/28/2022	10955 DEPARTMENT OF THE TREASURY	PPE 03/16/22		FED WITHHOLD & MEDICARE	75,327.40
					Total :	75,327.40
31947	3/28/2022	10956 FRANCHISE TAX BOARD	PPE 03/16/22		CA STATE TAX WITHHELD	24,410.64
					Total :	24,410.64
2 Vouchers for bank code : ubgen						Bank total : 99,738.04
2 Vouchers in this report						Total vouchers: 99,738.04

Prepared by: Isabel Sandoval  
Date: 3/29/2022  
Approved by: Debbie Jennings  
Date: 3/30/2022

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
3224	3/29/2022	10353 PERS	03 22 4		RETIREMENT PAYMENT	117,457.92

Total : 117,457.92

1 Vouchers for bank code : ubgen

Bank total : 117,457.92

1 Vouchers in this report

Total vouchers : 117,457.92

Prepared by: *David Smellie*  
Date: 3-29-22

Approved by: *Heather Jennings*  
Date: 3-30-2022

Org: santee Home Dept: 1601

4/1/2022 to 4/30/2022-1 Cycle m

Status: Active Employees

EARNINGS SECTION					DEDUCTIONS SECTION				LEAVE SECTION				
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
Home Dept: 1601 - Human Resources					Employees: 32								
reth	0.00		5,824.00		catax	5,824.00	46.00						
					fedtax	5,824.00	211.00						
<b>Totals</b>	<b>0.00</b>		<b>5,824.00</b>				<b>257.00</b>	<b>0.00</b>					

Gross:	5,824.00
Net:	5,567.00

<< No Errors / No Warnings >>

*Transfer*

*April Retiree Health*

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
130085	3/31/2022	13198 3-D ENTERPRISES, INC	1 - CIP2022-40	53769	TCCP FIELD UPGRADES CIP 2022-	80,000.00
					<b>Total :</b>	<b>80,000.00</b>
130086	3/31/2022	13425 A.M. ORTEGA CONSTRUCTION, INC.	763684	53657	CITY HALL EV CHARGE STATION C	31,268.81
					<b>Total :</b>	<b>31,268.81</b>
130087	3/31/2022	10510 AMAZON WEB SERVICES, INC	985550521	53648	CLOUD STORAGE	205.51
					<b>Total :</b>	<b>205.51</b>
130088	3/31/2022	10412 AT&T	000017799393		TELEPHONE 01/22-02/21/2022	802.12
					<b>Total :</b>	<b>802.12</b>
130089	3/31/2022	10516 AWARDS BY NAVAJO	322135		MEMORIAL PLAQUE	233.77
					<b>Total :</b>	<b>233.77</b>
130090	3/31/2022	10019 BERT W SALAS INC	CIP 2021-21 #5 CIP 2021-21 #5R	53594	SANDSTONE DR & WOODPECKER RETENTION	18,720.00 -936.00
					<b>Total :</b>	<b>17,784.00</b>
130091	3/31/2022	13405 BOFFO ENTERTAINMENT INC	91901	53745	HOP DOWN BUNNY TRAIL	800.00
					<b>Total :</b>	<b>800.00</b>
130092	3/31/2022	13292 BORDER TIRE	8029081 8029363	53406 53406	TIRES TIRES	71.12 1,694.37
					<b>Total :</b>	<b>1,765.49</b>
130093	3/31/2022	10299 CARQUEST AUTO PARTS	11102-550361 11102-552354 11102-552668 11102-552669	53407 53407 53407 53407	VEHICLE REPAIR PARTS VEHICLE REPAIR PARTS VEHICLE REPAIR PART VEHICLE REPAIR PART	24.28 465.65 25.43 25.43
					<b>Total :</b>	<b>540.79</b>
130094	3/31/2022	11190 CDCE INC	139629	53706	MODEM, ANTENNA,CABLES & DOC	860.00
					<b>Total :</b>	<b>860.00</b>
130095	3/31/2022	10031 CDW GOVERNMENT LLC	T174815		WALL MOUNT RACK CABINET	240.96

Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
130095	3/31/2022	10031 10031 CDW GOVERNMENT LLC	(Continued)			<b>Total : 240.96</b>
130096	3/31/2022	10032 CINTAS CORPORATION #694	4111580237 4112812335	53483 53483	UNIFORM/PARTS CLEANER RNTL UNIFORM/PARTS CLEANER RNTL	44.39 66.51 <b>Total : 110.90</b>
130097	3/31/2022	10039 COUNTY MOTOR PARTS COMPANY INC	556650 556661 556726	53435 53435 53435	VEHICLE REPAIR PARTS VEHICLE REPAIR PARTS VEHICLE REPAIR PART	262.59 256.49 131.30 <b>Total : 650.38</b>
130098	3/31/2022	10171 COUNTY OF SAN DIEGO AUDITOR &	01/2022 AGENCY REV 01/2022 DMV REVENUE 01/2022 PHOENIX REV 02/2022 AGENCY REV 02/2022 PHOENIX REV		01/2022 AGENCY PARK CITE REPT 01/2022 DMV PARK CITE REPT 01/2022 PHOENIX CITE REV REPT 02/2022 AGENCY PARK CITE REPT 02/2022 PHOENIX CITE REV REPT	247.25 175.00 375.00 116.25 523.25 <b>Total : 1,436.75</b>
130099	3/31/2022	10333 COX COMMUNICATIONS	064114701 - MAR22 066401501-MAR22 0945577601-APR 22 094604602-APR22 132585001-FEB22 132585001-JAN 2022 132585001-MAR22		8115 ARLETTE ST USAGE 03/15-04/ 10601 N MAGNOLIA AVE USAGE 03/ 10601 N MAGNOLIA APT 3 USAGE C CITY HALL GROUP BILL USAGE 03/ 9130 CARLTON OAKS DR 02/10-03/ 9130 CARTON OAKS DR USAGE 01 9130 CARLTON OAKS DR USAGE 0	194.14 50.69 37.69 1,164.80 108.90 152.46 108.90 <b>Total : 1,817.58</b>
130100	3/31/2022	10608 CRISIS HOUSE	667	53674	CDBG SUBRECIPIENT	456.85 <b>Total : 456.85</b>
130101	3/31/2022	10142 CSA SAN DIEGO COUNTY	765	53684	CDBG SUBRECIPIENT	1,341.97 <b>Total : 1,341.97</b>
130102	3/31/2022	12760 FOCUS PSYCHOLOGICAL	SANTEE2022-2	53523	COUNSELING SERVICES	750.00 <b>Total : 750.00</b>
130103	3/31/2022	14494 FRANK COZZA	RFD-1096		REFUNDABLE DEPOSIT GRD 1096	284.71

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
130103	3/31/2022	14494 14494 FRANK COZZA	(Continued)			Total : 284.71
130104	3/31/2022	14423 GQ BUILDERS INC	CIP 2018-52 #3 CIP 2018-52 #R3	53699	CITY HALL TRASH ENCLOSURE MC RETENTION	17,394.07 -869.70 Total : 16,524.37
130105	3/31/2022	11196 HD SUPPLY FM	2021 Q4		LOCATION AGMT PYMT 2021 Q4	507,712.50 Total : 507,712.50
130106	3/31/2022	14451 HSCC, INC	CIP 2020-42 #2 CIP 2020-42 #R2	53719	SD RIVER TRAIL IMPROVEMENTS \ RETENTION	83,674.59 -4,183.73 Total : 79,490.86
130107	3/31/2022	11391 HUMPHREY, BREANNE	382022228		CPRS CONFERENCE	110.85 Total : 110.85
130108	3/31/2022	14504 JACOBS ENGINEERING GROUP INC	CIP 2022-08 #1 CIP 2022-08 #2 CIP 2022-08 #3		MTS TRAINING CHECK REQUEST MTS TRAINING CHECK REQUEST MTS TRAINING CHECK REQUEST	156.20 156.20 156.20 Total : 468.60
130109	3/31/2022	10203 LAKESIDE EQUIPMENT SALES &	227042	53526	EQUIPMENT RENTAL	214.19 Total : 214.19
130110	3/31/2022	10997 LAKESIDE FIRE PREVENTION	213	53511	SOFTWARE SUBSCRIPTION	1,644.00 Total : 1,644.00
130111	3/31/2022	13851 LAWSON PRODUCTS, INC	9309350503	53411	SHOP SUPPLIES	137.36 Total : 137.36
130112	3/31/2022	10204 LIFE ASSIST INC	1177924 1183781 1184310	53477 53477 53477	EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES	145.14 5,311.17 181.44 Total : 5,637.75
130113	3/31/2022	10079 MEDICO HEALTHCARE LINEN	20566273 20566276	53546 53546	MEDICAL LINEN SERVICE MEDICAL LINEN SERVICE	20.62 13.01

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
130113	3/31/2022	10079	10079 MEDICO HEALTHCARE LINEN	(Continued)		Total : 33.63	
130114	3/31/2022	12695	NAKOA PERFORMANCE	SANTEE FIRE 3/01/22	53782	WELLNESS WORKSHOP	9,050.00
						Total :	9,050.00
130115	3/31/2022	13369	NATIONWIDE MEDICAL	15930	53457	EMS SUPPLIES	490.00
						Total :	490.00
130116	3/31/2022	13509	NCA ENTERTAINMENT INC	10-1p	53766	HOP DOWN THE BUNNY TRAIL	3,500.00
						Total :	3,500.00
130117	3/31/2022	10308	O'REILLY AUTO PARTS	2968-471599	53458	VEHICLE REPAIR PART	8.68
				2968-471635	53458	VEHICLE REPAIR PART	19.38
				2968-471765	53458	VEHICLE REPAIR PART	21.53
				2968-471901	53458	VEHICLE REPAIR PARTS	151.58
						Total :	201.17
130118	3/31/2022	12904	PAT DAVIS DESIGN GROUP, INC	6803	53460	GRAPHIC DESIGN WORK	6,075.00
						Total :	6,075.00
130119	3/31/2022	11901	PECK'S HEAVY FRICTION INC	296227	53461	VEHICLE REPAIR PARTS	1,159.58
						Total :	1,159.58
130120	3/31/2022	10157	PRIMO DJ'S	1528815	53749	HOP DOWN BUNNY TRAIL	600.00
						Total :	600.00
130121	3/31/2022	14486	PROJECT GRAPHICS INC	7859	53775	SEASONAL LIGHT POLE BANNERS	21,522.65
					53775		
						Total :	21,522.65
130122	3/31/2022	13592	QUADIENT LEASING USA, INC	n9301364	53571	QUADIENT MAIL MACHINE LEASE	1,057.27
						Total :	1,057.27
130123	3/31/2022	10221	QUALITY CODE PUBLISHING LLC	2022-60	53589	MUNICIPAL CODE CODIFICATION S	2,524.70
						Total :	2,524.70
130124	3/31/2022	10095	RASA	5607	53630	MAP CHECK - ROBINSON LANE	345.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
130124	3/31/2022	10095 10095 RASA	(Continued)			Total : 345.00
130125	3/31/2022	10791 RECON ENVIRONMENTAL INC	65242	53341	SANTEE GP AMEND & ZONE CHAN	27,940.30
						Total : 27,940.30
130126	3/31/2022	10606 S.D. COUNTY SHERIFF'S DEPT.	SHERIFF 122021		LAW ENFORCEMENT	1,370,128.85
						Total : 1,370,128.85
130127	3/31/2022	10677 SANTEE CHAMBER OF COMMERCE	2595	53758	SANTEE MAGAZINE ADS - SANTEE	2,160.00
						Total : 2,160.00
130128	3/31/2022	13171 SC COMMERCIAL, LLC	2079411-IN	53480	DELIVERED FUEL	486.88
						Total : 486.88
130129	3/31/2022	13554 SC FUELS	0519522-DEF	53488	DIESEL EXHAUST FLUID (DEF)	3.95
			0519522-F	53481	FLEET CARD FUELING	2,104.76
						Total : 2,108.71
130130	3/31/2022	13206 SHARP BUSINESS SYSTEMS	9003707780	53579	SHARP COPIES MAR 2022	932.80
						Total : 932.80
130131	3/31/2022	13531 SHELLHAMMER, JON	2022		HOP DOWN BUNNY TRAIL	150.00
						Total : 150.00
130132	3/31/2022	12313 SINGH, YU-CHI CLAIRE	79191 03-07-22		LICENSE RENEWAL	180.00
						Total : 180.00
130133	3/31/2022	12223 SITEONE LANDSCAPE SUPPLY LLC	16765347-001	53733	IRRIGATION PARTS/JAN-JUN 2022	89.60
						Total : 89.60
130134	3/31/2022	10213 SOUTH BAY FOUNDRY INC	0218111	53768	STORM WATER CATCH BASIN GRA	1,329.64
						Total : 1,329.64
130135	3/31/2022	10314 SOUTH COAST EMERGENCY VEHICLE	507342	53501	VEHICLE REPAIR	261.80
						Total : 261.80
130136	3/31/2022	10217 STAPLES ADVANTAGE	3499718164	53573	AS-NEEDED OFFICE SUPPLIES - C	64.64
			3500782654	53631	AS NEEDED OFFICE SUPPLIES	61.13



Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
130136	3/31/2022	10217 STAPLES ADVANTAGE	(Continued)			
			3501843831	53467	STAPLES OFFICE SUPPLIES	45.77
			3502175307	53467	STAPLES OFFICE SUPPLIES	23.68
					<b>Total :</b>	<b>195.22</b>
130137	3/31/2022	10572 SUNBELT RENTALS INC	123415853-0001	53542	EQUIPMENT RENTAL	110.70
					<b>Total :</b>	<b>110.70</b>
130138	3/31/2022	10250 THE EAST COUNTY	00115329	53574	CLERK OFFICE PUBLICATIONS	311.50
			00115890	53772	ADVERTISING FOR RFB/P	136.50
					<b>Total :</b>	<b>448.00</b>
130139	3/31/2022	14463 TRUESDELL CORPORATION OF	CIP 2013-01 #1	53726	BRIDGE REPAIRS - MAGNOLIA	823,241.12
			CIP 2013-01 #1R		RETENTION	-41,162.06
					<b>Total :</b>	<b>782,079.06</b>
130140	3/31/2022	10475 VERIZON WIRELESS	9901543650		CELL PHONE SERVICE	1,298.03
			9901543651		WIFI SERVICE	1,144.30
					<b>Total :</b>	<b>2,442.33</b>
<b>56 Vouchers for bank code : ubgen</b>						<b>Bank total : 2,990,893.96</b>
<b>56 Vouchers in this report</b>						<b>Total vouchers : 2,990,893.96</b>

Prepared by: *Lupe Simal*  
 Date: 3/31/22  
 Approved by: *Maureen Jennings*  
 Date: 3/31/22

**MEETING DATE** April 13, 2022

**ITEM TITLE** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA ACCEPTING THE ELECTRIC VEHICLE CHARGING STATION AT CITY HALL (CIP 2022-32) PROJECT AS COMPLETE

**DIRECTOR/DEPARTMENT** Carl Schmitz, City Engineer 

**SUMMARY**

This item requests City Council accept the Electric Vehicle Charging Station at City Hall (CIP 2022-32) project as complete. This project installed a dual station, electric vehicle (EV) charging station at City Hall adjacent to the Finance Department.

On June 26, 2019, the City Council authorized the City Manager to execute an agreement with A.M. Ortega, Inc. for the installation of Electric Vehicle Charging Station at Mast Park (CIP 2020-36) and authorized the City Manager to execute an operations and maintenance agreement with ChargePoint. Mast Park was the first installation of the three-year contract with A.M. Ortega, Inc. with an option to add additional EV charge stations.

At its August 11, 2021 meeting, the City Council authorized the City Manager to execute an amendment to the Agreement with A.M. Ortega, Inc. for the installation of an Electric Vehicle Charging Station at City Hall (CIP 2022-32) in the amount of \$31,268.81 and authorized staff to approve contract change orders in a total amount not to exceed \$2,500.00 for unforeseen items and additional work. Installation of EV charge stations is consistent with the City's Sustainable Santee Plan and adopted FY 2022-26 Capital Improvement Program.

A Notice to Proceed was issued on October 25, 2021 and the work was completed on March 25, 2022. No contract change orders were approved for the project.

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

**FINANCIAL STATEMENT** 

Funding for the electric vehicle charging station in the amount of \$30,000.00 is included in the FY 2021-22 Capital Improvement Program budget and is provided by the General Fund. A transfer from the City Hall Improvements project budget was required in the amount of \$1,268.81 for a total project cost of \$31,268.81.

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION** 

Adopt the attached Resolution accepting the Electric Vehicle Charging Station at City Hall (CIP 2022-32) project as complete.

**ATTACHMENT**

Resolution



RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA  
ACCEPTING THE ELECTRIC VEHICLE CHARGING STATION AT CITY HALL (CIP  
2022-32) PROJECT AS COMPLETE**

**WHEREAS**, on June 26, 2019, the City Council authorized the City Manager to execute an agreement with A.M. Ortega, Inc. for the installation of Electric Vehicle Charging Station at Mast Park, authorized the City Manager to execute an operations and maintenance agreement with ChargePoint and Determined a Categorical exemption pursuant to Section 15301(a) of the California Environmental Quality Act; and

**WHEREAS**, on March 11, 2020, the City Council accepted the Electric Vehicle Charging Station at Mast Park (CIP 2020-36) project as complete; and

**WHEREAS**, on August 11, 2021, the City Council authorized the City Manager to execute an amendment to the Agreement with A.M. Ortega, Inc. for the installation of an Electric Vehicle Charging Station at City Hall (CIP 2022-32) in the amount of \$31,268.81 and Determined a Categorical Exemption pursuant to Section 15301(a) of the California Environmental Quality Act; and

**WHEREAS**, City Council authorized staff to approve construction change orders in a total amount not to exceed \$2,500.00; and

**WHEREAS**, no change orders were approved for the contract for the installation at City Hall; and

**WHEREAS**, the project was completed for a total contract amount of \$31,268.81; and

**WHEREAS**, A.M. Ortega, Inc. has completed the project in accordance with the contract plans and specifications.

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

**Section 1.** The work for the construction of the Electric Vehicle Charging Station at City Hall (CIP 2022-32) project is accepted as complete on this date and the City Clerk is directed to record a Notice of Completion with the San Diego County Clerk.

**RESOLUTION NO. \_\_\_\_\_**

**ADOPTED** by the City Council of the City of Santee, California, at a Regular meeting thereof held this 13<sup>th</sup> day of April, 2022, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**


\_\_\_\_\_  
**JOHN W. MINTO, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**ANNETTE ORTIZ, CMC, CITY CLERK**

**MEETING DATE**      April 13, 2022

**ITEM TITLE**    RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA ACCEPTING THE SAN DIEGO RIVER TRAIL IMPROVEMENTS, WALMART TO CUYAMACA STREET (CIP 2020-42) PROJECT AS COMPLETE

**DIRECTOR/DEPARTMENT**    Carl Schmitz, City Engineer 

**SUMMARY**

This item requests City Council accept the San Diego River Trail Improvements, Walmart to Cuyamaca Street (CIP 2020-42) project as complete. This project removed abandoned concrete bollard light poles, repaired the existing trail lighting circuit and repaired damaged concrete sidewalk panels along the San Diego River Trail from Walmart to Cuyamaca Street.

At its October 13, 2021 meeting, the City Council awarded the construction contract for the San Diego River Trail Improvements, Walmart to Cuyamaca Street (CIP 2020-42) project for a total contract amount of \$115,885.00 to HSCC, Inc. and authorized the Director of Development Services to approve contract change orders in a total amount not to exceed \$11,588.50 for unforeseen items and additional work.

A Notice to Proceed was issued on January 6, 2022 and the work was completed on March 8, 2022. Two contract change orders were approved for a net deductive amount of \$3,241.41 due to reductions in listed contract items of work.

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

**FINANCIAL STATEMENT** 

This project is included in the adopted Capital Improvement Program budget with a budgeted amount of \$104,330.00 funded by Developer Contributions and Park-in-Lieu Fees with additional funding provided by the General Fund as approved by the City Council on October 13, 2021. The total project budget was \$169,945.00 and the anticipated actual total project cost is \$154,045.75 as follows.

Design & Bidding	\$	18,356.28
Construction Contract		115,885.00
Contract Change Orders		(3,241.41)
Construction Administration / Inspection		11,835.98
Tree Removal and Trimming		9,209.90
Project Closeout		2,000.00
Total Project Cost	<u>\$</u>	<u>154,045.75</u>

**CITY ATTORNEY REVIEW**       N/A       Completed

**RECOMMENDATION** 

Adopt the attached Resolution accepting the San Diego River Trail Improvements, Walmart to Cuyamaca Street (CIP 2020-42) project as complete.





**CITY OF SANTEE**  
COUNCIL AGENDA STATEMENT

---

**ATTACHMENT**

Resolution



RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA  
ACCEPTING THE SAN DIEGO RIVER TRAIL IMPROVEMENTS, WALMART TO  
CUYAMACA STREET (CIP 2020-42) PROJECT AS COMPLETE**

**WHEREAS**, the City Council awarded the construction contract for the San Diego River Trail Improvements, Walmart to Cuyamaca Street (CIP 2020-42) project to HSCC, Inc. on October 13, 2021 for \$115,885.00; and

**WHEREAS**, City Council authorized staff to approve construction change orders in a total amount not to exceed \$11,588.50; and

**WHEREAS**, two change orders totaling a net deductive amount of \$3,241.41 were approved; and

**WHEREAS**, the project was completed for a total contract amount of \$112,643.59; and

**WHEREAS**, HSCC, Inc. has completed the project in accordance with the contract plans and specifications.

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

**Section 1.** The work for the construction of the San Diego River Trail Improvements (CIP 2020-42) project is accepted as complete on this date and the City Clerk is directed to record a Notice of Completion with the San Diego County Clerk.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular meeting thereof held this 13<sup>th</sup> day of April, 2022, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

\_\_\_\_\_  
**JOHN W. MINTO, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**ANNETTE ORTIZ, CMC, CITY CLERK**

**MEETING DATE** April 13, 2022

**ITEM TITLE** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, ACCEPTING THE PUBLIC IMPROVEMENTS FOR THE MISSION GORGE MULTI FAMILY SUBDIVISION PROJECT (TM2015-06) AS COMPLETE. LOCATION: 7927-7941 MISSION GORGE ROAD

**DIRECTOR/DEPARTMENT** Carl Schmitz, City Engineer 

**SUMMARY**

This item requests City Council accept the public improvements constructed as part of the Mission Gorge Multi Family subdivision project, TM2015-06, located at 7927-7941 Mission Gorge Road. The public improvements constructed by Davisson Enterprises Inc., include storm drain improvements on Carribbean Way, new sidewalk, concrete curb, gutter, crosswalk and pedestrian ramps. In addition, the project provided roadway widening on Carribbean Way and pavement improvements along Rancho Fanita Drive and Mission Gorge Road.

The public improvements are completed and ready for acceptance and incorporation into the City's maintained street system. All required improvements along Carribbean Way, Mission Gorge Road and Rancho Fanita Drive have been constructed in accordance with the Resolution of Approval (Resolution No. 095-2015), the accepted plans and to the satisfaction of the City Engineer.

**ENVIRONMENTAL REVIEW**

Environmental review was completed at the time of development review approval. The Mitigated Negative Declaration was adopted on October 28, 2015 and the Notice of Determination was filed with the San Diego County Clerk.

**FINANCIAL STATEMENT** 

Acceptance of these public improvements will result in a minor increase in City street maintenance costs. These costs will be offset by increased tax revenues.

**CITY ATTORNEY REVIEW**  N/A •  Completed

**RECOMMENDATION** 

Adopt the attached Resolution accepting the public improvements as complete and directing the City Clerk to release 90 percent of the faithful performance bond and retain 10 percent for 12 months as a warranty bond and retain the labor and material bond for six months.

**ATTACHMENTS**

Resolution  
Aerial Map





RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,  
ACCEPTING THE PUBLIC IMPROVEMENTS FOR THE MISSION GORGE MULTI  
FAMILY SUBDIVISION PROJECT (TM2015-06) AS COMPLETE.  
LOCATION: 7927-7941 MISSION GORGE ROAD**

**WHEREAS**, Davisson Enterprises Inc., the developer of the Mission Gorge Multi Family subdivision project, entered into a subdivision improvement agreement to construct certain public improvements associated with the development; and

**WHEREAS**, the public improvements on Carribbean Way, Mission Gorge Road and Rancho Fanita Drive are constructed according to the improvement agreement, accepted plans, and to the satisfaction of the City Engineer.

**NOW, THEREFORE BE IT RESOLVED** that City Council of the City of Santee, California, does hereby accept the public improvements and incorporates them into the City's maintained street system.

**BE IT FURTHER RESOLVED** that the City Council does hereby direct the City Clerk to retain 10 percent of the faithful performance bond for 12 months as a warranty bond, and retain the labor and material bond for six months. The retained bonds shall be released upon approval of the Director of Development Services.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular meeting thereof held this 13th day of April 2022, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

\_\_\_\_\_  
**JOHN W. MINTO, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**ANNETTE ORTIZ, CMC, CITY CLERK**

Vicinity Map  
Mission Gorge Multi-Family (TM2015-06)



**MEETING DATE** April 13, 2022

**ITEM TITLE** AUTHORIZATION OF THE AWARD OF AN AGREEMENT FOR WHOLE STRUCTURE FUMIGATION TO AGRICULTURAL PEST CONTROL SERVICES PER RFB #21/22-20062

**DIRECTOR/DEPARTMENT** Sam Rensberry, Public Services Manager *SR*

**SUMMARY** In compliance with the City's purchasing ordinance, Santee Municipal Code section 3.24.100, the Finance Department administered a formal bid process for Whole Structure Fumigation. On April 5 2022, two bids were received and opened for RFB #21/22-20062. Based on the requirements for lowest responsive responsible bid, staff recommends that City Council award the contract for Whole Structure Fumigation to Agricultural Pest Control Services for an amount not to exceed \$45,000.00 for a term of thirty-six (36) months.

Following the abatement services schedule which will result in each of the eight buildings at City Hall being fully tented and fumigated later this spring over the course of one weekend, Contractor shall perform annual wood-destroying pest and organism inspections, for a total of two (2) inspections. The first inspection shall occur twelve (12) months after the termite abatement services and the second inspection shall occur twelve (12) months after the first inspection unless the contract is terminated or extended by the City. Should any new dry wood termite infestations be found during the subsequent annual inspection(s), the Contractor shall provide the appropriate retreatment within three (3) months at no additional cost to the City. Staff also requests City Council authorization for the Public Services Manager to execute a Notice of Completion and the City Clerk to file said Notice of Completion for the term of the contract once the work has been completed to the satisfaction of the City.

### **ENVIRONMENTAL REVIEW**

This approval is not subject to the California Environmental Quality Act (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) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly, as it relates to the fumigation of existing structures.

### **FINANCIAL STATEMENT** *SR*

Funding for this contract is provided in the amended Fiscal Year 2021-22 Community Services Department operating budget.

**CITY ATTORNEY REVIEW**  N/A  Completed

### **RECOMMENDATION** *MSB*

1. Award the contract for Whole Structure Fumigation to Agricultural Pest Control Services for an amount not to exceed \$45,000 for Fiscal Year 2021-22 through Fiscal Year 2024-2025; and
2. Authorize the Public Services Manager to execute a Notice of Completion and the City Clerk to file said Notice of Completion upon satisfactory completion of work for the contract term.

### **ATTACHMENTS**

1. Bid Summary



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

April 5, 2022

**BID RESULTS**  
for  
**RFB #21/22-20062 WHOLE STRUCTURE FUMIGATION**

Bid Opening Date: April 4, 2022 at 9:00 AM

**Bids received, Verified:**

- |   |        |             |
|---|--------|-------------|
| 1. AGRICULTURAL PEST CONTROL SERVICES.    | Total: | \$45,000.00 |
| 2. CARTWRIGHT TERMITE & PEST CONTROL INC. |        | \$48,897.00 |

**MEETING DATE** April 13, 2022

**ITEM TITLE** RESOLUTION APPROVING THE CITY OF SANTEE INVESTMENT POLICY AND DELEGATING AUTHORITY TO THE CITY TREASURER

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

**SUMMARY**

On March 10, 2021 the City Council adopted Resolution No. 014-2021 approving the City of Santee Investment Policy ("Policy") and delegating authority to the City Treasurer for the management of the City's investment program. In accordance with the Policy and good fiscal practices, the Policy shall be reviewed annually and adopted by resolution of the City Council. Included within the Policy is a provision that the City Council's management responsibility for the investment program is delegated to the City Treasurer (Director of Finance) for a period of one year. Subject to review, the City Council may renew the delegation of authority each year.

A review of the Policy has been completed by the City Treasurer and the City's investment advisor PFM Asset Management LLC (PFM). No changes to the Policy are either required as a result of legislative changes or otherwise recommended at this time.

**FINANCIAL STATEMENT** *TM*

There is no direct fiscal impact from this action. Adoption of the attached resolution will allow the City Treasurer (Director of Finance) to continue to manage the investment of public funds held by the City.

**CITY ATTORNEY REVIEW**  N/A •  Completed

**RECOMMENDATION** *MSB*

Adopt the attached resolution approving the City of Santee Investment Policy and delegating authority to the City Treasurer.

**ATTACHMENT**

Resolution (w/ Exhibit "A" City of Santee Investment Policy")



**RESOLUTION NO. \_\_\_\_\_-2022**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE,  
CALIFORNIA APPROVING THE INVESTMENT POLICY AND DELEGATING  
AUTHORITY TO THE CITY TREASURER**

**WHEREAS**, the City Council of the City of Santee adopted an updated Investment Policy on March 10, 2021 with Resolution No. 014-2021; and

**WHEREAS**, the Investment Policy provides that the City Council’s management responsibility for the investment program is delegated to the City Treasurer (Director of Finance) for a period of one year and that subject to review, the City Council may renew the delegation of authority each year; and

**WHEREAS**, a review of the Investment Policy has been completed by the City Treasurer and the City’s investment advisor, and as a result of this review no updates have been made to the Investment Policy.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Santee, California, does hereby find, determine and declare as follows:

**Section 1:** The City of Santee Investment Policy, attached hereto as Exhibit “A”, is approved and adopted.

**Section 2:** Management responsibility for the investment program is delegated to the City Treasurer (Director of Finance) for a period of one year.

**ADOPTED** by the City Council of the City of Santee, California, at a regular meeting thereof held this 13<sup>th</sup> day of April 2022, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**APPROVED:**

\_\_\_\_\_  
**JOHN W. MINTO, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**ANNETTE ORTIZ, CMC, CITY CLERK**

Attachment: Exhibit “A” – City of Santee Investment Policy

# CITY OF SANTEE

## Investment Policy



**April 13, 2022**

**CITY OF SANTEE  
10601 Magnolia Ave. Santee, CA 92071**

# **CITY OF SANTEE INVESTMENT POLICY**

## **I. PURPOSE AND DELEGATION**

This document is intended to provide policies and guidelines for the prudent investment of public funds held by the City which are not required for immediate day-to-day operations. The investment goals are to ensure the safety of invested funds, provide for the City's liquidity needs and to enhance the economic condition of the City by earning an acceptable rate of return.

The City Council's management responsibility for the investment program is hereby delegated to the City Treasurer for a period of one-year. Subject to review, the City Council may renew the delegation of authority each year. The City Treasurer shall monitor and review all investments for consistency with this investment policy (the "Policy") and assume full responsibility for those transactions until the delegation of authority is revoked or expires.

In the execution of this delegated authority, the City Treasurer may establish accounts with qualified financial institutions and brokers/dealers for the purpose of effecting investment transactions in accordance with this Policy.

The City may contract with an SEC registered investment advisor to assist the City Treasurer with the investment program. The Investment Advisor actions shall be in conformance with this Policy and any written direction provided by the City Treasurer. The Investment Advisor shall never take possession of the City's funds.

## **II. DEFINITIONS**

A) "City" shall mean the City of Santee, the Community Development Commission Successor Agency of the City of Santee and any other Agency where the City Treasurer has the responsibility for depositing and/or investing surplus funds in accordance with applicable sections of the California Government Code.

B) "Surplus" funds means those monies not immediately needed to pay demands against the City by vendors and other claimants.

## **III. POLICY AND GUIDELINES**

The City Treasurer is responsible for depositing and/or investing the surplus funds in the City Treasury in accordance with the California Government Code, Sections 53600 et seq. The City manages its investment program in accordance with California Government Code Sections 53600.3, under which those making investments on its behalf are deemed to act in a fiduciary capacity subject to the prudent investor standard. Under the prudent investor standard those making investment decisions shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the City, in order to safeguard the principal and maintain the liquidity needs of the City.



**CITY OF SANTEE  
INVESTMENT POLICY**

**IV. OBJECTIVE**

The primary objectives of the City's investment program, in order of priority, are safety, liquidity and yield in accordance with Section 53600.5 of the California Government Code.

- A) SAFETY IS THE PRIMARY OBJECTIVE Safety and the minimizing of risk associated with investing refers to attempts to reduce the potential for loss of principal, interest or combination of the two. The City invests only in those instruments that are considered very safe.
  
- B) LIQUIDITY IS THE SECONDARY OBJECTIVE Liquidity refers to the ability to convert an investment to cash promptly with minimum risk of losing some portion of principal or interest. Liquidity also refers to the ability to meet all operating requirements which might be reasonably anticipated. A portion of the portfolio should be maintained in liquid short-term securities which can be converted to cash as necessary to meet operating requirements.
  
- C) YIELD IS THE THIRD OBJECTIVE Yield or investment return becomes an objective only after the basic requirements of safety and liquidity have been met. The City Treasurer shall attempt to realize a reasonable rate of return on investments consistent with market conditions, California statutes and the City's Investment Policy.

**V. INVESTMENT INSTRUMENTS**

**A. Eligible Securities:**

The City of Santee may invest in the following instruments under the guidelines as provided herein and in accordance with Sections 53601 et seq. of the California Government Code. Percentage limitations on the purchase of securities apply at the time of purchase. It is the City's intent at the time of purchase to hold all investments until maturity to ensure the return of all invested principal dollars, but sales prior to maturity are permitted.

- 1) BANK DEPOSITS Bank deposits including, but limited to, demand deposit accounts, savings accounts, market rate accounts, and time certificates of deposit in California depositories. All deposits must be collateralized in accordance with the California Government Code. The City Treasurer may waive collateral for the portion of deposits covered by federal deposit insurance. A written depository contract is required with all institutions that hold City deposits. There is no limitation as to the amount of the City's surplus funds that may be invested in liquid bank deposits; however, purchases of certificates of deposit are restricted to a maximum of 30% of the City's surplus funds and a maximum maturity of one year.

## **CITY OF SANTEE INVESTMENT POLICY**

- 2) FEDERAL AGENCY OBLIGATIONS Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There is no limitation as to the amount of the City's surplus funds that may be invested in federal agency obligations.
- 3) U.S. TREASURY OBLIGATIONS U.S. Treasury Bills, Notes, Bonds or Certificates of Indebtedness, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest. There is no limitation as to the amount of the City's surplus funds that may be invested in U.S. Treasury obligations.
- 4) LOCAL AGENCY INVESTMENT FUND (LAIF) Investment of funds in the California LAIF which allows the State Treasurer to invest through the Pooled Money Investment Account subject to the State's annual investment policy. Maximum investment is subject to State regulation.
- 5) CALIFORNIA ASSET MANAGEMENT PROGRAM (CAMP) CAMP consists of the California Asset Management Trust, a California common law trust organized in 1989 that currently offers a professionally managed money market investment portfolio, the Cash Reserve Portfolio (the "Pool"). Cash in the Pool will be invested by the California Asset Management Trust's investment advisor in accordance with the prudent investor standard of the California Government Code. Only those investments authorized by the California Government Code will be used in the Cash Reserve Portfolio. There is no limitation as to the amount of the City's surplus funds that may be invested in the CAMP Pool.
- 6) BANKERS ACCEPTANCES Bills of exchange or time drafts drawn on and accepted by a commercial bank, otherwise known as Bankers Acceptances, both domestic and foreign, which are eligible for purchase by the Federal Reserve System. Purchases of Bankers Acceptances must be from banks with a short-term debt rating of "A-1" or its equivalent or higher, and may not exceed 180 days maturity or 40% of the City's surplus funds.
- 7) COMMERCIAL PAPER Commercial Paper of "prime" quality of the highest rating as provided by a nationally recognized statistical rating organization (NRSRO). Purchases of eligible commercial paper may not exceed 270 days maturity nor represent more than 25% of the City's surplus funds. Eligible paper is further limited to issuing corporations that are organized and operating within the United States as a general corporation, have total assets in excess of five hundred million dollars (\$500,000,000), and have debt other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by an NRSRO.

**CITY OF SANTEE  
INVESTMENT POLICY**

- 8) NEGOTIABLE CERTIFICATES OF DEPOSIT Issued by a nationally or state-chartered bank, a savings association or a federal association, a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases are limited to institutions which have long-term debt rated in a rating category of "A" or its equivalent or higher and/or have short-term debt rated "A-1" or its equivalent or higher by an NRSRO. Purchases of Negotiable Certificates of Deposit may not exceed 30% of the City's surplus funds.
- 9) REPURCHASE AGREEMENTS (Repos) A purchase of securities by the City pursuant to an agreement by which the seller will repurchase such securities on or before a specified date, or on demand of either party, and for a specified amount. No more than 10% of the City's surplus funds shall be invested in repurchase agreements. Investments in repos will be used solely as short term investments not to exceed 90 days and the market value of the securities used as collateral that underlay a repurchase agreement shall be valued at 102 percent or greater of the funds borrowed against those securities, and the value shall be marked to market daily. The collateral shall be limited to obligations of the United States government and its agencies.

Securities used as collateral shall be held by the City's depository bank trust department or be handled under a tri-party repurchase agreement. The City or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to Repurchase Agreement.

- 10) MONEY MARKET MUTAL FUNDS Money Market Mutual funds are limited to those money market funds that invest in U.S. Treasuries, Federal Agency obligations, and repurchase agreements relating to such obligations. The management companies shall either (1) attain the highest ranking or the highest letters and numerical rating provided by not less than two of the three largest nationally recognized rating services, or (2) have an investment advisor registered with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations as authorized above and with assets under management in excess of five hundred million dollars (\$500,000,000) and (3) follow regulations specified by the SEC under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1, et seq.). The purchase price of shares for beneficial interest shall not include any commission these companies may charge and shall not exceed 15% of the City's surplus funds.

**CITY OF SANTEE  
INVESTMENT POLICY**

- 11) MEDIUM TERM NOTES Medium-term notes defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any State and operating within the United States. Notes eligible for investment shall be rated in a rating category of “A” or its equivalent or higher by an NRSRO. The amount invested in medium term notes may not exceed 30% of the City’s surplus funds.
- 12) STATE AND LOCAL AGENCY OBLIGATIONS Registered treasury notes or bonds of any of the 50 United States, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any state.
- Bonds, notes, warrants, or other evidences of indebtedness of any local agency within California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
- Purchases are limited to securities rated in a long-term rating category of “A” or its equivalent or higher or have a short-term rating of “A-1” or its equivalent or higher by an NRSRO. The amount invested in state and local agency obligations shall not exceed 30% of the City’s surplus funds.
- 13) SUPRANATIONALS United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. The amount invested in supranationals shall be rated in a rating category of “AA” or its equivalent or better by an NRSRO and shall not exceed 30% of the City’s surplus funds.
- 14) PLACEMENT SERVICE DEPOSITS Insured deposits placed with a private sector entity that assists in the placement of deposits with eligible financial institutions located in the United States (Government Code Section 53601.8). The full amount of the principal and the interest that may be accrued during the maximum term of each deposit shall at all times be insured by federal deposit insurance. Placement Service Deposits shall not exceed 30% of the total value of the District’s investments. The maximum investment maturity will be restricted to three (3) years.

**CITY OF SANTEE  
INVESTMENT POLICY**

- 15) ASSET BACKED SECURITIES A mortgage passthrough security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable passthrough certificate, or consumer receivable-backed bond. Securities eligible for purchase shall be rated in a rating category of "AA" or its equivalent or better by an NRSRO and have a maximum remaining maturity of five years or less. The amount invested in asset backed securities shall not exceed 20% of the City's surplus funds.
- 16) OTHER Other investments that are, or may become, legal investments through the State of California Government Code and with prior approval of the City Council.

**B. Prohibited Securities:**

- 1) Those securities not enumerated under Section V. A. "Eligible Securities"
- 2) Inverse floaters, range notes, interest only strips derived from a pool of mortgages (collateralized mortgage obligations) and any security that could result in zero interest accrual if held to maturity as specified in Section 53601.6 of the California Government Code.
- 3) Securities lending agreements.

**VI. BOND PROCEEDS**

Bond proceeds shall be invested in securities permitted by the applicable bond documents. If the bond documents are silent as to permitted investments, bond proceeds will be invested in securities permitted by this Policy. With respect to maturities, if in the opinion of the City Treasurer matching the segregated investment portfolio of the bond reserve fund with the maturity schedule of an individual bond issue is prudent given current economic analysis, the Policy authorizes extending beyond the five year maturity limitation as outlined in this document.

**VII. CREDIT RATINGS, DIVERSIFICATION AND MATURITY**

Credit ratings, where listed in section V. A., specify the minimum credit rating required at time of purchase. The security, at the time of purchase, may not be rated below the minimum credit requirement by any of the three main NRSROs (Standard & Poor's, Moody's or Fitch) that rate the security. In the event that an investment originally purchased within Policy guidelines is downgraded below the Policy requirements, the course of action to be followed by the City Treasurer will then be decided on a case-by-case basis, considering such factors as the reason for the downgrade, prognosis for recovery or further rating downgrades, and the market price of the security.

## **CITY OF SANTEE INVESTMENT POLICY**

Investments shall be diversified among institutions, types of securities and maturities to maximize safety and yield with changing market conditions. Investment maturities will be scheduled to permit the City to meet all projected obligations, based on cash flow forecasts.

The City's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the City to invest funds to the fullest extent possible. The weighted average maturity of the portfolio shall not exceed two years. A policy of laddered maturities will generally be followed. No investment shall be made in any security, other than a security underlying a repurchase agreement authorized by section V. A. 9), that at the time of the investment has a term remaining to maturity in excess of five years, unless the City Council has granted express authority to make that investment either specifically or as a part of an investment program approved by the City Council no less than three months prior to the investment.

The Policy further limits the percentage holdings with any one issuer to a maximum of 10% of the City's surplus funds, except for investments in U.S. Treasury securities, Federal Agency securities, CAMP and LAIF.

### **VIII. INTERNAL CONTROLS**

The City Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity under his/her control are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgement by management. At a minimum, the internal controls shall address the following points:

- A) Control of Collusion - Collusion is a situation where two or more employees are working together to defraud an entity.
- B) Separation of Duties - By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
- C) Safekeeping - Securities purchased from any bank or dealer including appropriate collateral (as defined by State law) shall be placed with the City's depository bank in its trust department for safekeeping. Said securities shall be held in a manner that establishes the City's right of ownership.

## **CITY OF SANTEE INVESTMENT POLICY**

- D) Clear Delegation of Authority - Subordinate staff members must have a clear understanding of their authority and responsibility to avoid improper actions.
- E) Delivery vs. Payment - All investment transactions of the City, involving deliverable securities, shall be conducted using standard delivery vs. payment procedures. Delivery versus payment is a settlement procedure, which involves the delivery of cash and securities to the custodian. The custodian won't transfer the cash or securities to the respective parties until all items are received to enable the simultaneous transfer of the cash or securities. This ensures the City will, at all times, have control, through its custodian, of either the securities or the cash for those securities.

### **IX. PERFORMANCE STANDARDS**

The investment portfolio shall be managed with the objective of producing a yield approximating the average return on the two-year U.S. Treasury. This index is considered a benchmark for low to moderate risk investment transactions. Therefore, it comprises a minimum standard for the portfolio's rate of return. The investment program shall seek to augment returns above this threshold, consistent with risk limitations identified herein and prudent investment principles. This benchmark will be reviewed periodically and may be adjusted as required by market conditions to prevent incurring unreasonable risks to attain yield.

### **X. CRITERIA FOR SELECTING FINANCIAL INSTITUTIONS AND BROKER/DEALERS**

Securities not purchased directly from the issuer, shall be purchased either from an institution licensed by the state as a broker-dealer, as defined in Section 25004 of the Corporations Code, or from a member of a federally regulated securities exchange, from a national or state-chartered bank, from a savings association or federal association (as defined by Section 5102 of the Financial Code) or from a brokerage firm designated as a primary government dealer by the Federal Reserve bank

For transactions executed directly by the City and not purchased from the issuer, the City Treasurer will maintain a list of financial institutions authorized to execute investment transactions. Furthermore, each financial institution must certify that it has reviewed and understands the California Government Code Sections 53600 et seq. and this Policy and that all securities offered to the City will comply fully with all provisions of the Government Code and with this Policy.

For transactions initiated through the Investment Advisor, the firm may use their own list of approved broker/dealers and financial institutions, which it will maintain and review periodically.

**CITY OF SANTEE  
INVESTMENT POLICY**

**XI. INVESTMENT REPORTS AND POLICY**

- A) The City Treasurer shall submit a monthly investment report to the City Manager and City Council. The report shall encompass all investments and monies held by the City, and/or under the management of any outside party and shall include a list of security transactions, the type of investment, issuer, date of maturity, par and dollar amount invested on all securities, current market value on all securities (including the source of this valuation). The report shall state whether the investments comply with the Policy and whether the City will be able to meet its needs for cash for the next six months.
  
- B) This Policy shall be reviewed annually and be adopted by resolution of the City Council at a public meeting. Any modifications made thereto must be approved by the City Council at a public meeting.



**MEETING DATE** April 13, 2022

**ITEM TITLE** AUTHORIZE THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH ROGERS ANDERSON MALODY & SCOTT, LLP FOR AUDIT SERVICES

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

**SUMMARY**

On January 25, 2022 the Finance Department issued a request for proposals to certified public accounting firms to provide audit services for the City. Four proposals were received and evaluated by City staff based upon criteria such as professional qualifications of the firm and key staff, capability of handling all aspects of the engagement, thoroughness of the proposed work plan and audit approach, and reasonableness of the proposed fees.

Based upon the evaluation of the proposals of the four firms, staff recommends Rogers Anderson Malody & Scott, LLP (RAMS) be awarded the agreement to provide audit services. RAMS is a Southern California based firm that has been practicing governmental accounting and auditing for over 73 years. They currently provide audit services to approximately 60 local agencies including the City of El Cajon and the City of La Mesa. RAMS has demonstrated an ability to provide experienced staff, handle all aspects of the engagement, a thorough audit approach and the ability to advise the City on technical matters and developments in governmental accounting and reporting matters.

Staff recommends the City Council authorize the execution of a three-year professional services agreement with RAMS for an amount not to exceed \$45,725 for FY 2021-22, \$48,010 for FY 2022-23, and \$50,430 for FY 2023-24, with an option to extend the agreement for two additional fiscal years. The scope of services to be provided includes the financial audit of the City, the Single Audit of federal grants, preparation of the City's State Controller's Report and one franchise fee or transient occupancy tax (TOT) audit each year.

**FINANCIAL STATEMENT** *tm*

Funding for the proposed agreement is included in the adopted FY 2021-22 General Fund and Community Development Block Grant Fund operating budgets.

**CITY ATTORNEY REVIEW**  N/A •  Completed

**RECOMMENDATION** *MASB*

Authorize the City Manager to execute a professional services agreement with Rogers Anderson Malody & Scott, LLP to provide audit services for a not to exceed price of \$45,725 for FY 2021-22, \$48,010 for FY 2022-23, and \$50,430 for FY 2023, with an option to extend the agreement for two additional fiscal years.

**ATTACHMENT**

None



**MEETING DATE** April 13, 2022

**ITEM TITLE** RESOLUTION INITIATING PROCEEDINGS, ORDERING THE PREPARATION OF AN ENGINEER'S REPORT FOR THE FY 2022-23 SANTEE LANDSCAPE MAINTENANCE DISTRICT ANNUAL LEVY OF ASSESSMENTS AND AUTHORIZING A FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF SANTEE AND SPICER CONSULTING GROUP

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

**SUMMARY**

Santee Landscape Maintenance District ("SLMD") is a City-wide district and is comprised of 18 zones, ten of which are assessed and maintained by the City. A combination of contract maintenance and City forces maintain the zones. Maps depicting each zone and the areas of maintenance are attached.

The City Council is required to take three distinct steps in order to proceed with the annual levy of assessments. First, the City Council must formally initiate the proceedings and direct the preparation of an engineer's report, analyzing existing and proposed improvements to the District. Second, the City Council must take formal action to either approve or modify and approve the proposed engineer's report, formally declare its intention to provide for the annual levy of assessments and provide notice of a public hearing. Finally, the City Council must hold the public hearing and provide for the annual levy of assessments.

This item takes the necessary first step in the process by initiating proceedings and ordering the preparation of an engineer's report. The second step of approving the proposed engineer's report, declaring the intention to levy assessments and providing notice of a public hearing is scheduled to occur at the May 25, 2022 City Council meeting. The final step of holding the public hearing and providing for the annual levy of assessments is scheduled to occur at the July 27, 2022 City Council meeting.

On February 10, 2021, the City Council authorized a professional services agreement with Spicer Consulting Group ("Spicer") for assessment engineering and community facilities district administration services in the amount of \$26,750 for FY 2021, \$27,285 for FY 2022 and \$27,741 for FY 2023. The scope of services for this agreement does not include the preparation of the annual engineer's report for the SLMD, which has historically been prepared by City staff. The proposed First Amendment to the agreement modifies the scope of services to include the preparation by Spicer of the SLMD engineer's report, to be consistent with how the engineer's reports for the Town Center Landscape Maintenance District and Roadway Lighting District are handled. The proposed First Amendment will increase the FY 2022 agreement amount by \$4,590 from \$27,285 to \$31,875 and increase the FY 2023 agreement amount by \$4,681 from \$27,741 to \$32,422.

**FINANCIAL STATEMENT** 

Funding for the preparation of the SLMD engineer's report is available in the FY 2021-22 adopted budgets for the ten SLMD zones to be assessed.

**CITY ATTORNEY REVIEW**  N/A •  Completed



**RECOMMENDATION** *MSB*

Adopt the resolution to initiate proceedings, order the preparation of an engineer's report and authorize the City Manager to execute a First Amendment to the agreement with Spicer Consulting Group for assessment engineering and community facilities district administration services, increasing the agreement amount from \$27,285 to \$31,875 for FY 2022 and from \$27,741 to \$32,4222 for FY 2023.

**ATTACHMENT**

Resolution (w/Exhibits – Assessment Diagrams)

**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,  
INITIATING PROCEEDINGS AND ORDERING THE PREPARATION OF AN  
ENGINEER'S REPORT FOR THE FY 2022-23 SANTEE LANDSCAPE  
MAINTENANCE DISTRICT ANNUAL LEVY OF ASSESSMENTS**

**WHEREAS**, the City Council of the City of Santee desires to initiate proceedings for the annual levy of assessments for a landscape district pursuant to the terms and provisions of the "Landscaping and Lighting Act of 1972", being Division 15, Part 2 of the Streets and Highways Code of the State of California, Article XIII D of the California Constitution, and the Proposition 218 Omnibus Implementation Act (commencing with California Government Code Section 53750) (collectively the "Law"), in what is known and designated as: **SANTEE LANDSCAPE MAINTENANCE DISTRICT** ("District"); and

**WHEREAS**, these proceedings for the annual levy of assessments shall relate to the fiscal year commencing July 1, 2022; and

**WHEREAS**, there has been submitted to this City Council for its consideration at this time, diagrams, copies of which are attached hereto and by this reference incorporated herein, showing the boundaries of the areas of assessment for the above referenced fiscal year, said diagrams showing and further describing in general the improvements proposed to be maintained in said District, said description being sufficient to identify the areas proposed to be assessed for said maintenance thereof; and

**WHEREAS**, there are no proposed new improvements or any substantial changes in existing improvements; and

**WHEREAS**, the Law requires a written report, consisting of: plans and specifications of the area of the improvements to be maintained; an estimate of the costs for maintaining the improvements, including incidental expenses in connection therewith; a diagram of the areas proposed to be assessed; and a parcel-by-parcel listing of the assessments of the estimated costs for maintaining the improvements in proportion to the special benefits to be conferred on such parcels.

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

**SECTION 1.** That the above recitals are all true and correct.

**SECTION 2.** That diagrams, entitled **SANTEE LANDSCAPE MAINTENANCE DISTRICT** as submitted to this City Council, showing the boundaries of the proposed areas to be assessed and showing the improvements to be maintained, are hereby approved, and copies thereof shall be on file in the City Clerk's Office and open to public inspection. The proposed parcels and properties within said areas are those to be assessed to pay certain costs and expenses for said maintenance.

**RESOLUTION NO.**

**SECTION 3.** That the maintenance work within the area proposed to be assessed shall be the maintenance or servicing, or both, of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof in accordance with the Law.

**SECTION 4.** There are no proposed new improvements or any substantial changes to existing improvements.

**SECTION 5.** That the Director of Finance is hereby ordered to cause to be prepared and to file with this City Council, the Report relating to said annual assessment and levy in accordance with the Law.

**SECTION 6.** That upon completion, said Report shall be filed with the City Clerk, who shall then provide all notices required by law regarding the intent to approve assessments and hold a public hearing and submit the report to this City Council for its consideration pursuant to sections 22623 and 22624 of the Streets and Highways Code.

**ADOPTED** by the City Council of the City of Santee, California, at a regular meeting thereof held this 13<sup>th</sup> day of April, 2022, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

---

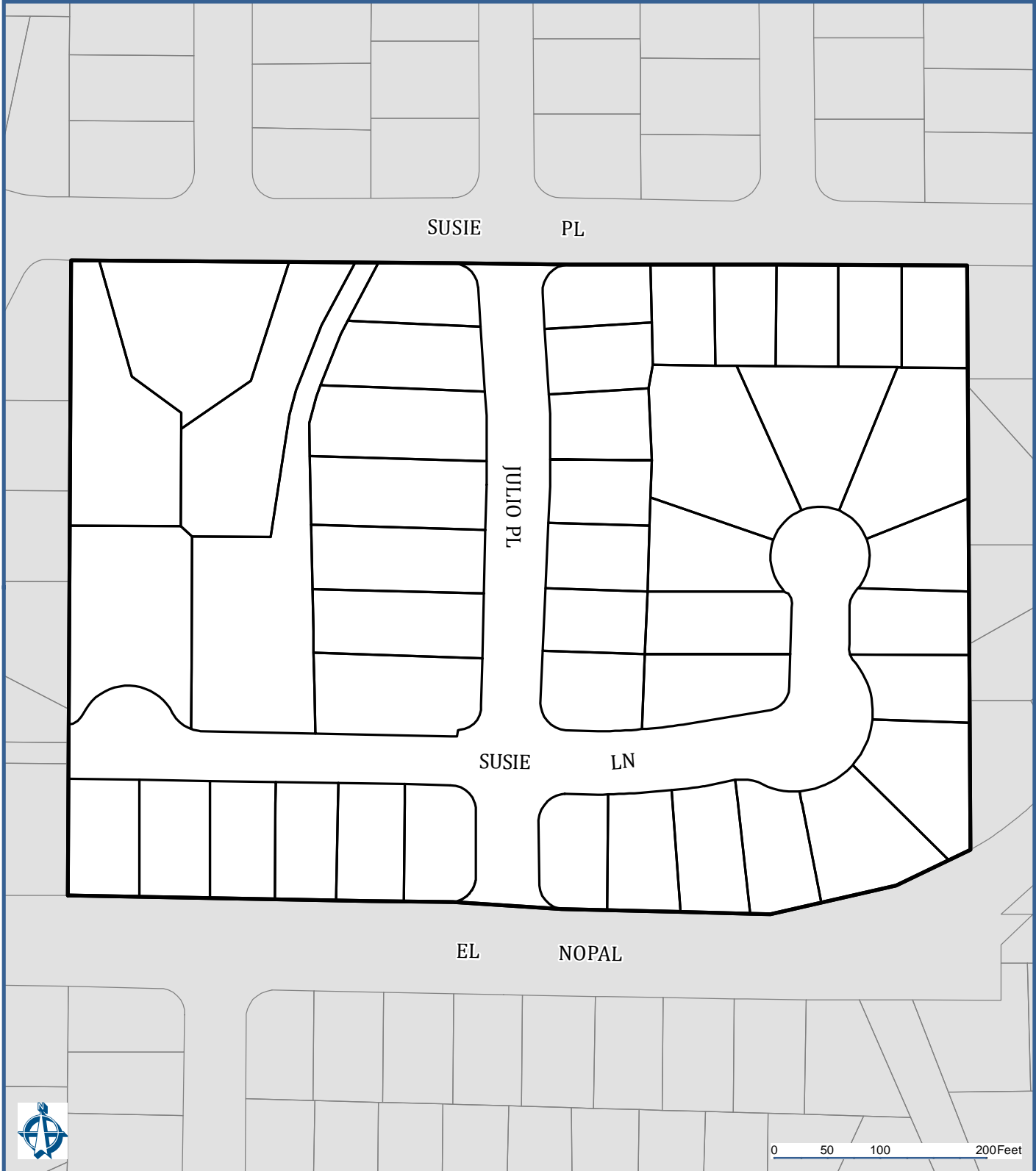
**JOHN W. MINTO, MAYOR**

**ATTEST:**

---

**ANNETTE ORTIZ, CMC, CITY CLERK**

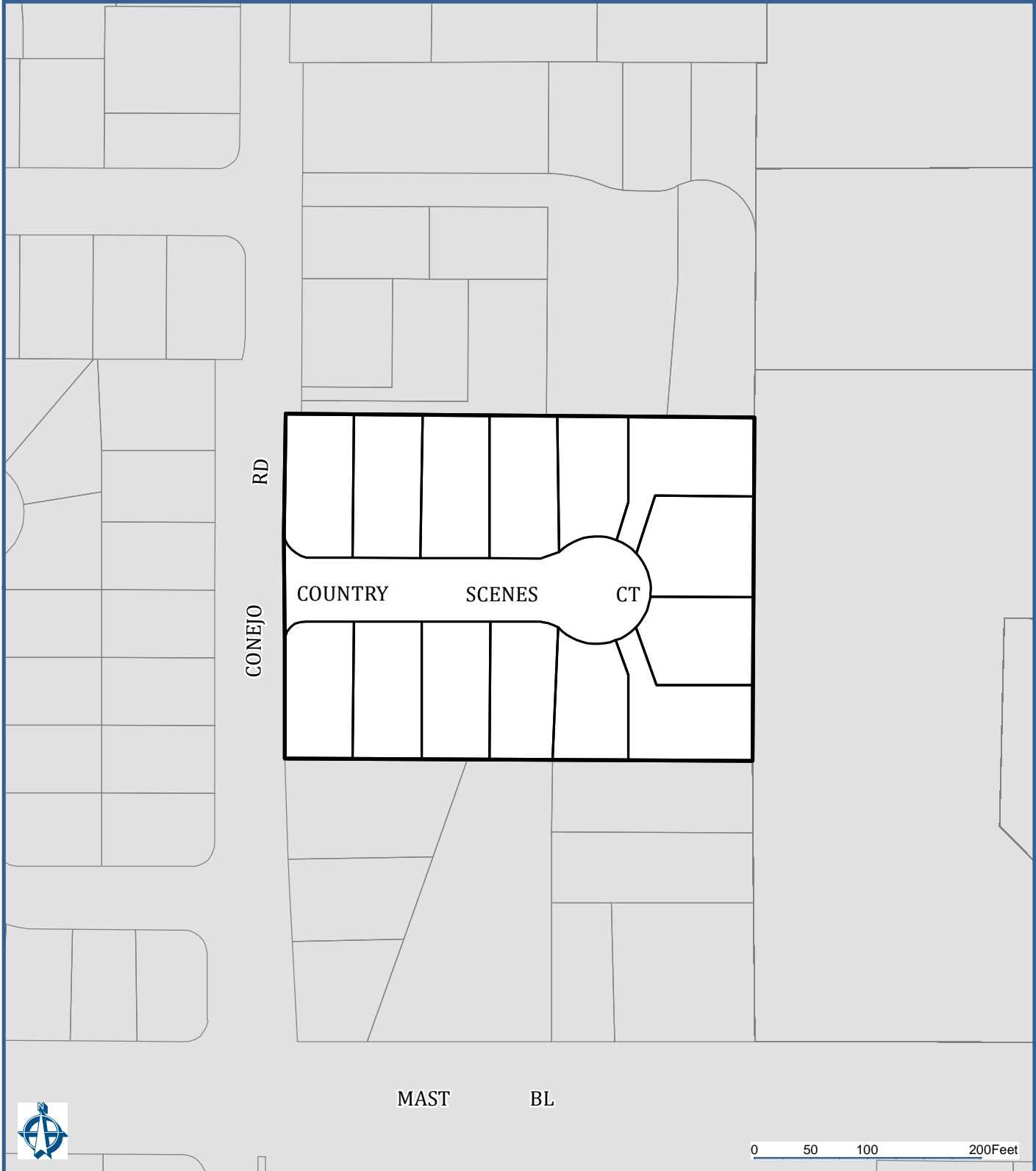
EXHIBITS A-J: Vicinity Map (Diagrams)



# CITY OF SANTEE ASSESSMENT DIAGRAM

SANTEE LANDSCAPE MAINTENANCE DISTRICT  
 ZONE 1  
 (EL NOPAL ESTATES)  
 EXHIBIT A

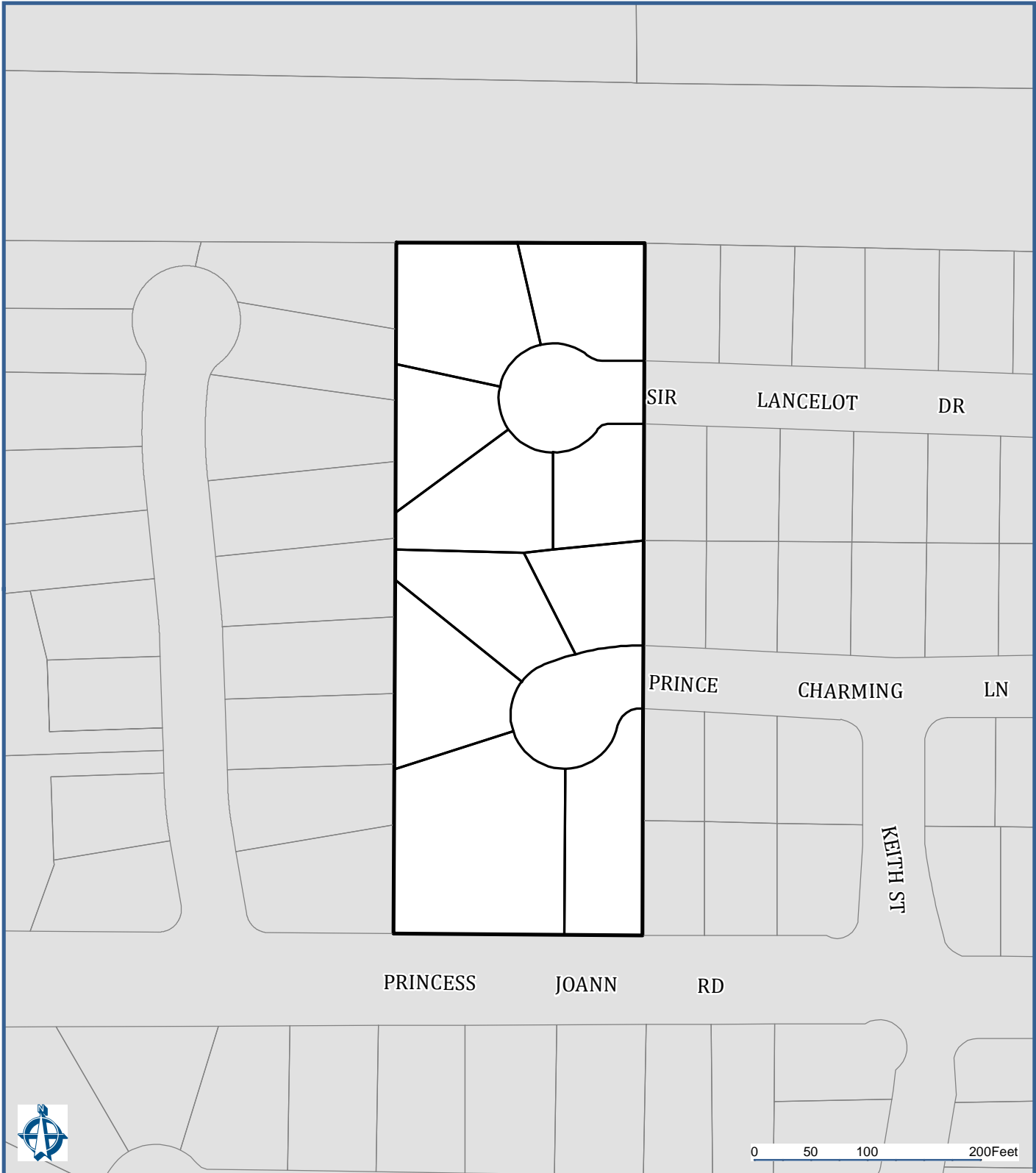




# CITY OF SANTEE ASSESSMENT DIAGRAM

SANTEE LANDSCAPE MAINTENANCE DISTRICT  
 ZONE 3  
 (COUNTRY SCENES)  
 EXHIBIT B



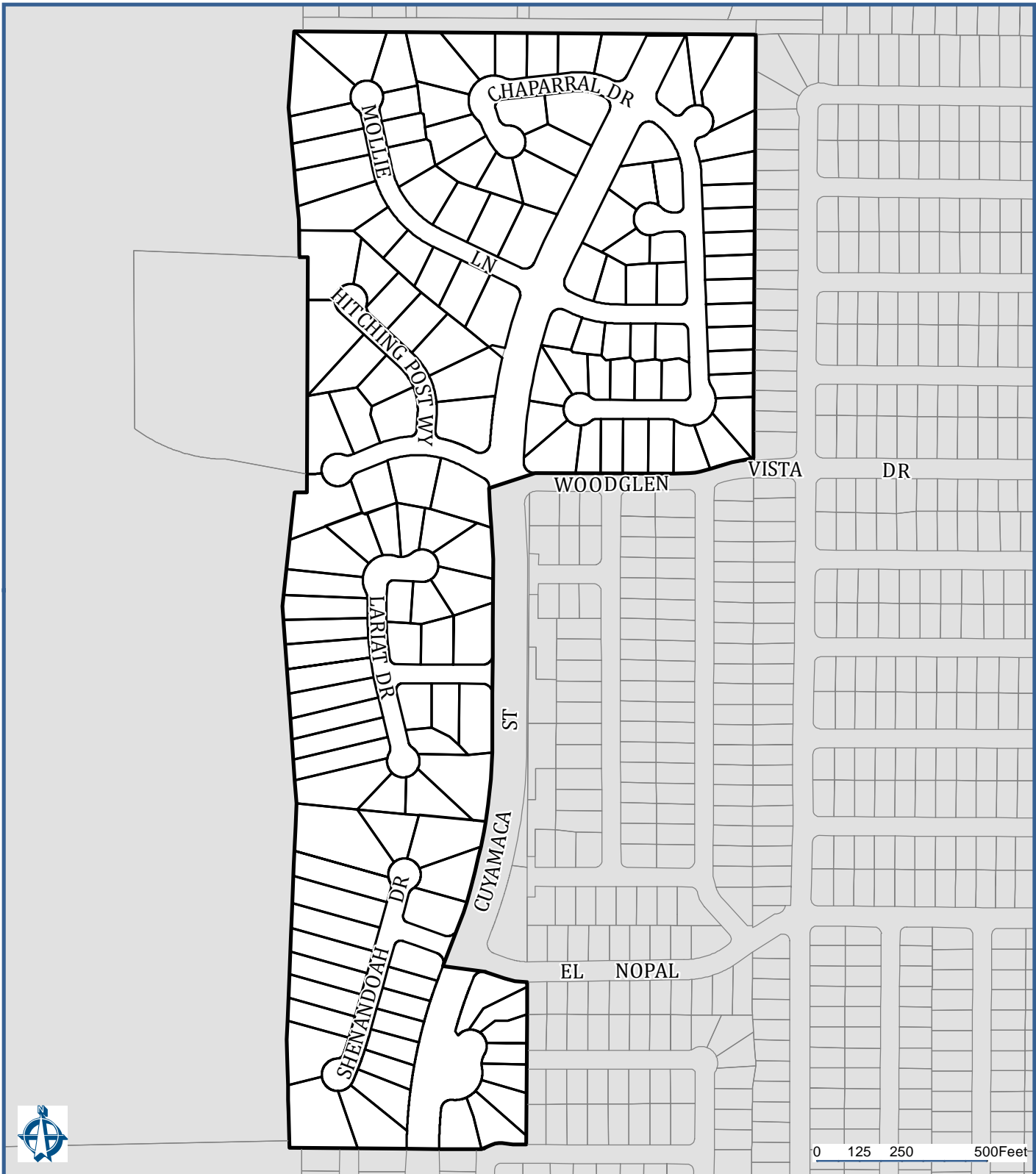


# CITY OF SANTEE ASSESSMENT DIAGRAM

**SANTEE LANDSCAPE MAINTENANCE DISTRICT**  
**ZONE 4**  
**(CAMELOT HEIGHTS)**  
**EXHIBIT C**







# CITY OF SANTEE ASSESSMENT DIAGRAM

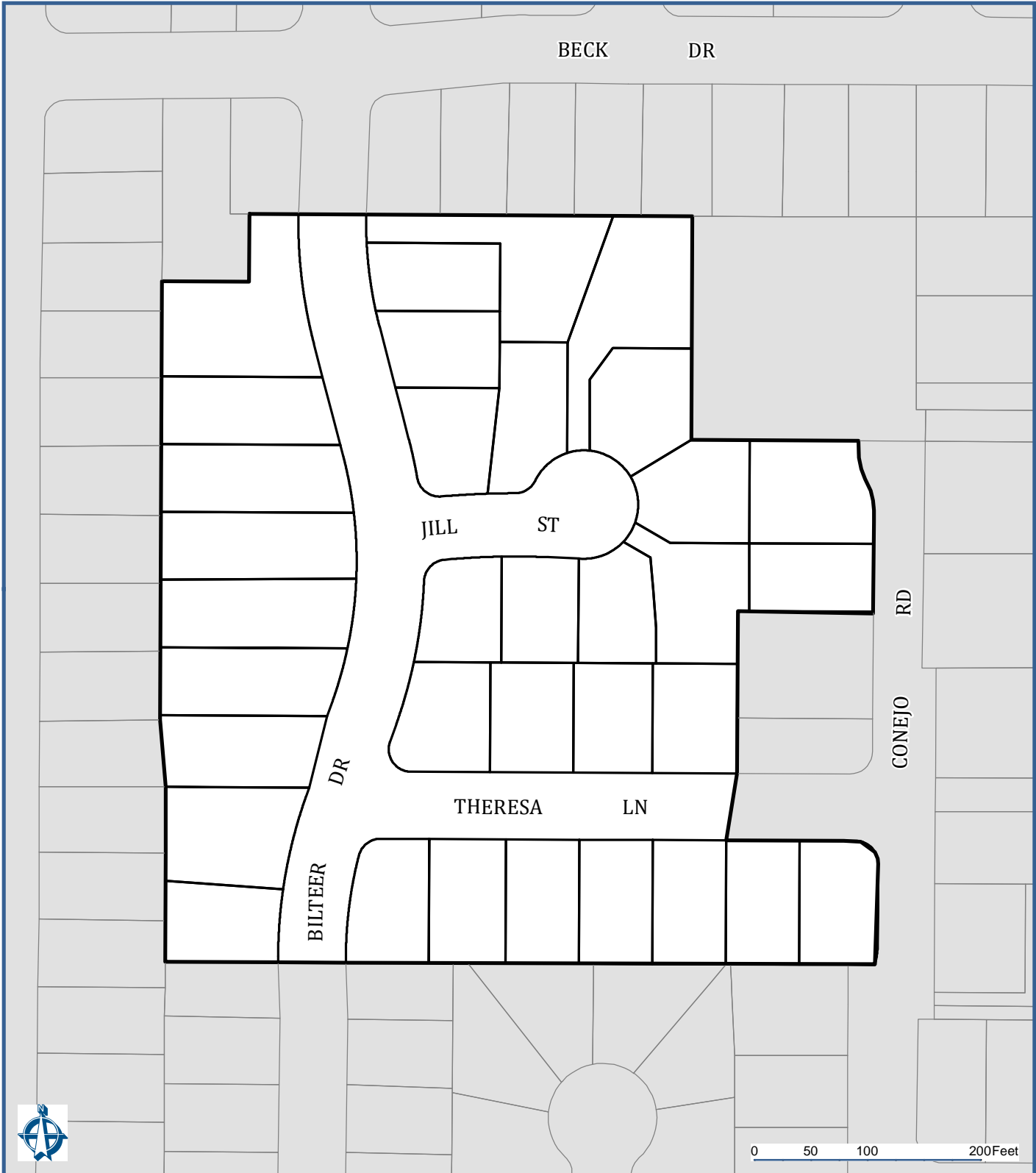
SANTEE LANDSCAPE MAINTENANCE DISTRICT

ZONE 8

(SILVER COUNTRY ESTATES)

EXHIBIT D





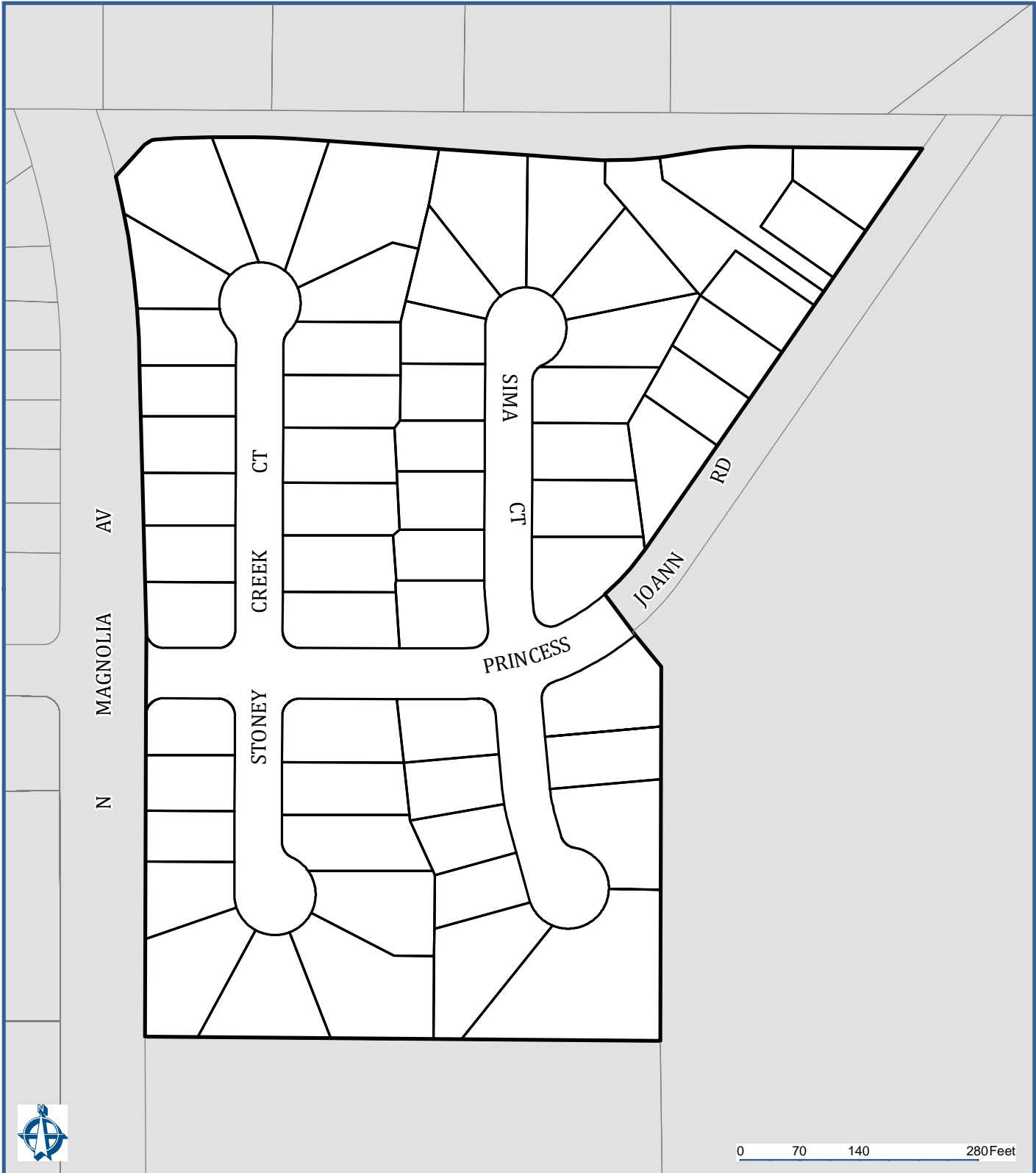
# CITY OF SANTEE ASSESSMENT DIAGRAM

SANTEE LANDSCAPE MAINTENANCE DISTRICT  
 ZONE 9  
 (TIMBERLANE/MATTAZARO)  
 EXHIBIT E



0 50 100 200Feet





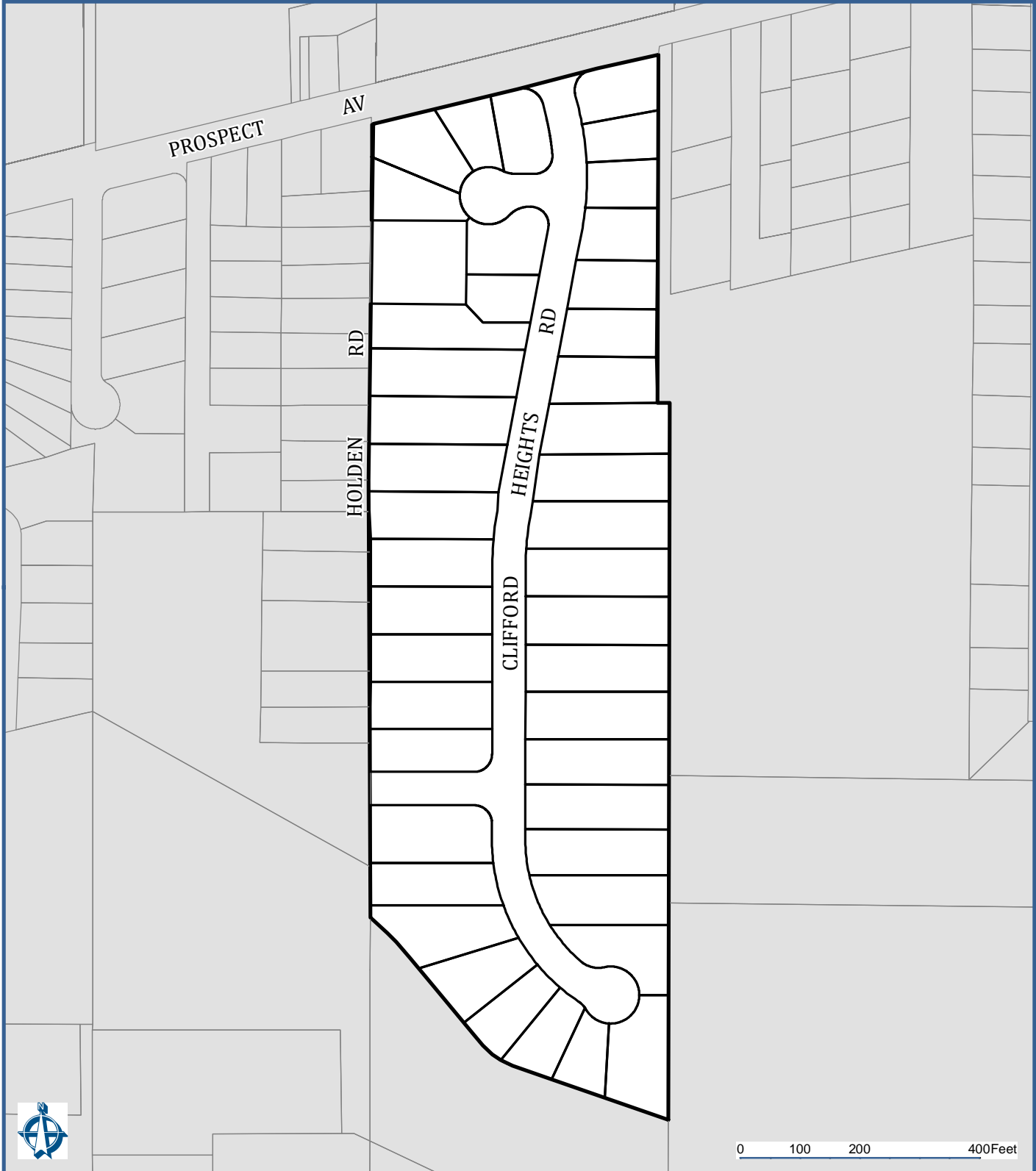
# CITY OF SANTEE ASSESSMENT DIAGRAM

SANTEE LANDSCAPE MAINTENANCE DISTRICT

ZONE 12  
(THE HEIGHTS)

EXHIBIT F





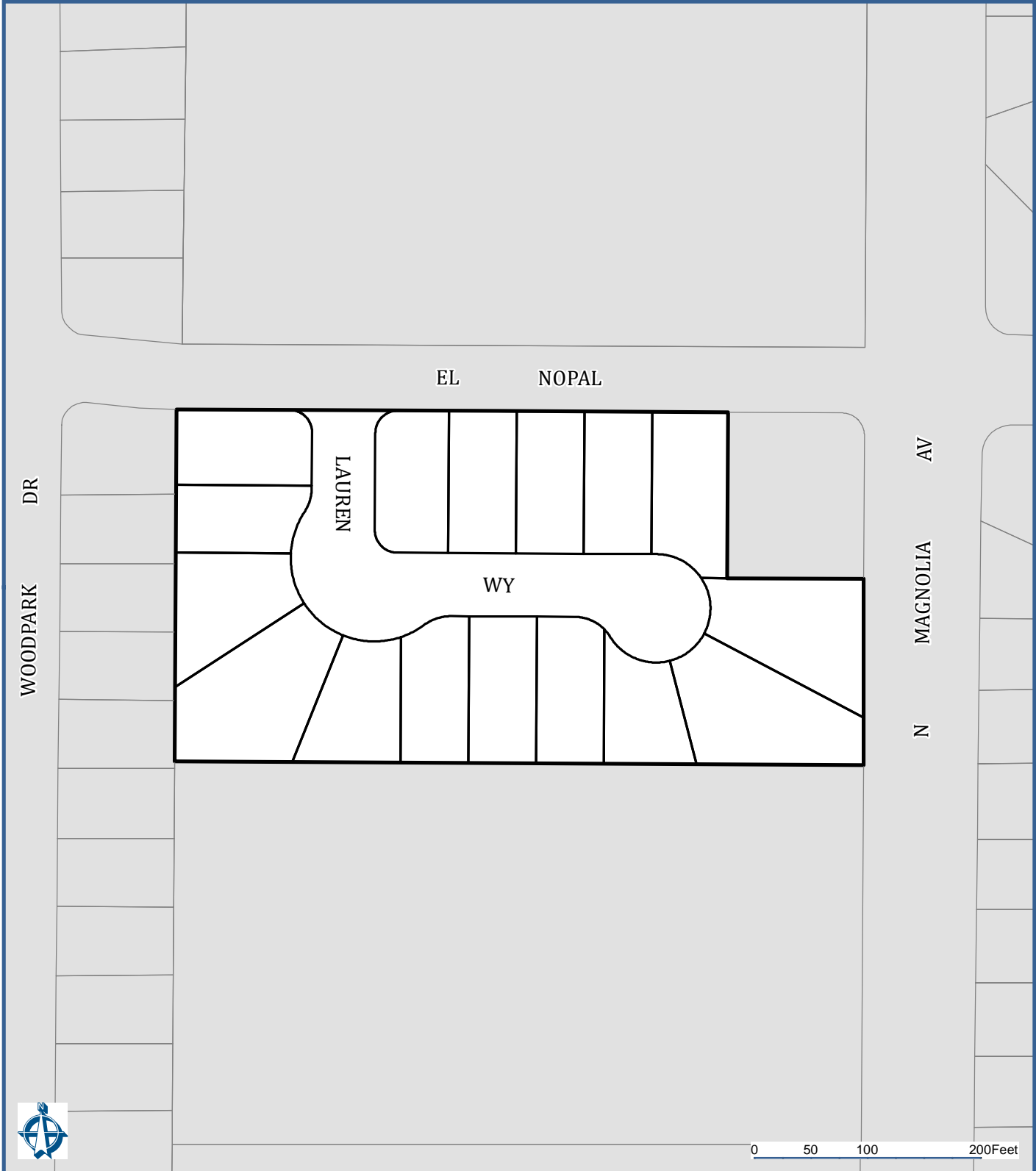
# CITY OF SANTEE ASSESSMENT DIAGRAM

SANTEE LANDSCAPE MAINTENANCE DISTRICT

ZONE 13  
(PROSPECT HILLS)

EXHIBIT G

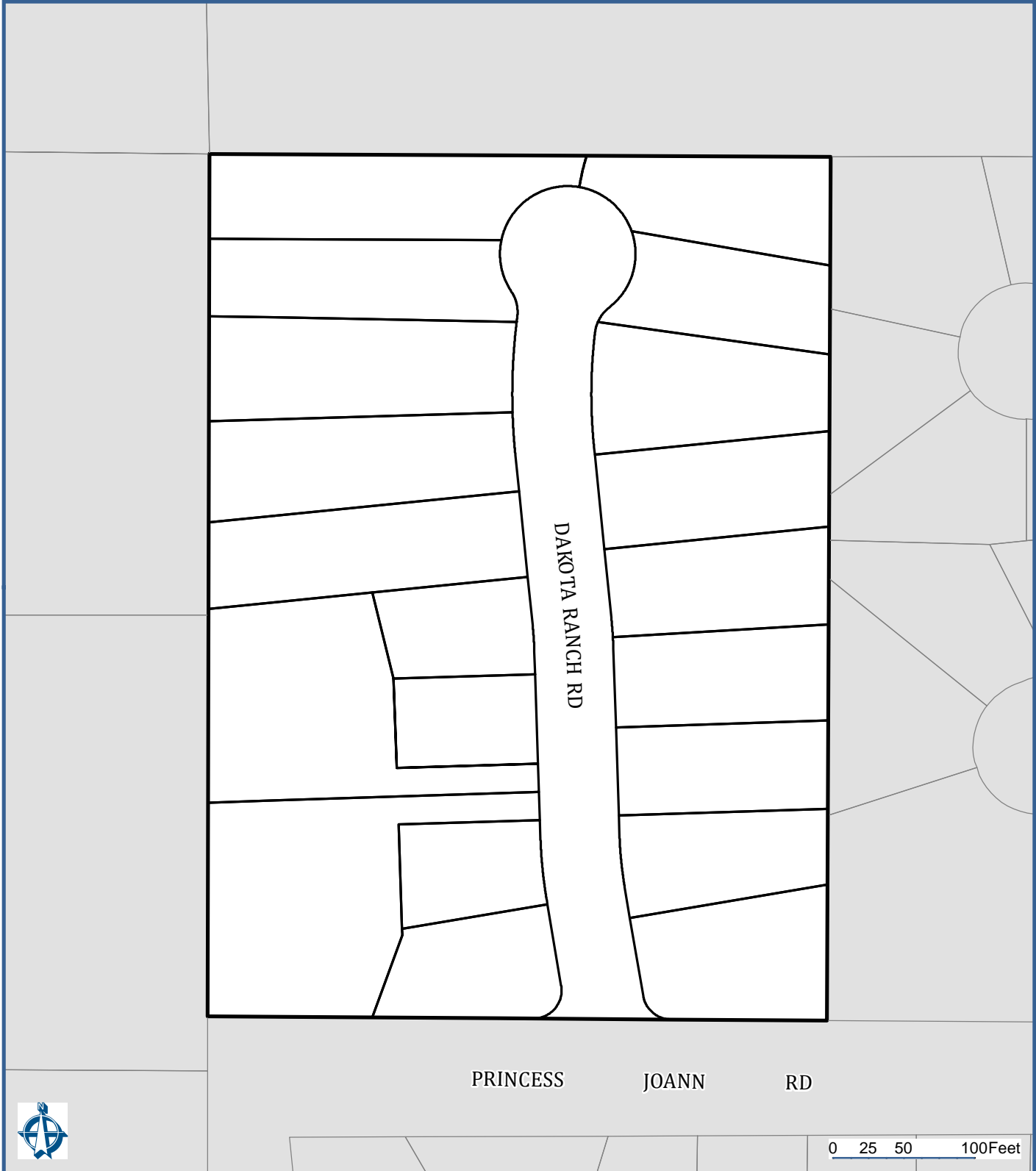




# CITY OF SANTEE ASSESSMENT DIAGRAM

SANTEE LANDSCAPE MAINTENANCE DISTRICT  
 ZONE 14  
 (MITCHELL RANCH)  
 EXHIBIT H

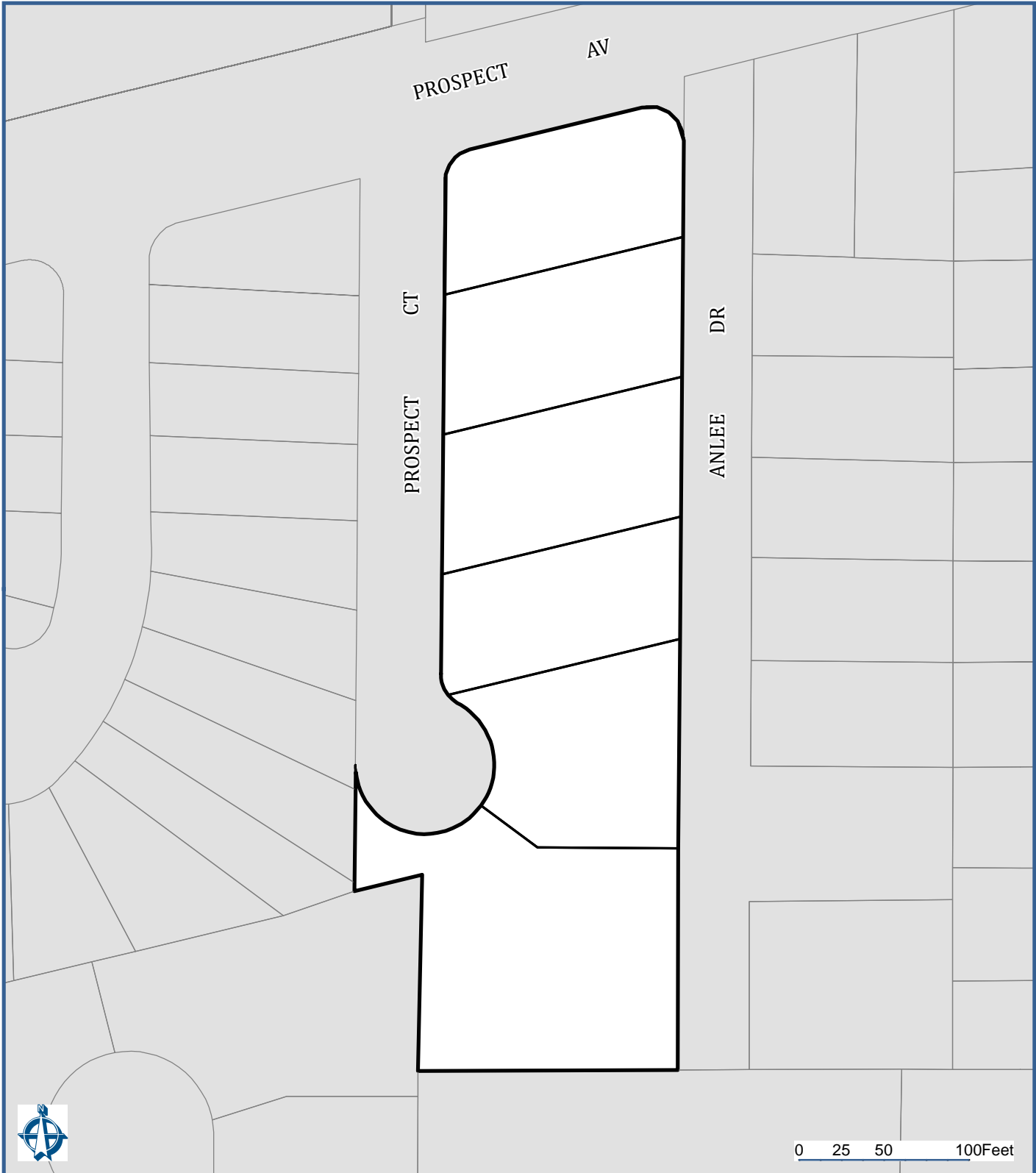




# CITY OF SANTEE ASSESSMENT DIAGRAM

SANTEE LANDSCAPE MAINTENANCE DISTRICT  
ZONE 17  
(DAKOTA RANCH)  
EXHIBIT I





# CITY OF SANTEE ASSESSMENT DIAGRAM

SANTEE LANDSCAPE MAINTENANCE DISTRICT

ZONE 18  
(ALLOS)  
EXHIBIT J



**MEETING DATE** April 13, 2022

**ITEM TITLE** RESOLUTION INITIATING PROCEEDINGS AND ORDERING THE PREPARATION OF AN ENGINEER'S REPORT FOR THE FY 2022-23 TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT ANNUAL LEVY OF ASSESSMENTS

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

**SUMMARY**

Town Center Landscape Maintenance District ("TCLMD") was originally formed in 1987. It now comprises eight distinct zones, four of which are assessed: "Zone A – "Town Center Parkway," Zone B – "The Lakes," Zone C – "San Remo," and Zone D – the mixed use project known as "Mission Creek." Contractors provide landscape, fountain, and lighting maintenance services to these four assessed zones. Maps depicting each zone and the areas of maintenance are attached.

The City Council is required to take three distinct steps in order to proceed with the annual levy of assessments. First, the City Council must formally initiate the proceedings and direct the preparation of an engineer's report, analyzing existing and proposed improvements to the District. Second, the City Council must take formal action to either approve, or modify and approve the proposed engineer's report, formally declare its intention to provide for the annual levy of assessments and provide notice of a public hearing. Finally, the City Council must hold the public hearing and provide for the annual levy of assessments.

This item takes the necessary first step in the process by initiating proceedings and ordering the preparation of an engineer's report. The second step of approving the proposed engineer's report, declaring the intention to levy assessments and providing notice of a public hearing is scheduled to occur at the May 25, 2022 City Council meeting. The final step of holding the public hearing and providing for the annual levy of assessments is scheduled to occur at the July 27, 2022 City Council meeting.

**FINANCIAL STATEMENT** *m*

Funding for the preparation of the engineer's report is included in the FY 2021-22 adopted budget for each zone of the Town Center Landscape Maintenance District.

**CITY ATTORNEY REVIEW**  N/A •  Completed

**RECOMMENDATION** *MSB*

Adopt the resolution to initiate proceedings and order the preparation of an engineer's report.

**ATTACHMENT**

Resolution (w/Exhibits – Assessment Diagrams)





**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,  
INITIATING PROCEEDINGS AND ORDERING THE PREPARATION OF AN  
ENGINEER'S REPORT FOR THE FY 2022-23 TOWN CENTER LANDSCAPE  
MAINTENANCE DISTRICT ANNUAL LEVY OF ASSESSMENTS**

**WHEREAS**, the City Council of the City of Santee desires to initiate proceedings for the annual levy of assessments for a landscape district pursuant to the terms and provisions of the "Landscaping and Lighting Act of 1972", being Division 15, Part 2 of the Streets and Highways Code of the State of California, Article XIII D of the California Constitution, and the Proposition 218 Omnibus Implementation Act (commencing with California Government Code Section 53750) (collectively the "Law"), in what is known and designated as: **TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT** ("District"); and

**WHEREAS**, these proceedings for the annual levy of assessments shall relate to the fiscal year commencing July 1, 2022; and

**WHEREAS**, there has been submitted to this City Council for its consideration at this time, diagrams, copies of which are attached hereto and by this reference incorporated herein, showing the boundaries of the areas of assessment for the above referenced fiscal year, said diagrams showing and further describing in general the improvements proposed to be maintained in said District, said description being sufficient to identify the areas proposed to be assessed for said maintenance thereof; and

**WHEREAS**, there are no proposed new improvements or any substantial changes in existing improvements; and

**WHEREAS**, the Law requires a written report, consisting of: plans and specifications of the area of the improvements to be maintained; an estimate of the costs for maintaining the improvements, including incidental expenses in connection therewith; a diagram of the areas proposed to be assessed; and a parcel-by-parcel listing of the assessments of the estimated costs for maintaining the improvements in proportion to the special benefits to be conferred on such parcels.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Santee, California,

**SECTION 1.** That the above recitals are all true and correct.

**SECTION 2.** That diagrams, entitled **TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT** as submitted to this City Council, showing the boundaries of the proposed areas to be assessed and showing the improvements to be maintained, are hereby approved, and copies thereof shall be on file in the City Clerk's Office and open to public inspection. The proposed parcels and properties within said areas are those to be assessed to pay certain costs and expenses for said maintenance.

**RESOLUTION NO.**

**SECTION 3.** That the maintenance work within the area proposed to be assessed shall be the maintenance or servicing, or both, of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof in accordance with the Law.

**SECTION 4.** There are no proposed new improvements or any substantial changes to existing improvements.

**SECTION 5.** That the Director of Finance is hereby ordered to cause to be prepared and to file with this City Council, the Report relating to said annual assessment and levy in accordance with the provisions of the Law.

**SECTION 6.** That upon completion, said Report shall be filed with the City Clerk, who shall then provide all notices required by law regarding the intent to approve assessments and hold a public hearing and submit the report to this City Council for its consideration pursuant to sections 22623 and 22624 of the Streets and Highways Code.

**ADOPTED** by the City Council of the City of Santee, California, at a regular meeting thereof held this 13<sup>th</sup> day of April, 2022 by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

---

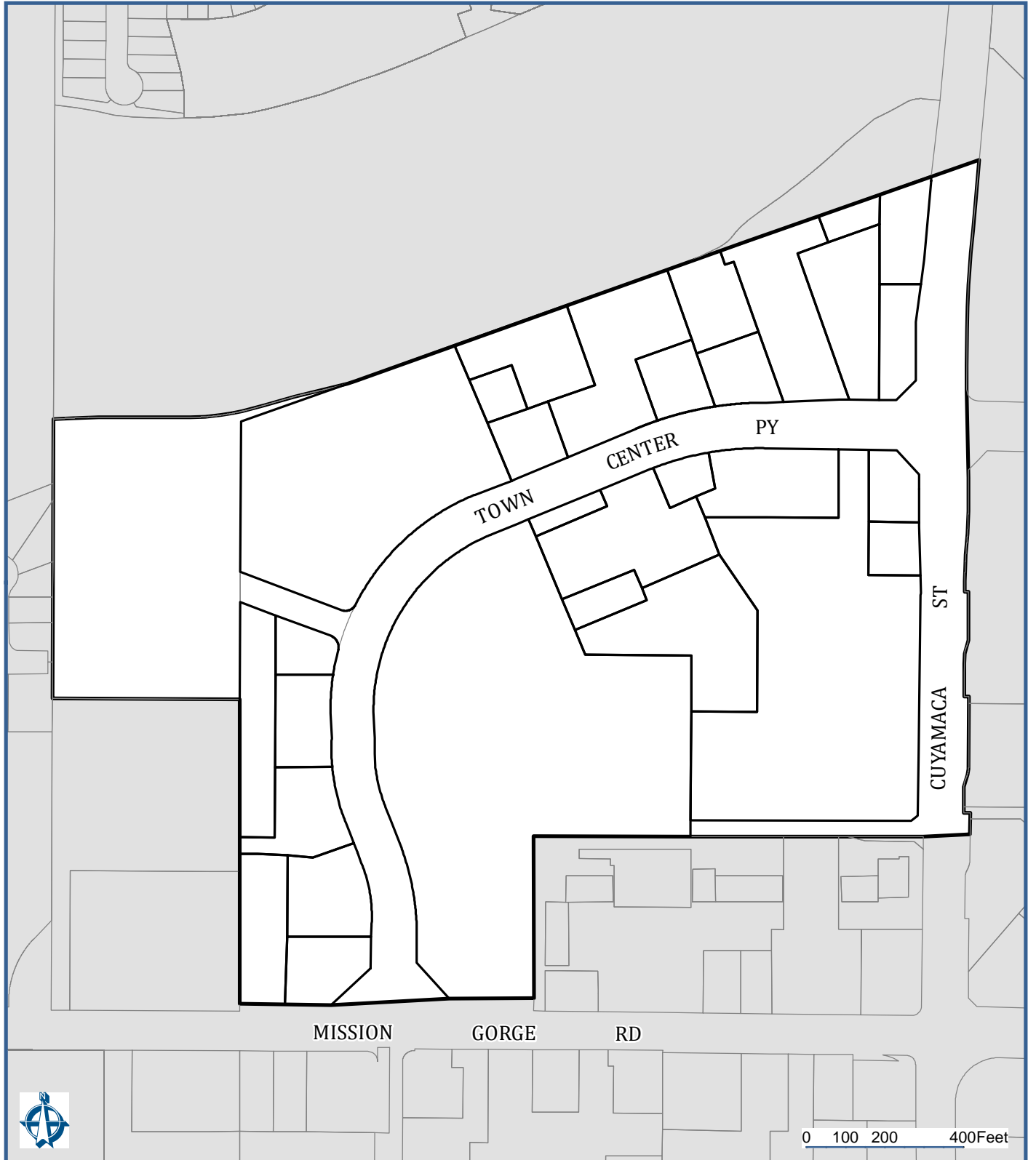
**JOHN W. MINTO, MAYOR**

**ATTEST:**

---

**ANNETTE ORTIZ, CMC, CITY CLERK**

EXHIBITS A-D: Vicinity Maps (Diagrams)

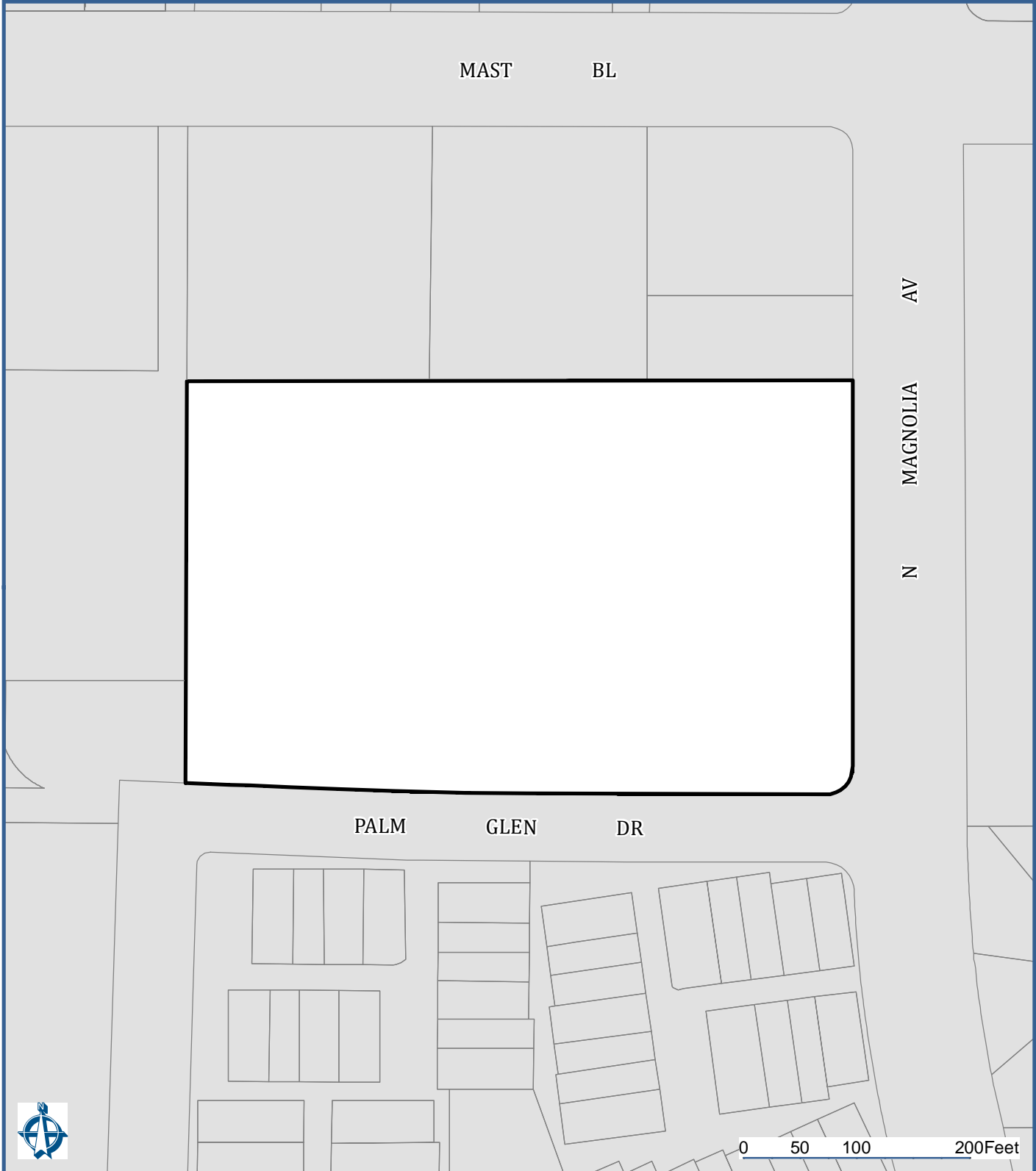


# CITY OF SANTEE ASSESSMENT DIAGRAM

TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT

ZONE A  
(TOWN CENTER)  
EXHIBIT A





# CITY OF SANTEE ASSESSMENT DIAGRAM

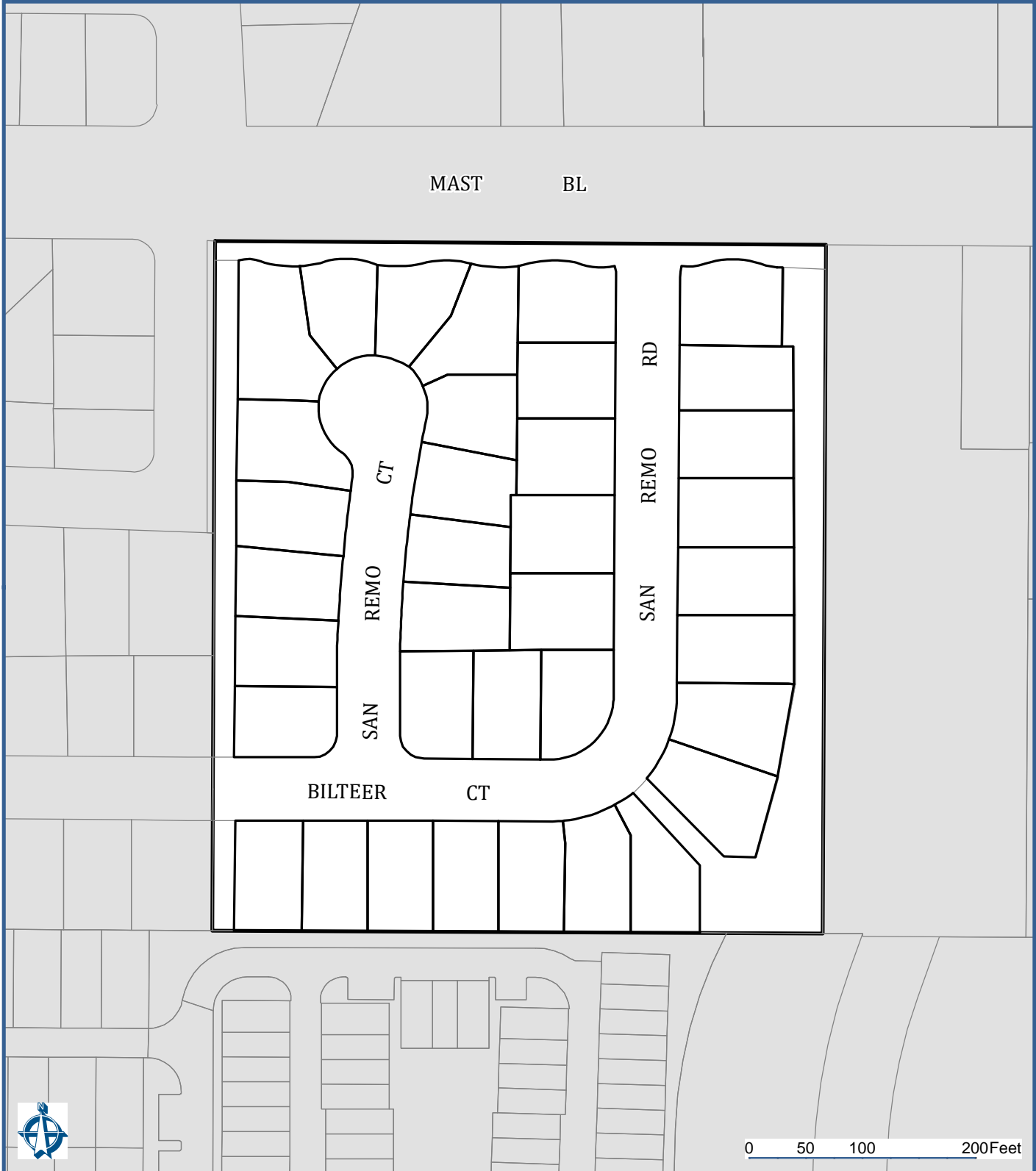
TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT

ZONE B  
(THE LAKES)  
EXHIBIT B



0 50 100 200Feet



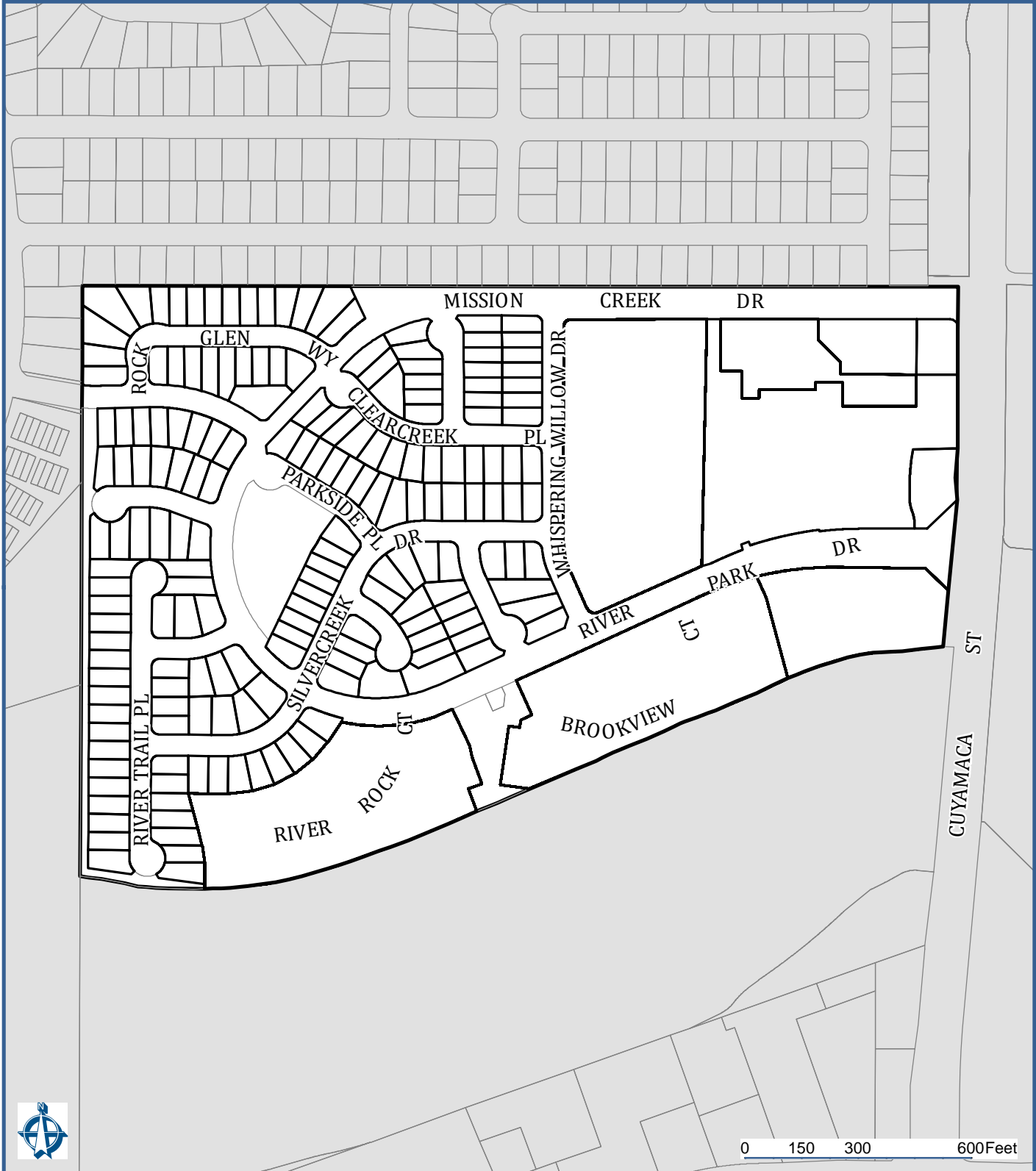


# CITY OF SANTEE ASSESSMENT DIAGRAM

TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT

ZONE C  
(SAN REMO)  
EXHIBIT C





# CITY OF SANTEE ASSESSMENT DIAGRAM

TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT  
 ZONE D  
 (MISSION CREEK)  
 EXHIBIT D



0 150 300 600 Feet



**MEETING DATE** April 13, 2022

**ITEM TITLE** RESOLUTION INITIATING PROCEEDINGS AND ORDERING THE PREPARATION OF AN ENGINEER'S REPORT FOR THE FY 2022-23 **SANTEE ROADWAY LIGHTING DISTRICT ANNUAL LEVY OF ASSESSMENTS**

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

**SUMMARY**

The Santee Roadway Lighting District ("SRLD") has two zones, each with separate funding sources. Zone A is contiguous with the City's boundaries; i.e., all properties in the City are within Zone A. Zone B comprises numerous areas throughout the City, and contains street lights defined as primarily having local benefit.

The funding of street light energy, maintenance and administrative costs for both Zone A and Zone B have been obtained from two sources: (1) an ad valorem property tax designated for street lighting purposes (Zone A), (2) and a special benefit assessment (Zone B). It is estimated that 14 new lights will be added within SRLD in FY 2022-23.

The City Council is required to take three distinct steps in order to proceed with the annual levy of assessments. First, the City Council must formally initiate the proceedings and direct the preparation of an engineer's report, analyzing existing and proposed improvements to the District. Second, the City Council must take formal action to either approve or modify and approve the proposed engineer's report, formally declare its intention to provide for the annual levy of assessments and provide notice of a public hearing. Finally, the City Council must hold the public hearing and provide for the annual levy of assessments.

This item takes the necessary first step in the process by initiating proceedings and ordering the preparation of an engineer's report. The second step of approving the proposed engineer's report, declaring the intention to levy assessments and providing notice of a public hearing is scheduled to occur at the May 25, 2022 City Council meeting. The final step of holding the public hearing and providing for the annual levy of assessments is scheduled to occur at the July 27, 2022 City Council meeting.

**FINANCIAL STATEMENT** *tm*

Funding for the preparation of the engineer's report is included in the FY 2021-22 Santee Roadway Lighting District Zone "B" adopted budget.

**CITY ATTORNEY REVIEW**  N/A •  Completed

**RECOMMENDATION** *MAB*

Adopt the resolution to initiate proceedings and order the preparation of an engineer's report.

**ATTACHMENT**

Resolution (w/Exhibits – Assessment Diagram)



**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,  
INITIATING PROCEEDINGS AND ORDERING THE PREPARATION OF AN  
ENGINEER'S REPORT FOR THE FY 2022-23  
SANTEE ROADWAY LIGHTING DISTRICT  
ANNUAL LEVY OF ASSESSMENTS**

**WHEREAS**, the City Council of the City of Santee desires to initiate proceedings for the annual levy of assessments for a lighting district pursuant to the terms and provisions of the "Landscaping and Lighting Act of 1972", being Division 15, Part 2 of the Streets and Highways Code of the State of California, Article XIII D of the California Constitution, and the Proposition 218 Omnibus Implementation Act (commencing with California Government Code Section 53750) (collectively the "Law"), in what is known and designated as: **SANTEE ROADWAY LIGHTING DISTRICT** ("District"); and

**WHEREAS**, these proceedings for the annual levy of assessments shall relate to the fiscal year commencing July 1, 2022; and

**WHEREAS**, there has been submitted to this City Council for its consideration at this time, a map showing the boundaries of the areas of assessment for the above referenced fiscal year, said map showing and further describing in general the areas of the improvements proposed to be maintained in said District, said description being sufficient to identify the areas proposed to be assessed for said maintenance thereof; and

**WHEREAS**, it is estimated that 14 new lights will be added within the District in FY 2022-23; and

**WHEREAS**, the Law requires a written report, consisting of: plans and specifications of the area of the improvements to be maintained; an estimate of the costs for maintaining the improvements, including incidental expenses in connection therewith; a diagram of the areas proposed to be assessed; and a parcel-by-parcel listing of the assessments of the estimated costs for maintaining the improvements in proportion to the special benefits to be conferred on such parcels.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Santee, California,

**SECTION 1.** That the above recitals are all true and correct.

**SECTION 2.** That the map, entitled **SANTEE ROADWAY LIGHTING DISTRICT**, as submitted to this City Council, showing the boundaries of the proposed area to be assessed and the areas of the improvements to be maintained, is hereby approved, and a copy thereof shall be on file in the Office of the City Clerk and open to public inspection. The proposed parcels and properties within said areas are those to be assessed to pay certain costs and expenses for said maintenance.



**RESOLUTION NO.**

**SECTION 3.** That the maintenance work within the areas proposed to be assessed shall be the maintenance or servicing, or both, of any facilities that are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof in accordance with the Law.

**SECTION 4.** That the Director of Finance is hereby ordered to cause to be prepared and to file with this City Council, the Report relating to said annual assessment and levy in accordance with the provisions of the Law.

**SECTION 5.** That upon completion, said Report shall be filed with the City Clerk, who shall then provide all notices required by law regarding the intent to approve assessments and hold a public hearing and submit the report to this City Council for its consideration pursuant to sections 22623 and 22624 of the Streets and Highways Code.

**ADOPTED** by the City Council of the City of Santee, California, at a regular meeting thereof held this 13<sup>th</sup> day of April, 2022 by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

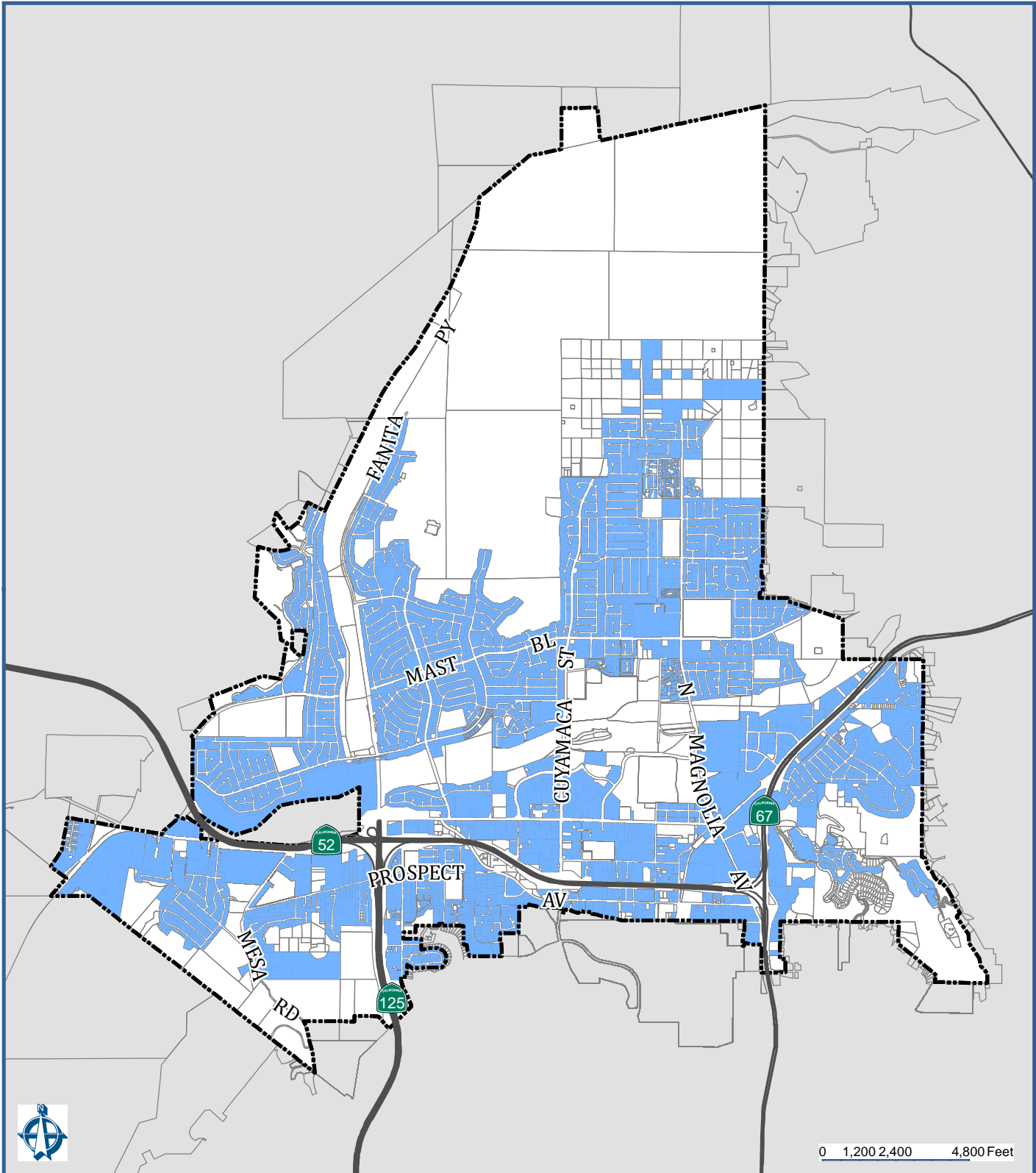
**APPROVED:**

**\_\_\_\_\_  
JOHN W. MINTO, MAYOR**

**ATTEST:**

**\_\_\_\_\_  
ANNETTE ORTIZ, CMC, CITY CLERK**



EXHIBIT A: Vicinity Map



# CITY OF SANTEE ASSESSMENT DIAGRAM

## SANTEE ROADWAY LIGHTING DISTRICT

EXHIBIT A

 SANTEE CITY BOUNDARY (ZONE A)
  LEVIED (ZONE B)

Zone B - Includes approximately 79% of all parcels throughout the City



**MEETING DATE** April 13, 2022

**ITEM TITLE** PURCHASE OF NEW STRUCTURAL FIREFIGHTING CLOTHING (TURNOUTS) FROM MUNICIPAL EMERGENCY SERVICES, PER SOURCEWELL CONTRACT #032620-MES

**DIRECTOR/DEPARTMENT** John Garlow, Fire Chief *JG*

**SUMMARY**

This item requests City Council authorization to purchase an additional four (4) sets of structural firefighting clothing ("turnouts") from Municipal Emergency Services (MES). This purchase is necessary in order to outfit the Fire Department's two (2) new firefighter-paramedics with properly fitting gear.

Santee Municipal Code Section 3.24.130 authorizes the City to join with other public jurisdictions in cooperative purchasing plans or programs as determined by the purchasing agent to be in the City's best interest. On May 5, 2020, Sourcewell, a State of Minnesota local government agency and service cooperative, of which the City is a member, completed a competitive request for proposals process for the procurement of firefighting personal protective equipment, apparel and accessories. Based on evaluation criteria such as pricing, selection and variety of products offered, customer support and ability to meet the contract requirements, Municipal Emergency Services (MES) was awarded Contract #032620-MES for an initial term of four years plus one annual option to renew. Staff has evaluated the pricing, products and support provided by the contract and the purchasing agent has determined that utilization of Contract #032620-MES for the purchase of turnouts to be in the City's best interest.

Santee's Purchasing Ordinance requires City Council approval of all purchases exceeding \$25,000 in any single fiscal year. The department has already purchased eight (8) sets of turnouts in the amount of \$23,442.27 this fiscal year. Staff recommends utilizing Sourcewell Contract #032620-MES to purchase an additional four (4) sets of turnouts from MES for an amount not to exceed \$15,046.86. The total cost for twelve (12) sets of structural firefighting clothing (turnouts) purchased during FY 21/22 will be an amount not to exceed \$38,489.13.

**FINANCIAL STATEMENT** *JG*

Adequate funding for the purchase of the additional four (4) sets of structural firefighting clothing (turnouts) is included in the amended FY 21/22 Fire Department budget.

**CITY ATTORNEY REVIEW**  N/A •  Completed

**RECOMMENDATION** *MSB*

Authorize the purchase of four (4) additional sets of structural firefighting clothing (turnouts) from Municipal Emergency Services (MES) per Sourcewell Contract #032620-MES for an amount not to exceed \$15,046.86 and authorize the City Manager to execute all necessary documents.

**ATTACHMENT**

None



**MEETING DATE** April 13, 2022

**ITEM TITLE** AMERICAN RESCUE PLAN ACT EXPENDITURE PLAN UPDATE

**DIRECTOR/DEPARTMENT** Marlene Best, City Manager

**SUMMARY**

On July 14, 2021 the City Council was presented with information regarding the American Rescue Plan Act (ARPA). On August 11, 2021 a preliminary expenditure plan was presented to the City Council for additional discussion and public input. On September 8, 2021 an ARPA expenditure plan was adopted by the City Council. On December 8, 2021 one modification was made to the ARPA expenditure plan in order to bridge a funding gap in the Town Center Community Park West Field 1 Upgrades project.

In January 2022 the U.S. Department of the Treasury issued its "Final Rule" governing the use of ARPA Coronavirus State and Local Fiscal Recovery Funds. This Final Rule affords broader flexibility and greater simplicity for this program, in particular with the provision of a standard allowance of up to \$10.0 million (not to exceed an agency's total ARPA allocation) for the replacement of lost public sector revenue. Recipients that select the standard allowance may use it to fund "government services", which can include any service traditionally provided by a government, thereby allowing the City to utilize ARPA funds for a wide variety of City services and capital projects/infrastructure improvements. Staff recommends redirecting the City's entire \$7,325,525 ARPA allocation to the Replacement of Lost Public Sector Revenue category utilizing the standard allowance.

In addition, staff has identified several other proposed modifications to the ARPA expenditure plan as discussed in the attached staff report for City Council consideration.

**FINANCIAL STATEMENT** *m*

The City will receive a total of \$7,325,525 in ARPA Coronavirus State and Local Fiscal Recovery Fund, half of which has already been received with the other half expected to be received in the next several months. Funds must be obligated by December 31, 2024 and expended by December 31, 2026.

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION** *MSB*

Adopt the updated ARPA Expenditure Plan, reflecting any adjustments as directed by City Council. Staff also requests that the City Council authorize the City Manager to adjust funding allocations as needed, consistent with City Council's stated priorities.

**ATTACHMENT**  
Staff Report



**STAFF REPORT**  
**AMERICAN RESCUE PLAN ACT**  
**EXPENDITURE PLAN UPDATE**

**CITY COUNCIL MEETING**  
**April 13, 2022**

**DISCUSSION**

On July 14, 2021 the City Council was presented with information regarding the American Rescue Plan Act (ARPA). Included in the presentation was a discussion of the eligible expenditure categories and suggested ranges for funding allocations by major category. On August 11, 2021 a preliminary expenditure plan was presented to the City Council for additional discussion and public input. On September 8, 2021 an ARPA expenditure plan was adopted by the City Council. On December 8, 2021 one modification was made to the ARPA expenditure plan in order to bridge a funding gap in the Town Center Community Park West Field 1 Upgrades project. The resulting current ARPA spending plan is as follows.

<b>Public Health</b>	<b>\$ 35,000</b>
Personal protective equipment	
Communications regarding public health matters	
Public safety personnel responding to COVID-19	
<b>Address Negative Economic Impacts</b>	<b>650,000</b>
Support to affected industries	\$300,000 - \$400,000
Support to affected non-profit organizations	\$100,000 - \$200,000
Reinstated Rec. Coordinator positions (2)	\$150,000
<b>Services to Disproportionately Impacted Communities</b>	<b>1,300,000</b>
Support for regional efforts to address homelessness issues	
<b>Infrastructure</b>	<b>3,458,930</b>
Broadband projects (per the adopted CIP)	\$ 1,280,000
Stormwater projects (per the adopted CIP)	\$ 2,178,930
<b>Lost Revenue Replacement</b>	<b>1,850,000</b>
Pavement Repair and Rehabilitation	\$ 1,000,000
San Diego River Corridor Enhancements	\$ 500,000
IT staffing support (limited term)	\$ 100,000
TCCP West Field 1 Improvements	\$ 250,000
<b>Administrative Expenses</b>	<b>31,595</b>
ARPA funded program management and ongoing reporting	
<b>Total</b>	<b><u>\$ 7,325,525</u></b>

The City has been following the initial ARPA program guidance issued by the U.S. Department of the Treasury ("Treasury") called the "Interim Final Rule." However, in January 2022, the Treasury released its "Final Rule." There are a few key changes between the Interim Final Rule and the Final Rule. Most notable is the Replacing Lost Public Sector Revenue Standard

Allowance (“Standard Allowance”) contained in the Final Rule. Under the Treasury’s Interim Final Rule, agencies were required to calculate the amount of their lost public revenue according to a formula articulated in the Interim Final Rule, an amount for Santee estimated to be \$1,850,000. In accordance with the Final Rule, the Standard Allowance, if elected, allows an ARPA recipient to presume up to \$10.0 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services”. Under this key change, the City could classify its entire ARPA allocation of \$7,325,525 as Lost Public Sector Revenue and benefit by the considerable flexibility in how funds can be used, thereby allowing the City to fund a wide variety of City services and capital projects/infrastructure improvements using ARPA funds. Additional benefits from maximizing the use of the Standard Allowance include substantially streamlined reporting and compliance requirements.

Staff recommends that the City Council consider an updated ARPA Expenditure Plan with all items classified under the Lost Public Sector Revenue Replacement category utilizing the Standard Allowance. In addition, several other updates to the expenditure plan are proposed as reflected in the following summary and discussion.

**Lost Public Sector Revenue Replacement**

<b>Address Negative Economic Impacts</b>		<b>\$</b>	<b>500,000</b>
Support to affected businesses and non-profits	\$ 500,000		
Reinstated Recreation Coordinator positions (2) <sup>3</sup>	-		
<b>Services to Disproportionately Impacted Communities</b>			<b>1,000,000</b>
Support for regional efforts to address homelessness issues <sup>2</sup>			
<b>Infrastructure/Capital Projects</b>			<b>5,575,525</b>
CMP Storm Drain Replacement	\$ 1,057,400		
Master Drainage Study	\$ 500,000		
Storm Drain Trash Diversion	\$ 621,530		
Broadband/Fiber Optic connections to various City facilities <sup>2</sup>	\$ 990,000		
Upgrade City cybersecurity protection <sup>2</sup>	\$ 100,000		
Pavement Repair and Rehabilitation	\$ 1,000,000		
San Diego River Corridor Enhancements (grant match) <sup>2</sup>	\$ 900,000		
TCCP West Field 1 Improvements	\$ 250,000		
Community Center Parking Lot <sup>1</sup>	\$ 156,595		
<b>Other Items</b>			<b>250,000</b>
Staffing support - limited term (technology enhancements)	\$ 100,000		
Fire Station 5 improvements <sup>1</sup>	\$ 100,000		
Operations Center fuel tanks <sup>1</sup>	\$ 50,000		
Public Health expenses <sup>3</sup>	\$ -		
Administrative expenses <sup>3</sup>	\$ -		
<b>Total Allocation</b>			<b>\$ 7,325,525</b>

<sup>1</sup> New items

<sup>2</sup> Change in allocation amount

<sup>3</sup> Removed from allocation

### **New proposed items:**

- Community Center Parking Lot, \$156,595. This allocation would go towards the total amount needed to fund the Community Center Parking Lot. The total estimated cost is \$967,000
- Fire Station 5 improvements, \$100,000. This allocation would fund interior and exterior painting as well as painting the apparatus bay, carpet removal and concrete polishing, and apparatus bay flooring.
- Operations Center Fuel Tanks, \$50,000. This allocation would provide for the installation of gasoline fuel tanks at the Operations Center in conjunction with the diesel fuel tanks to be installed as part of the Operations Center Emergency Generator CIP project. Installing gasoline fuel tanks at the Operations Center will supply gas to the City's ambulance fleet as well as City fleet vehicles.

### **Proposed changes in allocations:**

- Support for regional efforts to address homelessness issues has been reduced by \$300,000 to provide funding for other identified needs. The proposed allocation amount is now \$1,000,000.
- Broadband/Fiber Optics and cybersecurity protections have been reduced by \$190,000 to a combined amount of \$1,090,000. Specific projects have now been identified, and it is expected that broadband master planning will be addressed at a regional level. The identified fiber optic conduit installation projects are as follows: City Hall to the Operations Center; Magnolia/Riverview Parkway to the north side of San Diego River Bridge and Riverview Parkway to new Park Center traffic signal; Fire Station 5 to City Hall; and the Community Center future location on Riverwalk Drive east to Park Center Drive then north to Mast. The upgrade to City's cybersecurity protection would upgrade the network firewall and other network equipment.
- San Diego River Corridor Enhancements allocation has been increased by \$400,000 (to \$900,000) in order to provide local matching funds for a Hazard Mitigation Grant that the City is pursuing in order to provide additional resources to address fire hazards adjacent to the San Diego River. Staff has identified a project with an estimated total cost of \$7.2 million. The Hazard Mitigation Grant, if approved, would cover 75% or \$5.4 million of the estimated total project cost. Staff is also working with the San Diego River Conservancy in an effort to obtain additional local matching funds in support of this effort.

### **Proposed to be removed from the allocation:**

- Two Recreation Coordinator positions, at an estimated cost of \$150,000, were previously funded with the adoption of the FY 2021-22 budget. ARPA funding previously allocated for this purpose has been redirected to other identified needs.
- Public Health expenses can be redirected from ARPA funding to the General Fund budget. Actual costs incurred to date this fiscal year for this purpose have been minimal. Should there be an uptick in the need for such expenses, ARPA funds could be redirected for this purpose at a later date.
- Administrative expenses to be incurred in meeting ARPA reporting and compliance requirements will be much less than originally anticipated as a result of the Standard Allowance and would be covered by the City's operating budget.

**REQUESTED ACTION**

Staff recommends that the City Council adopt the updated ARPA Expenditure Plan, reflecting any adjustments as directed by the City Council. Staff also requests that the City Council authorize the City Manager to adjust funding allocations as needed, consistent with City Council's stated priorities.



**MEETING DATE** April 13, 2022

**ITEM TITLE** RESOLUTION APPROVING A FIVE-YEAR AGREEMENT WITH THE COUNTY OF SAN DIEGO AND THE SAN DIEGO COUNTY SHERIFF FOR MUNICIPAL LAW ENFORCEMENT SERVICES FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2027 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT

**DIRECTOR/DEPARTMENT** Marlene Best, City Manager

**SUMMARY** The San Diego County Sheriff's Department has provided law enforcement services to the City of Santee since incorporation. These services have typically been provided under five-year contracts that serve as an umbrella agreement, while the actual cost of services and staffing levels are outlined each year in the form of an "Attachment B" to the agreement. The current agreement is set to expire on June 30, 2022.

With this new agreement, the cost of law enforcement services for the next fiscal year will be \$16,888,273.32, which represents an increase of 1.0% over the current fiscal year. Additionally, like the last five-year agreement, the current agreement provides for annual fixed cost increases, as follows:

Year 2: 1.0% increase	Year 4: 3.5% increase
Year 3: 3.5% increase	Year 5: 3.5% increase

These fixed costs will allow the City to plan and budget accordingly for future law enforcement services, and are some of the lowest cost increases the City has historically seen.

Additionally, on September 30, 2021, Governor Newsom signed into law Assembly Bill 481 ("AB 481") which requires the elected body that oversees a law enforcement agency to adopt a military equipment use policy ("Policy") by ordinance after a public hearing. AB 481 is intended to increase transparency, accountability and oversight surrounding the acquisition and use of military equipment by state and local law enforcement agencies. The San Diego County Board of Supervisors, as the overseer of the San Diego County Sheriff's Department, is responsible for the review and approval of the required Policy, and on April 5, 2022 introduced an Ordinance to add Section 449 to Article XXV of the San Diego County Code of Administrative Ordinances for approval of the Sheriff's Military Equipment Use Policy, with the second reading and adoption of the Ordinance adopting the Policy scheduled for April 26, 2022. Once adopted, the Policy will govern the acquisition and use of military equipment within the Sheriff Department's jurisdiction, including the City of Santee.

**FINANCIAL STATEMENT** *m*

Under the agreement, the cost for law enforcement services in Fiscal Year 2022-23 is \$16,888,273.32 which is partially funded with State COPS grant funds of approximately \$100,000. Funds will be included in the Fiscal Year 2022-23 Proposed Operating Budget to be presented to City Council in June 2022.



**CITY ATTORNEY REVIEW**    N/A •  Completed

**RECOMMENDATION** *MSB*

Adopt the Resolution approving the five-year Agreement with the County of San Diego and the San Diego County Sheriff for Municipal Law Enforcement Services for the period July 1, 2022 through June 30, 2027, and authorizing the City Manager to execute the Agreement.

**ATTACHMENT**

Resolution  
Five-Year Agreement for Municipal Law Enforcement Services

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA  
APPROVING A FIVE-YEAR AGREEMENT WITH THE COUNTY OF SAN DIEGO AND  
THE SAN DIEGO COUNTY SHERIFF FOR MUNICIPAL LAW ENFORCEMENT  
SERVICES FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2027 AND  
AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT**

**WHEREAS**, the San Diego County Sheriff's Department has provided law enforcement services to the City of Santee since incorporation; and

**WHEREAS**, these services have typically been provided under five-year contracts that serve as an umbrella agreement, while the actual cost of services and staffing levels are outlined each year in the form of an "Attachment B" to the agreement; and

**WHEREAS**, the current agreement is set to expire on June 30, 2022; and

**WHEREAS**, under the new agreement, the cost of law enforcement services for Fiscal Year 2022-23 will be \$16,888,273.32, which represents an increase of 1.0% over the current fiscal year; and

**WHEREAS**, the agreement also provides for annual fixed cost increases, which will allow the City to plan and budget accordingly for future law enforcement services. These fixed cost increases are 1.0% in year 2; 3.5% in year 3; 3.5% in year 4, and 3.5% in year 5.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Santee, California, that the five-year Agreement with the County of San Diego and the San Diego County Sheriff for municipal law enforcement services for the period July 1, 2022 through June 30, 2027 is approved and the City Manager is authorized to execute the Agreement.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular meeting thereof held this 13th day of April, 2022, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

\_\_\_\_\_  
**JOHN W. MINTO, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**ANNETTE ORTIZ, CMC, CITY CLERK**

**AGREEMENT BETWEEN THE CITY OF SANTEE,  
THE COUNTY OF SAN DIEGO, AND  
THE SAN DIEGO COUNTY SHERIFF**

**FOR MUNICIPAL LAW ENFORCEMENT SERVICES**

This Agreement is between the City of Santee, a California charter city, hereinafter referred to as "CITY" and the County of San Diego, a political subdivision of the State of California, hereinafter referred to as "COUNTY", for services to be provided by the San Diego County Sheriff, hereinafter referred to as "SHERIFF".

**RECITALS**

WHEREAS, COUNTY through SHERIFF provides public safety services throughout the County of San Diego and is equipped and will do so to the extent and in the manner hereinafter provided; and

WHEREAS, CITY is a municipal corporation of the State of California within the County of San Diego and desires to obtain general and specialized law enforcement and traffic services; and

WHEREAS, Sections 51300-51308, 51350, 55632, and sections 54980 et seq. of the California Government Code authorize COUNTY and CITY to contract for performance of Sheriff services within the CITY; and

WHEREAS, COUNTY through SHERIFF currently provides municipal law enforcement services to CITY pursuant to an agreement dated July 1, 2017; and

WHEREAS, CITY and COUNTY through SHERIFF desire to enter into a new agreement with provisions concerning the nature and extent of municipal law enforcement services to be provided to CITY and establishing the compensation to be paid therefore; and

WHEREAS, COUNTY acknowledges that CITY requires standards of performance that demonstrate professional excellence both in the execution of duties and in the interpersonal relations with CITY employees and all persons utilizing the services of CITY; and

WHEREAS, the Board of Supervisors on January 25, 2022 authorized the Clerk of the Board to accept and execute this Agreement for Municipal Law Enforcement Services; and

WHEREAS, the City Council for the City of Santee on \_\_\_\_\_ authorized the City Manager to accept and execute this Agreement for Municipal Law Enforcement Services; and

NOW THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, COUNTY and CITY jointly intend that CITY will fund and COUNTY will provide municipal law enforcement services, as set forth in this Agreement.

## AGREEMENT

### **I. PURPOSE AND INTENT**

The purpose of this Agreement is for COUNTY to provide municipal law enforcement services to CITY per California Government Code Section 51300-51308, 51350 and 54980, et seq. This Agreement is effective for its term beginning as set forth in Section III. A, regardless of approval date by the parties and supersedes and replaces the agreement between COUNTY and CITY for the period of July 1, 2017 through June 30, 2022, including all attachments, insofar as that agreement relates to provisions of municipal law enforcement services to CITY.

### **II. SCOPE OF SERVICES**

COUNTY through SHERIFF shall provide municipal law enforcement services to CITY as follows:

#### **A. Method of Service Delivery**

SHERIFF will maintain a Law Enforcement Services Bureau, which will be responsible for performance of COUNTY's obligations under this Agreement. Municipal law enforcement services will be staffed as described in Section IV, Standards of Services. These services shall be provided from SHERIFF's existing stations and other such facilities as COUNTY or the CITY may hereafter acquire.

#### **B. Law Enforcement Services**

COUNTY through SHERIFF will provide municipal law enforcement services ("Law Enforcement Services") to CITY as outlined in Attachment B. Law Enforcement Services consist of enforcement of the California Penal Code, the California Vehicle Code, and pertinent regulatory ordinances as adopted by the City Council of CITY, as well as direct supervision of law enforcement personnel assigned to provide Law Enforcement Services to CITY; all to the extent necessary and appropriate to meet the Standards of Services

described in Section IV. Staffing for Law Enforcement Services shall be provided in Section IV.D. of this Agreement.

**C. Ancillary Services**

The following ancillary services will be provided to CITY as an integral part of the law enforcement services described above and are included in the cost of such services: crime prevention, juvenile intervention, financial crimes, homicide, domestic violence, communication, information technology support, and clerical support.

**D. Regional Services**

In addition to the services listed above, the following regional services are provided to CITY at no cost: Special Enforcement Detail (SED); Aerial Support to Regional Enforcement Agencies (ASTREA); Bomb/Arson; Search and Rescue; Fire/Rescue helicopter; Crime Lab; and Property and Evidence.

**E. Search and Rescue Responsibility**

The COUNTY and the CITY agree that some rescues are the responsibility of and will be performed by the SHERIFF while other rescues are the responsibility of and will be performed by the CITY's public safety services. In many instances, rescues will be conducted in a joint operation involving both the SHERIFF and the CITY's emergency response personnel.

**F. Reserve Program**

The SHERIFF, in partnership with the CITY, will take active steps to recruit individuals to participate in the Reserve Program.

**G. Additional Services**

**1. General**

COUNTY through SHERIFF may provide supplemental Law Enforcement Services or additional related equipment and supplies as requested by CITY. Additional Services

not covered under Law Enforcement Services may include, but are not limited to, added patrol or traffic services required for special events such as street fairs, concerts, movie productions and other third-party promotions.

2. **Requests**

Requests for Additional Services shall be made to SHERIFF by CITY through the SHERIFF'S Station Commander or their designee and shall be made in writing or, if made in person or by telephone, shall be confirmed in writing by the requestor within forty-eight (48) hours of the request. CITY shall provide SHERIFF with as much advance notice as possible regarding requests for Additional Services.

3. **Provision of Additional Services**

SHERIFF shall advise CITY promptly and shall confirm in writing if SHERIFF is unable to provide some or all of any requested Additional Services. If SHERIFF is able to provide some or all of the requested Additional Services, SHERIFF shall promptly advise CITY in writing of the estimated costs of the services. Unless CITY disapproves in writing of an estimate provided by SHERIFF, SHERIFF shall provide such Additional Services to CITY and shall be reimbursed for the actual cost of providing the Additional Services subject to Section V.B.2. COUNTY shall delegate the authority to SHERIFF to approve additional services consistent with the intent of this provision.

4. **Identification**

COUNTY and CITY acknowledge and agree that it is impractical to specify in this Agreement each and every category of Additional Services that might be desired by CITY, and that the parties will reasonably cooperate in identifying and addressing such potential Additional Services within the scope of Law Enforcement Services.

## **H. Emergencies**

### **1. General**

Notwithstanding any other provisions of this Agreement, in the event of an emergency occurring within CITY, SHERIFF shall take any and all actions reasonably necessary or appropriate to respond to the emergency, to include appropriate referrals to, and coordination with, other law enforcement agencies.

### **2. Temporary Duties**

SHERIFF's personnel assigned to perform services for CITY under this contract ("SHERIFF's contract city personnel") may be required to perform temporary duties outside the scope of this Agreement. For the purpose of this Agreement, "temporary duties" shall include, but not be limited to, assignments necessitated by a public safety emergency or other exigent circumstances required under "mutual aid" agreements.

### **3. Redeployment of Staff**

During the period of any public safety emergency or exigent circumstance such as responding to mutual aid requests, SHERIFF's contract city personnel may be temporarily redeployed for emergency response. If reasonable and practical, SHERIFF shall notify the City Manager for the CITY and discuss the redeployment prior to reassignment. If the public safety emergency or exigent circumstance such as requests for mutual aid demand immediate redeployment, SHERIFF need not notify the City Manager in advance, but shall do so as soon as practical.

## **III. TERM OF AGREEMENT**

### **A. Term**

The term of this agreement shall commence at midnight July 1, 2022, and shall continue in effect through and terminate at midnight of June 30, 2027, subject to the termination provisions in Section III.B. below.



**B. Termination**

Notwithstanding any other section or provisions of this Agreement, either party hereto may terminate this Agreement by giving a one-year advance written notice of intention to terminate.

**IV. STANDARDS OF SERVICE**

**A. Anticipated Service Outcome**

The anticipated outcome of law enforcement services provided by COUNTY through SHERIFF to CITY under this Agreement is the provision of efficient and effective police protection and the performance of all duties as required by law or contract. These duties include patrol, traffic, general and specialized investigations, crime prevention, crime analysis, criminal intelligence, narcotics enforcement, emergency services, licensing, crime lab and communications.

**B. Performance Standards**

COUNTY through SHERIFF shall provide CITY with qualified personnel to meet the following performance standards and scope of service:

**1. General**

All SHERIFF personnel who provide municipal law enforcement services to CITY pursuant to this Agreement shall have met the minimum qualifications designated for their specific classification, including a background investigation.

**2. Patrol Services**

COUNTY through SHERIFF shall provide patrol law enforcement services. To the extent such staff is provided within CITY, their services, together with all normal ancillary services related thereto, shall primarily provide enforcement of the California Penal Code, the California Vehicle Code, and pertinent regulatory ordinances as adopted by the City Council of CITY.

3. **Traffic Services**

COUNTY through SHERIFF shall provide traffic services. To the extent that such staff is provided within CITY, their services, together with all normal ancillary services related thereto, shall primarily provide enforcement of the California Vehicle Code and pertinent traffic regulatory ordinances as adopted by the City Council of CITY, accident investigations, analysis of traffic related problems of CITY, and cooperate with various CITY departments to obtain solutions to the traffic problems of CITY.

4. **Special Purpose Officers**

COUNTY through SHERIFF shall provide problem solving services via the Special Purpose Officer (SPO). To the extent such staff is provided within CITY, their services, together with all normal ancillary services related thereto, shall primarily be to identify and resolve problems of both a criminal and non-criminal nature for a designated geographic area through investigation, patrol support, coordination of departmental resources and cooperation with various CITY departments.

5. **School Resource Officers**

COUNTY through SHERIFF shall provide school resource services via the School Resource Officer (SRO). To the extent such staff is provided within CITY, their services, together with all normal ancillary services related thereto, shall primarily provide enforcement and follow up investigation on school property for violations of the Penal Code of the State of California, the California Vehicle Code, and the California Education Code and cooperate with school administration, faculty, students, and parents to obtain solutions to problems of the school district. To the extent possible, the SRO will participate in positive student activities in the community to build trusting and respectful relationships with students, families, and staff. The SRO will collaborate with school-based community organizations, parent-teacher organizations, and student government to develop opportunities for

positive activities, such as mentoring programs, community coalitions or task forces.

**6. Community Service Officers**

COUNTY through SHERIFF shall provide community services via the Community Service Officer (CSO). To the extent such staff is provided within CITY, their services, together with all normal ancillary services related thereto, shall primarily provide response/information to citizen inquiries, completion of minor reports, fingerprinting, traffic direction, parking enforcement, vehicle abatement, crime prevention education and enforcement of pertinent regulatory ordinances as adopted by the City Council of CITY.

**7. Detectives**

COUNTY through SHERIFF shall provide follow-up criminal investigative services via the Detective position. To the extent such staff is provided within CITY, their services, together with all normal ancillary services related thereto, shall primarily be to investigate crime reports submitted by Patrol Officers, Community Service Officers, Special Purpose Officers or other personnel. Detectives are responsible for classifying and closing cases, identifying suspects, gathering evidence, making arrests, submitting cases for prosecution, and supporting said prosecution with needed supplemental investigation.

**8. Retired-Rehired Deputies**

COUNTY through SHERIFF shall, to the extent such personnel are available, make available Retired Deputies. Such Retired-Rehired Deputies are eligible for short-term assignments or assignments requiring specialized skills or knowledge on a temporary basis to CITY. Such Retired-Rehired Deputies are not available for routine Patrol, Traffic, Detective, or Special Purpose Officer services and are limited by State Law and Retirement System policy to working a maximum of 960 hours per fiscal year.

**C. Assignment of Personnel**

**1. Sheriff's Responsibility**

The management, direction, supervision and discipline of SHERIFF personnel, the standard of performance, and all other matters incident to the performance of services, shall be performed by and be the responsibility of COUNTY through SHERIFF in SHERIFF's sole but reasonable judgement and in accordance with the provisions of applicable labor agreements. SHERIFF shall be the appointing authority for all personnel provided to CITY and shall have complete discretion as to the assignment of all individual SHERIFF'S personnel under this Agreement.

**2. Transfers and Selection of Station Commanders**

SHERIFF will consult with CITY prior to reassignment of the station commander serving CITY and CITY will be afforded the opportunity to interview potential candidates prior to one being selected as the Station Commander of the station serving CITY. SHERIFF will solicit input from CITY when completing Station Commander's performance review. CITY and SHERIFF acknowledge that the length of assignment of the Station Commander serving CITY cannot be precisely defined; however, SHERIFF will endeavor to maintain the Station Commander serving the CITY in that assignment for 24 months.

**3. Other Staff Assignments**

If CITY has specific concerns regarding the actions of any deputy, agent or employee who performs Law Enforcement Services, CITY may address those concerns with the Station Commander serving CITY.

**4. Liability for Payment of Wages**

CITY shall have no liability for any direct payment of salary, wages, indemnity, or other compensation or benefit to persons engaged in COUNTY's performance of this Agreement.

**D. Staffing for Basic Services**

COUNTY through SHERIFF shall staff CITY as described in Attachment B in order to provide Law Enforcement Services. SHERIFF shall ensure that adequate numbers of qualified SHERIFF personnel are provided to CITY at all times during the term of this Agreement to meet the Law Enforcement Services, Scope of Services and Standards of Service commitments set forth herein, at no less than the staffing and classification levels established in the most current Attachment B. SHERIFF shall use best efforts to fill CITY funded position vacancies within a reasonable period of time.

**E. Changes in Staffing**

CITY shall provide COUNTY through SHERIFF 60 days advance notice when requesting changes in staffing. If CITY and SHERIFF agree that changes to the staffing level for Law Enforcement Services are needed and/or agree that staff additions or deletions in CITY are necessary in order to provide adequate levels of Law Enforcement Services in the succeeding contract year, COUNTY shall provide an updated Attachment B to the CITY. The level of service shall not be changed without the mutual consent of the SHERIFF and CITY.

**F. Vehicles, Equipment, and Supplies**

COUNTY shall provide all supplies, equipment and materials required for performance of the required law enforcement services; except that the CITY shall, at its own expense, supply any special stationery, supplies, notices, or forms which are to be issued in the name of the CITY. COUNTY agrees to provide the standard equipment for CITY vehicles per Attachment E. All marked vehicles (black and white) will generally be replaced at 100,000 miles. Vans and sedans will generally be replaced at 100,000 miles. Motorcycles will be replaced as needed at COUNTY's discretion.

The name of the city and city seal will be included on the doors of patrol cars if requested by the CITY. The CITY shall provide their CITY decal in the size requested by the SHERIFF. Subject to written approval of the SHERIFF or their designee, the CITY may purchase

equipment deemed necessary to facilitate program implementation or operation. If the COUNTY does not accept ownership of the equipment, the purchase price and all ongoing costs will be the responsibility of the CITY. If the COUNTY accepts in writing, such equipment becomes the property of the COUNTY, and the CITY shall be credited the total cost for the equipment. Total cost shall mean a value agreed upon between COUNTY and CITY at the time the transfer is made.

The cost of any vehicles that are leased or rented for the benefit of the CITY, shall be the CITY's responsibility.

**G. Asset Ownership**

**1. Vehicles**

Vehicle ownership will be retained by the entity (CITY or COUNTY) that purchased the vehicle and is currently carrying ownership via the vehicle registration.

**2. Office Equipment**

Office equipment (desks, chairs, computers, etc.) ownership will be retained by the entity (CITY or COUNTY) that purchased the equipment and is currently carrying ownership on the entity's inventory.

**3. Safety Equipment**

Safety equipment (firearms, uniforms, leather gear, etc.) ownership will be retained by the COUNTY.

**4. Facilities**

CITY shall retain ownership of facilities that CITY constructed for the purpose of use as a Sheriff's station. SHERIFF's payment to CITY is a lease payment only.

**H. Memberships**

1. For each year that this Agreement is in effect, CITY agrees to maintain its membership in the Automated Regional Justice Information System Joint Powers Agency (ARJIS).
2. For each year that this Agreement is in effect, CITY agrees to maintain its membership

in the Regional Communications System (RCS).

3. For each year that this Agreement is in effect, CITY agrees to maintain its participation in the California Identification System Remote Access Network (CAL-ID).

**I. Contract Administration**

**1. County Representative**

COUNTY designates SHERIFF or their designee to represent COUNTY in all matters pertaining to the administration of the Agreement.

**2. City Representatives**

CITY designates its City Manager or their designee to represent CITY in all matters pertaining to the administration of the Agreement.

**3. Meetings between City and Sheriff**

The Sheriff or their designee shall be available to confer with the City Manager or their designee whenever feasible, practical, and not in conflict with mandated duties and responsibilities. The Sheriff and/or Undersheriff and the Assistant Sheriff will meet with the City Managers as a group twice each year to discuss the law enforcement contract. CITY and COUNTY shall provide full cooperation and assistance of its officers, agents, and employees to each other in the performance of this contract.

**4. Implementation of New Programs**

The COUNTY will discuss the implementation of any new programs with the CITIES. The COUNTY will provide the justification and value to CITY for the program and estimates of the cost impact. Such programs, if resulting in additional costs to CITY will only be implemented after discussion with the CITY.

**5. CLETAC**

CITY, along with other cities within San Diego County entering into contracts for law enforcement services similar to this Agreement ("CITIES") shall maintain a Contract

Law Enforcement Technical Advisory Committee (CLETAC). The Law Enforcement Services Bureau Assistant Sheriff, Law Enforcement Commanders and Sheriff's Contracts Manager shall meet with the committee on at least a semi-annual basis to review contract administration including contract interpretation, costs, and liability. Additional meetings can be scheduled at the request of either party.

**J. Audit and Inspection of Records**

COUNTY agrees that records generated under this agreement shall be made available to CITY to audit and examine. CITY agrees that any such audit will be arranged by contacting the Sheriff's Contracts Manager in writing at least ten (10) working days prior to the commencement of the audit and shall be conducted during normal working hours. CITY through its City Manager shall have access to reports and other documents pertaining to this Agreement including statistical reports on crime rates, traffic incidents and calls for service within CITY.

**K. Reporting Requirements**

CITY will receive monthly reports that provide information with respect to staffing, crime statistics, traffic statistics, programs, and patrol activities

**V. COST OF SERVICES/CONSIDERATION**

**A. General**

As full consideration for the satisfactory performance and completion by COUNTY through SHERIFF of the Law Enforcement Services set forth in this Agreement, CITY shall pay COUNTY for the services agreed to on the basis of invoices and submittals as set forth hereunder.

**B. Personnel Costs**

**1. Law Enforcement Services**

The cost of a Law Enforcement Services position includes amounts that compensate COUNTY for all absences due to compensatory time off, bereavement, family, injury,



military, sick leave, holidays, jury duty, leave without pay, related training, and vacation but does not provide coverage or include costs required to maintain coverage for Law Enforcement Services during such absences. If, however, there is an individual absence or vacancy of more than 60 calendar days, CITY is not required to compensate the COUNTY from the 61<sup>st</sup> day until the position is staffed/filled. In the event that a vacancy was created due to a promotion or competitive position, COUNTY is not required to credit CITY for such vacancy as these types of vacancies are considered to be a natural progression in SHERIFF personnel's career path.

**2. Additional Services**

CITY shall compensate COUNTY for Additional Services requested and approved by CITY in accordance with Section II.G, based upon the actual costs incurred by SHERIFF to provide those services.

**C. Cost Model Components**

**1. Cost Model Development**

A cost model including each station showing the direct, station support, space and overhead costs for both the CITY and COUNTY shall be developed.

**2. Direct Staff Costs**

CITY shall pay for direct staff, which includes:

- a) Deputies
- b) Detectives
- c) Sergeants
- d) Community Service Officers
- e) Vehicles
- f) Handheld Radios

**3. Station Support Staff Costs**

CITY shall pay for station support staff, which includes:

- a) Lieutenants
- b) Captains
- c) Administrative Secretary I & II
- d) Office Assistants
- e) Office Support Specialists
- f) Property & Evidence Specialists
- g) Sr. Office Assistants
- h) Stock Clerks

All Station Support costs shall be allocated between the COUNTY and the CITY (or CITIES) occupying the station based on their number of deputies, detectives, sergeants, and community services officers in that station.

**4. Law Enforcement Direct Support Costs**

CITY shall pay for law enforcement support, which includes:

- a) Crime Prevention Coordination
- b) Criminal Intelligence Detail
- c) Traffic Coordinator
- d) Family Protection Detail
- e) Central Operations Detail
- f) Elder Abuse Unit
- g) Domestic Violence Unit
- h) Homicide
- i) Communications Center
- j) Sheriff's Analysis Group
- k) Video Analysis Unit

- l) Law Enforcement Command
- m) Sheriff Fleet Allocation
- n) IT Outsourcing Allocation
- o) Facilities Allocation (Actual per Station)

All Law Enforcement Direct Support costs shall be allocated between the COUNTY and the CITY (or CITIES) occupying the station based on their number of deputies, detectives, sergeants, and community services officers in that station.

**5. Overhead (Indirect Costs)**

CITY shall pay for overhead (indirect costs), which includes:

- a) Budget & Revenue Management
- b) Financial Services
- c) Data Services
- d) Contracts Management
- e) Wireless Services Division
- f) Personnel
- g) Payroll
- h) External Costs- Cost Allocation Plan

All Overhead costs shall be allocated between the COUNTY and the CITY (or CITIES) occupying the station based on their number of deputies, detectives, sergeants, community services officers, and station support staff in that station.

**6. Overhead Allocation Date**

The staffing of each city on May 1<sup>st</sup> and any requested adjustments shall be used to allocate Station Support staff and apply Overhead, for contract year starting the following July 1<sup>st</sup>.

**7. Staff Added After May 1st**

For positions added after May 1<sup>st</sup>, the CITY will pay the direct cost of the added position, along with the current Fiscal Year Indirect Cost Rate Proposal (ICRP) applied to the Salaries and Benefits of the added position. The ICRP rate is developed by the Sheriff's Department each fiscal year. The methodology and rate are then approved by the County of San Diego's Auditor and Controller's office. If the start date of the newly added position is after the 1<sup>st</sup> of the month, the Salaries and Benefits will be pro-rated, and the ICRP will then be applied. The calculation for pro-rating the Salaries and Benefits of a position shall be the direct annual cost of the position multiplied by the number of days in the month since the position was added and then divided by 365 days.

**8. Positions Deleted After May 1<sup>st</sup>**

If a CITY deletes a position after May 1<sup>st</sup>, the City will be credited the pro-rated portion of the direct cost of the position, along with a credit for the Indirect Cost Rate Proposal (ICRP) applied to the Salaries and Benefits of the deleted position. The calculation for pro-rating the Salaries and Benefits of a position shall be the direct annual cost of the position multiplied by the number of days in the month since the position was deleted and then divided by 365 days.

**D. Costs**

**1. Basis for Year One Direct and Station Support Staff Costs**

The basis for year one Salaries and Benefits costs for Direct and Station Support Staff of this agreement is the cost of Direct Staff and Station Support Staff from year five of the previous contract (July 1, 2017 – June 30, 2022) with a 1% fixed price increase applied.

**2. Fixed Cost Increase for Years Two Through Five**

Cost increases for each CITY will be 1% in year two, 3.5% in year three,

3.5% in year four, and 3.5% in year five of this agreement. The cities will pay the applicable contract year's percentage increase regardless of the actual cost increase or decrease. Adjustments for any changes in the future contract year will be made after applying the fixed percentage increase.

**E. Liability**

1. **Agreement Years One, Two, Three, Four and Five**

The CITIES will pay a total of \$1,875,453 per year. This amount shall be allocated to each CITY based on the number of deputies, detectives, sergeants, community service officers, lieutenants, and captains assigned to the CITY.

2. **Reopener**

During year three of this agreement, either party may request a meeting to discuss liability costs. All changes require the consent of both parties.

**F. Rate of Compensation**

1. **First Year**

For the first year of this Agreement, CITY will compensate COUNTY for provision of the Law Enforcement Services in an amount equal to the fiscal year base amount set forth in Attachment B effective July 1, 2022. Included in this amount will be a liability cost as set forth in Section V.E. In addition to the charges for Law Enforcement Services, CITY will compensate COUNTY for Additional Services as set forth in Section V.B.2, above.

2. **Subsequent Years**

a. **Cost Detail**

By April 1<sup>st</sup> of each year, SHERIFF shall provide CITY with service costs for the upcoming fiscal year (July 1 through June 30). The cost

for services provided by SHERIFF shall be based upon the agreed fixed price increase for the respective agreement year, as defined in Section V.D.2 of this agreement. SHERIFF will provide CITY with a current Attachment A that reflects the new fiscal year service costs.

**b. Level of Service**

By May 1<sup>st</sup> of each year, CITY shall determine the level of Law Enforcement Services as defined in Section IV.B required within CITY for the upcoming fiscal year (July 1 through June 30).

SHERIFF will be responsible for setting minimum staffing levels for each CITY to ensure both deputy and public safety.

At a minimum, such service shall include the availability of one continuous twenty-four hour per day patrol unit and one continuously available eight and one-half hour, seven days a week, traffic unit.

**c. Updated Total Cost for Requested Level of Service**

By June 1<sup>st</sup> of each year, COUNTY shall prepare an updated Attachment B, based upon the level of service for the upcoming fiscal year (July 1 through June 30) and the total cost of such services as determined in accordance with Section V.C and V.D, above. Attachment B shall be effective July 1<sup>st</sup> and shall be made a part of this Agreement. CITY shall compensate COUNTY as set forth in Attachment B including any mid-year adjustments as defined in section V.G below, and shall also compensate COUNTY for Additional Services as set forth in Section V.B.2, above.

**d. Mandated Costs**

CITY shall pay all costs which are mandatory as of the effective date

of this agreement for any law enforcement agency to pay pursuant to state or federal statute or case law, if such costs are not included in the agreed-to costs stated in Attachment B. Further, CITY shall pay any mandatory costs that shall become operational during the term of this Agreement.

**G. Mid-Year Adjustments to Basic Services**

With 30 days advance notice, either party may propose amendments or modifications to this Agreement. Such changes, including any increase or decrease in the level of service, which are mutually agreed upon by and between COUNTY and CITY shall be effective when incorporated in a revised Attachment B and approved by both the COUNTY through the SHERIFF and CITY.

**H. Method of Payment, Proportional Payment, Credits**

**1. Monthly Invoices**

COUNTY shall invoice CITY monthly for services received (1/12 of annual costs). CITY, within 30 days from the date of the invoice, shall pay to the County Treasurer, through the SHERIFF at 9621 Ridgehaven Court, San Diego, CA 92123, for costs of the services agreed upon as reflected in Attachment B.

**2. Billing for Additional Services**

Additional Services that have been agreed to by the parties and provided by SHERIFF to CITY, shall be billed in addition to those listed above. CITY agrees to pay the actual cost of such services so requested.

**3. Credits**

**a. Vacancies and Absences**

SHERIFF will provide CITY a credit for any individual absence or vacancy extending beyond 60 calendar days, as outlined in section V.B.1 above. SHERIFF will deduct the amount of the credit from the total

amount billed on the CITY's monthly invoice.

**b. Towing Fees**

CITY shall be given credit for towing fees collected under California Vehicle Code section 22850.5. The monthly towing fees will be deducted from the CITY's monthly invoice.

**I. Booking Fees/Jail Access Fee**

Effective July 1, 2007, in lieu of charging CITY booking fees, COUNTY will receive an annual appropriation from the State. COUNTY may charge a "jail access fee" for certain low-level offenses (municipal code violations and misdemeanor violations except driving under the influence, domestic violence offenses, and enforcement of protective orders), for each booking in excess of CITY's three-year average of such bookings (recalculated annually). In the event that the State reduces its annual appropriation, COUNTY may reinstate booking fee in accordance with Government Code sections 29550-29552.

**J. Distribution of Fines and Forfeitures**

All personnel provided by SHERIFF in the performance of the services of this Agreement for CITY shall be COUNTY officers and employees, but shall be deemed officers and employees of CITY for the sole purpose of distributing fines and forfeitures pursuant to Penal Code section 1463.

**K. Forfeited Property and Assets**

Any property retrieved in CITY by SHERIFF'S personnel such as unclaimed stolen goods or revenue generated by the sale of such property by COUNTY shall be made available to CITY net of allowable expenses, at first option to retain for CITY purposes. Assets seized through the Asset Forfeiture process by SHERIFF's personnel within CITY as a result of self-initiated activities or calls for service shall be shared with CITY according to current Federal Asset Seizure



Guidelines.

**L. Availability of Funding**

All terms and conditions of this Agreement are subject to the continued appropriations and availability of funds for either party for the performance of the services stated herein.

**VI. DEFENSE AND INDEMNIFICATION**

**A. Indemnification Related to Workers' Compensation and Employment Issues**

COUNTY shall fully indemnify and hold harmless CITY, its officers, employees and agents, from any claims, losses, fines, expenses (including attorney's fees and court costs or arbitration costs), costs, damages, or liabilities arising from or related to (1) any workers' compensation claim or demand or other workers compensation proceeding arising from or related to, or claimed to arise from or relate to, employment which is brought by an employee of COUNTY or any contract labor provider retained by COUNTY, or (2) any claim, demand, suit or other proceeding arising from or related to, or claimed to arise from or relate to, the status or employment (including without limitation compensation, demotion, promotion, discipline, termination, hiring, work assignment, transfer, disability, leave or other such matters) which is brought by an employee of COUNTY or any contract labor provider retained by COUNTY.

CITY shall fully indemnify and hold harmless COUNTY, its officers, employees and agents, from any claims, losses, fines, expenses (including attorney's fees and court costs or arbitration costs), costs, damages, or liabilities arising from or related to (1) any workers' compensation claim or demand or other workers compensation proceeding arising from or related to, or claimed to arise from or relate to, employment which is brought by an employee of CITY or any contract labor provider retained by CITY, or (2) any claim, demand, suit, or other proceeding arising from or related to, or claimed to arise from or relate to, the status of employment (including without limitation compensation, demotion, promotion, discipline, termination, hiring, work assignment, transfer, disability, leave or other such matters) which is

brought by an employee of CITY or any contract labor provider retained by CITY.

**B. Defense and Indemnity; Acts and Omissions**

**1. Claims, Actions or Proceedings Arising From Acts or Omissions of COUNTY**

COUNTY hereby agrees to defend and indemnify the CITY, its agents, officers, and employees, from any claim, action or proceeding against CITY, arising out of the acts or omissions of COUNTY in the performance of this Agreement, only where asserted CITY liability is based solely on all of the following three circumstances:

- (1) The incident giving rise to the claim or suit arose out of the CITY's contractual relationship with COUNTY under this Agreement;
- (2) The incident giving rise to the claim or suit is alleged to have occurred within the boundaries of CITY and there is no "dangerous condition" allegation against the CITY; and
- (3) The conduct alleged to be that of the CITY is, in fact, COUNTY conduct.

At its sole discretion, CITY may participate at its own expense in the defense of any claim, action or proceeding, but such participation shall not relieve COUNTY of any obligation imposed by this Agreement. CITY shall notify COUNTY promptly of any claim, action or proceeding and cooperate fully in the defense.

**2. Claims, Actions or Proceedings Arising From Acts or Omission of CITY**

CITY hereby agrees to defend and indemnify the COUNTY, its agents, officers, and employees, from any claim, action or proceeding against COUNTY, arising out of the acts or omissions of CITY in the performance of this Agreement. At its sole discretion, COUNTY may participate at its own expense in the defense of any claim, action or proceeding, but such participation shall not relieve CITY of any obligation imposed by this Agreement. COUNTY shall notify CITY promptly of any claim, action or proceeding and cooperate fully in the defense.

**3. Claims, Actions or Proceedings Arising From Concurrent Acts or Omissions**

COUNTY hereby agrees to defend itself, and CITY hereby agrees to defend itself, from any claim, action or proceeding arising out of the concurrent acts or omissions of COUNTY and CITY. In such cases, COUNTY and CITY agree to retain their own

legal counsel, bear their own defense costs, and waive their right to seek reimbursement of such costs, except as provided in section VI.B.5 below (referring to joint defense agreements and reimbursement and/or reallocation).

**4. Claims Investigation and Procedure for Determination of Duty to Defend and Indemnify**

If the COUNTY and/or CITY receive a claim or claims containing a description of circumstances, and/or are served with a complaint containing allegations, that the actions and/or omissions of the COUNTY and CITY in the performance of this Agreement contributed to the injuries and/or damages alleged in the complaint, the COUNTY shall look beyond the mere description of circumstances or allegations to determine whether CITY acts, omissions or dangerous conditions of CITY property may have contributed to the injuries and/or damages alleged in the complaint, notwithstanding the allegations. The COUNTY, consistent with its long-standing practice, shall review the information in any COUNTY claims file, including investigative materials of the factual circumstances underlying the complaint's allegations and/or available law enforcement agency incident reports. If the COUNTY review determines that there are no facts supporting any viable theory of liability alleged in the complaint against the CITY, the COUNTY shall defend and indemnify the CITY pursuant to the provisions in section VI.B.1 above. However, if as result of the COUNTY review, there appears to be a reasonable basis for concluding that CITY acts, omissions or dangerous conditions of CITY property may have contributed to the injuries and/or damages alleged in the complaint, COUNTY shall, as soon as practicable contact the appropriate CITY representative to discuss COUNTY's findings. If, after the discussion with CITY representative, the COUNTY is convinced that CITY was not involved, the COUNTY shall defend and indemnify the CITY pursuant to the provisions in section VI.B.1, above. However, if there continues to appear to be a

reasonable basis for concluding that CITY acts, omissions or dangerous conditions of CITY property may have contributed to the plaintiff's injuries and/or damages alleged in the complaint, the COUNTY will notify CITY that the COUNTY, pursuant to the provisions of this Agreement, is not obligated to defend and indemnify CITY under section VI.B.4a, above. When the COUNTY defends a claims or suit pursuant to section VI.B.1, above, the CITY shall cooperate with COUNTY in the defense of the action of claim.

**5. Joint Defense**

Notwithstanding section VI.B.4 above, in cases where COUNTY and CITY agree in writing to a joint defense, COUNTY and CITY may appoint joint defense counsel to defend the claim, action or proceeding arising out of the concurrent acts or omissions of CITY and COUNTY. Joint defense counsel shall be selected by mutual agreement of COUNTY and CITY. COUNTY and CITY agree to share the costs of such joint defense and any agreed settlement in equal amounts, except as follows: COUNTY and CITY further agree that neither party may bind the other to a settlement agreement without the written consent of both COUNTY and CITY. Where a trial verdict or arbitration award, in a joint defense case, allocates or determines the comparative fault of the parties, COUNTY and CITY may seek reimbursement and/or reallocation of defense costs, judgements and awards, consistent with such comparative fault.

**VII. GENERAL PROVISIONS**

**A. Independent Contractor Status**

In the performance of services under this Agreement, COUNTY and their respective officers, agents and/or employees shall be deemed independent contractors and not officers, agents, or employees of CITY. All such personnel provided by COUNTY under this Agreement are under the direct and exclusive supervision, daily direction, and control of COUNTY and COUNTY assumes full responsibility for the actions of such personnel in the performance of

services hereunder.

CITY and COUNTY acknowledge and agree that CITY does not control the manner and means of performing the work of COUNTY's officers, agents, or employees who perform Law Enforcement Services, and that CITY does not have the right or authority to hire, discipline or terminate such officers, agents, or employees. COUNTY has no authority of any kind to bind CITY, and CITY has no authority to bind COUNTY and/or SHERIFF in any respect whatsoever, nor shall COUNTY or SHERIFF act or attempt to act or represent itself directly or by implication as an agent of CITY, or in any manner assume or create or attempt to assume or create any obligation on behalf of or in the name of CITY. CITY shall not act or attempt to act or represent itself directly or by implication as an agent of COUNTY, or in any manner assume or create or attempt to assume or create any obligation on behalf of or in the name of COUNTY.

**B. Notices**

Any notice, request, demand, or other communication required or permitted hereunder shall be in writing and may be personally delivered or given as of the date of mailing by depositing such notice in the United States mail, first-class postage prepaid and addressed as follows; or to such other place as each party may designate by subsequent written notice to each other:

To COUNTY and SHERIFF:

Sheriff's Contracts Manager  
PO Box 439062  
9621 Ridgehaven Ct  
San Diego, CA 92123

To: CITY

City Manager  
City of Santee  
10601 Magnolia Avenue  
Santee, CA 92071

A notice shall be effective on the date of personal delivery if personally delivered before 5:00 p.m. on a business day or otherwise on the first business day following personal delivery; or

two (2) business days following the date the notice is postmarked, if mailed; or on the first business day following delivery to the applicable overnight courier, if sent by overnight courier for next business day delivery and otherwise when actually received.

**C. Time of the Essence**

Time is of the essence of this Agreement. Unless specifically stated to the contrary, all references to days herein shall be deemed to refer to business days, not to include COUNTY and CITY holidays.

**D. Amendments**

This Agreement may be modified or amended only by a written document signed by both COUNTY through SHERIFF and CITY. No oral understanding or agreement shall be binding on the parties. No party shall assign any of its rights or delegate any of its obligations hereunder without the prior written consent of the other parties.

**E. Entire Agreement**

This Agreement, including all Attachments hereto, constitute the complete and exclusive statement of agreement between COUNTY and CITY with respect to the subject matter hereof. As such, all prior written and oral understandings are superseded in total by this Agreement.

**F. Construction**

Each party has had the opportunity to participate in the review of this Agreement and this Agreement will be deemed to have been made and shall be construed, interpreted, governed, and enforced pursuant to and in accordance with the laws of the State of California. The headings and captions used in this Agreement are for convenience and ease of reference only and shall not be used to construe, interpret, expand, or limit the terms of the Agreement and shall not be construed against any one party. Each of the Attachments to this Agreement are hereby incorporated into this Agreement by this reference.

**G. No Third-Party Beneficiaries**

This Agreement is intended solely for the benefit of the COUNTY and the CITY. Any benefit

to any third party is incidental and does not confer on any third party to this Agreement any rights whatsoever regarding the performance of this Agreement. Any attempt to enforce provisions of this Agreement by third parties is specifically prohibited.

**H. Waiver**

A waiver by COUNTY of a breach of any of the covenants to be performed by CITY, or a waiver by CITY of a breach of any of the covenants to be performed by COUNTY, shall not be construed as a waiver of any succeeding breach of the same or other covenants, agreements, restrictions, or conditions of this Agreement. In addition, the failure of either party to insist upon strict compliance with any provision of this Agreement shall not be considered a waiver of any right to do so, whether for that breach or any subsequent breach. The acceptance by COUNTY or CITY of either performance or payment shall not be considered a waiver of the other party's preceding breach of this Agreement.

**I. Authority to Enter Agreement**

COUNTY and CITY each has all requisite power and authority to conduct its respective business and to execute, deliver, and perform the Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.

**J. Cooperation**

COUNTY through SHERIFF and CITY will cooperate in good faith to implement this Agreement.

**K. Counterparts**

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

**L. Severability**

This Agreement is subject to all applicable laws and regulations. If any provision of this Agreement is found by any court or other legal authority, or is agreed upon by the parties, to

be in conflict with any law or regulation, then the conflicting provision shall be considered null and void. If the effect of nullifying any conflicting provision is such that a material benefit of this Agreement to either party is lost, then the Agreement may be terminated at the option of the affected party, with the notice as required in this Agreement. In all other cases, the remainder of this Agreement shall be severable and shall continue in full force and effect.

**M. Representation**

CITY's City Manager, or their designee, shall represent CITY in all discussions pertaining to this Agreement. Sheriff, or their designee, shall represent COUNTY in all discussions pertaining to this Agreement.

**N. Job Actions**

In the event of a work slowdown, strike, or any other form of job action by those individuals assigned to perform CITY Law Enforcement Services, COUNTY through SHERIFF agrees to provide only that minimal level of service agreed to by CITY and COUNTY, and CITY shall have no responsibility for the cost of SHERIFF's Law Enforcement Services personnel who withhold Law Enforcement Services to CITY under those circumstances.

**O. Dispute Resolution Concerning Services and Payment**

In the event of any dispute concerning services and payment arising from this Agreement, the Assistant Sheriff of the Law Enforcement Services Bureau and Sheriff's Contracts Manager, or their designees, and CITY's City Manager, or their designee, will meet and confer within ten (10) business days after receiving notice of the dispute in an attempt to resolve the dispute. In the event no agreement can be reached, the Sheriff, or their designee, and the CITY's City Manager, or their designee, shall meet to discuss resolution of said dispute.

**P. Obligation**

This AGREEMENT shall be binding upon the successors of the members of the City Council, the Mayor and the City Manager of CITY, and the members of the COUNTY Board of



Supervisors and the SHERIFF.

IN WITNESS WHEREOF, the CITY, by resolution duly adopted by its City Council on April 13, 2022, has approved the execution of this contract by its City Manager, and the COUNTY, by order of its Board of Supervisors January 25, 2022, has approved the execution of this contract on the \_\_\_ Day of \_\_\_\_\_, 2022.

CITY

COUNTY OF SAN DIEGO

\_\_\_\_\_  
Marlene D. Best  
City Manager

\_\_\_\_\_  
Clerk of the Board of Supervisors

Approved by City Council

Approved by Board of Supervisors

Action \_\_\_\_\_

Action \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Approved as to form and legality

Approved as to form and legality

By: \_\_\_\_\_  
City Attorney

By: \_\_\_\_\_  
County Counsel

Date \_\_\_\_\_

Date \_\_\_\_\_

ATTACHMENTS TO THIS AGREEMENT

- A: Service Costs
- B: City Costs
- C: Overhead Cost Detail
- D: Liability Fund History
- E: Standardized Equipment List

**ATTACHMENT A**

**CONTRACT LAW ENFORCEMENT PROGRAM**

**SERVICE COSTS  
FY22-23**

SERVICE CATEGORY	SALARY & BENEFITS (Prorate if partial year)	START UP COSTS (Full)	RADIO REPLACEMENT (Prorate if partial year)
<b>STAFF:</b>			
Deputy Patrol	\$218,638.52	\$24,308.00	\$627.14
Deputy Traffic	\$218,638.52	\$24,308.00	\$627.14
Deputy Motor	\$233,892.37	\$24,308.00	\$627.14
Deputy SPO	\$218,638.52	\$24,308.00	\$627.14
Detective	\$228,807.75	\$24,308.00	\$627.14
CSO	\$95,743.97	\$13,948.00	\$627.14
 Sergeant	 \$282,742.95	 \$24,308.00	 \$627.14
 Lieutenants	 \$298,985.45	 \$24,308.00	 \$627.14
Captains	\$348,008.22	\$24,308.00	\$627.14
 Admin Sec II	 \$103,933.48	 \$8,749.00	 \$0.00
Admin Sec I	\$88,265.16	\$8,749.00	\$0.00
Office Assistant	\$83,056.40	\$8,749.00	\$0.00
Office Support Specialist	\$100,165.83	\$8,749.00	\$0.00
Sr. Office Assistant	\$98,016.65	\$8,749.00	\$0.00
Sheriff's Prop & Evid Spec I	\$86,292.01	\$8,749.00	\$0.00
Dept. Aide	\$58,531.22	\$8,749.00	\$0.00
Crime & Intelligence Analyst	\$158,137.43	\$8,749.00	\$0.00
 Rehire (960 program) per hour	 \$40.00		
 <b>AUTO:</b>			
	<b>Ongoing Cost Per Auto (Prorate if partial year)</b>		
Patrol Sedan B/W	\$31,631.69		
Patrol 4x4 B/W	\$38,101.95		
 Traffic Sedan B/W	 \$31,631.69		
Motorcycle	\$15,017.72		
 Management Sedan	 \$14,151.45		
 Detective Sedan & Det. Supervisor	 \$10,660.00		
 SPO - Sedan 4 Dr	 \$10,660.00		
SPO - Van	\$16,193.73		
SPO - B&W	\$31,631.69		
 CSO - Sedan 4 Dr	 \$10,660.00		
CSO - Van	\$9,920.79		

**ATTACHMENT B**  
**City of Santee**  
 Effective 7/1/2022 through 6/30/2023  
 February 2022

SERVICE CATEGORY	Staff Cost	# of Staff	Total Net Cost	Notes
Deputy Patrol	\$218,638.52	28.000	6,121,878.51	
Deputy Traffic	\$218,638.52	5.000	1,093,192.59	
Deputy Motor	\$233,892.37	1.000	233,892.37	
Deputy SPO	\$218,638.52	4.000	874,554.07	
Detective	\$228,807.75	7.000	1,601,654.27	
CSO	\$95,743.97	2.000	191,487.94	
Sergeant Patrol	\$282,742.95	3.000	848,228.84	
Sergeant Traffic	\$282,742.95	1.000	282,742.95	
Sergeant Relief	\$282,742.95	1.000	282,742.95	
Sergeant Dedicated	\$282,742.95	-	-	
Detective Sgt	\$282,742.95	1.000	282,742.95	
Station Staff			868,279.46	
<b>Subtotal</b>			<u>12,681,396.90</u>	
Ancillary Support			2,069,407.73	
Supply			329,633.37	
Vehicles			962,447.15	
Space			277,680.47	
Management Support			422,486.42	
Liability			145,221.27	
<b>Subtotal</b>			<u>4,206,876.41</u>	
Adjustments:			-	
		<b>TOTAL AMOUNT</b>	<u><u>\$ 16,888,273.32</u></u>	

**ATTACHMENT C**

**OVERHEAD COST DETAIL SHEET  
FY2022/2023**

	DEPUTY SHERIFF & SERGEANT	COMMUNITY SERVICE OFFICER
<b>Station Support Staff</b>	<b>Direct Charge Now</b>	<b>Direct Charge Now</b>
<b>Ancillary Support</b>		
Communications Ctr	\$ 18,836.93	\$ 9,418.47
Reserves	\$ -	\$ -
Crime Prevention	\$ 2,241.31	\$ 1,120.66
Crime Analysis	\$ 588.70	\$ 294.35
Traffic Coordinator	\$ 540.11	\$ 270.06
Juvenile Intervention	\$ 3,290.04	\$ 1,645.02
Family Protection	\$ 4,631.72	\$ 2,315.86
Financial Crimes	\$ 3,377.54	\$ 1,688.77
Domestic Violence	\$ 1,572.21	\$ 786.10
Homicide	\$ 4,717.69	\$ 2,358.85
Total	\$ 39,796.25	\$ 19,898.14
<b>Supplies</b>		
Station	<b>Direct Charge Now</b>	<b>Direct Charge Now</b>
Support Other	\$ 2,394.66	\$ 1,197.33
Total	\$ 2,394.66	\$ 1,197.33
<b>Space Cost</b>		
Space	<b>Direct Charge Now</b>	<b>Direct Charge Now</b>
Total	\$ -	\$ -
<b>Management Support</b>		
Admin	\$ 1,763.91	\$ 881.96
Fiscal	\$ 1,935.08	\$ 967.54
Personnel	\$ 3,212.05	\$ 1,606.03
Data Services	\$ 1,704.31	\$ 852.15
Other	\$ 2,301.81	\$ 1,150.91
Total	\$ 10,917.16	\$ 5,458.59
<b>Grand Total</b>	\$ 53,108.07	\$ 26,554.06

**Note:**

Deputy, Detective, CSO, Sergeant, Station Staff, Station Supplies, Space & Vehicles are calculated directly per station.

ATTACHMENT D

LIABILITY FUND HISTORY

	AMOUNT
Beginning Balance	862,445.74
FY 2012/2013	258,994.88
FY 2013/2014	15,350.61
FY 2014/2015	60,289.48
FY 2015/2016	(635,636.98)
FY 2016/2017	(3,361,519.58)
FY 2017/2018	(415,590.54)
FY 2018/2019	(76,889.66)
FY 2019/2020	(181,243.76)
FY 2020/2021	(1,830,471.74)
FY2021/2022*	<u>662,121.58</u>
Total	<u><u>(4,642,149.97)</u></u>

*\*Data as of Q1, FY21-22 ONLY*

## ATTACHMENT E

STANDARDIZED EQUIPMENT LIST
-----------------------------

PATROL STATIONS
-----------------

VHF Mobile radio

Vehicle Type	Mobile Radio	Handitalk Radio	VHF Mobile Radio	MCT's (1)	VRM Modems	AVL (2)	Light Siren	Plastic Rear Seat	Radar	Push Bar	Gunlock	Winch	Screen
Patrol Sedan	x	x		x	x	x	x	x		x	x		x
Patrol 4X4 (Expedition)	x	x	x	x	x	x	x			x	x	x	x
Patrol 4X4 (Pick Up)	x	x		x	x	x	x			x	x	x	x
Traffic Sedan	x	x		x	x	x	x	x	x	x	x		x
Traffic Motorcycle	x	x							x				
Detective (4-Door)	x	x											
Detective (2-Door)	x	x											
Detective (Black & white)	x	x		x	x	x	x			x	x		x
Detective (Van)	x	x											
CSO (Van)	x	x		x	x		x (3)						
Supervisory Sedan	x	x		No*									

(1) Mobile Computer Terminals - purchased by Communication Center.

(2) Auto Vehicle Locator

(3) Amber warning light in rear deck.

**MEETING DATE** April 13, 2022

**ITEM TITLE** AUTHORIZE THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH AP TRITON, LLC, FOR CONSULTANT SERVICES TO CONDUCT A COMMUNITY RISK ASSESSMENT AND LONG-RANGE FIRE AND EMERGENCY SERVICES DELIVERY ANALYSIS

**DIRECTOR/DEPARTMENT** John Garlow, Fire Chief

**SUMMARY**

On February 10, 2022, the City of Santee Finance Department issued a request for proposals to provide a comprehensive analysis on Community Risk Assessment and Long-Range Fire and Emergency Services Delivery for the City. Three proposals were received. The proposals were evaluated by City staff based upon criteria such as professional qualifications of the firm and key staff, capability of handling all aspects of the engagement, thoroughness of the proposed work plan and approach, and reasonableness of the proposed fees.

Based upon the evaluation of the proposals of the three firms, staff recommends AP Triton, LLC, be awarded a contract to provide a Community Risk Assessment and Long-Range Fire and Emergency Services Delivery Analysis. AP Triton is a firm specializing in local government community risk assessment and long-range fire and emergency services delivery and currently provides analysis to many local government agencies, including the City of Carlsbad and the City of Chula Vista. AP Triton has demonstrated an ability to provide experienced staff, handle all aspects of the engagement, a thorough approach, and the ability to advise the City on all matters regarding community risk assessment and long-range master planning.

Staff recommends the City Council authorize the execution of a professional services agreement with AP Triton, LLC, to provide a Community Risk Assessment and Long-Range Fire and Emergency Services Delivery Analysis. The scope of services to be provided includes community risk assessment, evaluation of current conditions, future delivery models including current and future Fire Station locations, and development and delivery of the final report.

**FINANCIAL STATEMENT** *mg*

Funding for the proposed contract is included in the adopted fiscal year 2021-22 Capital Improvement Program budget.

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION** *MSB*

Authorize the City Manager to execute a professional services agreement with AP Triton, LLC, to provide a Community Risk Assessment and Long-Range Fire and Emergency Services Delivery Analysis for an amount not to exceed \$43,835.

**ATTACHMENTS**

AP Triton, Long-Range Plan Technical Proposal





Santee Fire Department  
Santee, California

Proposal to conduct a

# Community Risk Assessment Long-Range Service Delivery Analysis

March 2022

RFP #21/22-40024





## 4.1 Table of Contents

- 4.1 Table of Contents..... 1
- 4.2 Transmittal Letter ..... 2
- 4.3 Technical Information ..... 4
  - 4.3.1 Firm Qualifications & Experience ..... 4
    - Contact Information ..... 4
    - About AP Triton ..... 4
    - Professional Commitment & Service Availability ..... 4
    - Conflict of Interest Statement ..... 5
    - Clients ..... 6
  - 4.3.2 Staff Qualifications & Experience ..... 7
  - 4.3.3 Similar Engagements with Other Government Entities..... 18
    - Project Types ..... 18
    - Client References ..... 19
  - 4.3.4 Project Approach..... 21
    - Project Understanding ..... 21
    - Project Approach..... 22
    - Best Practices & National Standards..... 22
    - Work Plan ..... 23
    - Project Completion Timeline ..... 34
- Appendix A: Triton Certificate of Insurance & Litigation ..... 35

© Copyright 2020–2021 AP Triton, LLC. All rights reserved.

## 4.2 Transmittal Letter



1309 Coffeen Avenue, Suite 3178 • Sheridan, WY 82801 • 833.251.5824 • [www.aptriton.com](http://www.aptriton.com)

March 8, 2022

City of Santee  
Attn: Jan Sherar, Procurement Specialist  
City Clerk's Office  
10601 Magnolia Avenue, Building 3  
Santee, CA 92071-1222

RE: RFP #21/22-40024—Community Risk Assessment & Long-Range Service Delivery Analysis

Dear Ms. Sherar:

AP Triton, LLC (Triton) is pleased to submit a proposal in response to the City of Santee's (City) Request for Proposals (RFP) to conduct a Community Risk Assessment & Long-Range Service Delivery Analysis for the Santee Fire Department (SFD). Triton has developed the enclosed proposal consistent with the City's RFP to evaluate the agency in relation to the community's current risks, anticipate community growth (and therefore associated risk), and recommend steps to position the agency to address that growth in advance with appropriate resources and infrastructure. In short, a Long-Range Fire and Emergency Services Delivery Study, when coupled with a Community Risk Assessment, keeps the agency from lagging behind community growth and development, maintaining or enhancing service as the community grows. It is an effective policy-making and budgeting tool as well. Knowing where and how the community will grow into the future and what the City will need in terms of policy and budget support to address it is a critical element of the City's policymakers' future deliberations.

Established in 2014, AP Triton has a wide range of experience in the fire service, emergency medical services, fire prevention, and life-safety programs. Our consultants have conducted numerous studies involving Master Plans, Community Risk Assessments/Standards of Cover, Strategic Plans, Fire Department Consolidation Studies, EMS Systems Analyses, Staffing Studies, Agency Evaluations, Fire Station Location, and Engineering Studies, as well as other unique Fire Service and EMS studies.

AP Triton takes pride in only contracting with the most experienced and qualified public safety consultants. We match our consultants' skills and expertise to each client's specific needs. We approach every project as if it were our sole priority. In light of these factors, AP Triton is the best choice for meeting or exceeding the City of Santee's expectations and providing you with the recommendations to most efficiently and effectively utilize your resources now and plan for changes in the future.



1309 Coffeen Avenue, Suite 3178 • Sheridan, WY 82801 • 833.251.5824 • [www.aptriton.com](http://www.aptriton.com)

We have assigned Kurt Latipow, AP Triton's Vice President of Operations, as the Senior Project Manager (SPM). Mr. Latipow is an experienced and knowledgeable SPM. If you have questions regarding his qualifications or about our attached response, please contact Mr. Latipow at (530) 306-1382 or at [klatipow@aptriton.com](mailto:klatipow@aptriton.com), or me at (707) 266-4309 or [khenke@aptriton.com](mailto:khenke@aptriton.com). Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'KPH', is written over a light blue horizontal line.

Kurt P. Henke  
Principal/Managing Partner

Enclosure

cc: Kurt Latipow  
John Stouffer

## 4.3 Technical Information

### 4.3.1 Firm Qualifications & Experience

#### Contact Information

The headquarters of AP Triton, LLC is located in Sheridan, Wyoming. Consultants and other subject matter experts (SME) are located throughout the United States.

- **Address:** 1309 Coffeen Avenue, Suite 3178, Sheridan, WY 82801
- **Phone:** 833.251.5824 (toll free)
- **E-Mail:** [info@aptriton.com](mailto:info@aptriton.com)
- **Website:** [www.aptriton.com](http://www.aptriton.com)

#### About AP Triton

Established in 2014, AP Triton has a wide range of experience in the fire service, emergency medical services, special events and filming, fire prevention, and life-safety programs. Our consultants have conducted numerous studies involving Master Plans, Community Risk Assessments/Standards of Cover, Strategic Plans, Fire Department Consolidation Studies, EMS Systems Analyses, Staffing Studies, Agency Evaluations, Fire Station Location, and Engineering Studies, as well as other unique Fire Service and EMS studies.

AP Triton was founded on the need to provide innovative solutions to public safety departments. For too many agencies, creative thinking is not part of the status quo. AP Triton is able to bring our experience to enable long-term, creative, and sustainable solutions specialized to your local issues. With decades of experience in public safety departments of all sizes, AP Triton is well suited to evaluate the Santee Fire Department as it is today and deliver the best recommendations for the future.

#### Professional Commitment & Service Availability

AP Triton takes pride in only contracting with the most experienced and qualified public safety consultants. We match our associates' skills and expertise to each client's specific needs. Because each of our consultants operates remotely, we are available outside of traditional office hours. In addition, we approach every project as if it were our sole priority. In an effort to continue with only the most professional and highest quality public safety consulting, Triton only takes on projects that we can confidently complete to the utmost degree. In light of these factors, AP Triton is the best choice for meeting or exceeding the City of Santee's expectations and providing you with the recommendations to most efficiently and effectively utilize your resources now and plan for changes in the future.

### Conflict of Interest Statement

Triton has neither directly nor indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation including, but not limited to, the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.

Triton is not presently suspended or otherwise prohibited by any government from participation in this solicitation or any other contract to follow thereafter. Neither Triton nor anyone associated with Triton has any potential conflict of interest because of or due to any other clients, contracts, or property interests in this solicitation or the resulting project. If a conflict of interest is identified in the provision of services, Triton will immediately notify the client in writing.

## Clients

The following is a *partial* list of Triton's current and former clients. An expanded list can be provided upon request.

- Aberdeen Fire Department (WA)
- City of Alameda Fire Department (CA)
- Alameda County FPD (CA)
- Alaska Fire Chiefs Association (AK)
- Albany Fire Department (OR)
- Anaheim Fire and Rescue (CA)
- Berkeley Fire Department (CA)
- Bethel Fire Department (AK)
- Bodega Bay Fire Department (CA)
- Brea Fire Department (CA)
- Burbank Fire Department (CA)
- California Fire Chiefs Association (CA)
- California Metro Chiefs Association (CA)
- Carlsbad Fire Department (CA)
- Carroll County Ambulance District (MO)
- Central Jackson County FPD (MO)
- Central Pierce Fire Protection District (WA)
- Chariton County Ambulance District (MO)
- Chico Fire Department (CA)
- Chula Vista Fire Department (CA)
- Central Kitsap Fire & Rescue (WA)
- City of Colton/Loma Linda FD (CA)
- City of Costa Mesa Fire Department (CA)
- Coalinga Fire Department (CA)
- Contra Costa County FPD (CA)
- Cosumnes Fire Department (CA)
- Cowlitz 2 Fire & Rescue (WA)
- DeKalb County Fire Rescue (GA)
- City of Downey Fire Department (CA)
- Dixon Fire Department (CA)
- Douglas Okanogan County FD 15 (WA)
- El Dorado Hills Fire Department (CA)
- Fort Myers Fire Department (FL)
- Eureka Fire Protection District (MO)
- City of Fresno Fire Department (CA)
- Fort Myers Fire Department (FL)
- Fullerton Fire Department (CA)
- Gig Harbor/Pierce FD #5 (WA)
- Golden Fire Department (CO)
- Grand River Regional Ambulance (MO)
- Gray's Harbor #4/L. Quinault VFD (WA)
- Gray's Harbor Fire District #5 (WA)
- Hawaii Fire Chiefs Association (HI)
- Hermosa Beach Fire Department (CA)
- Huntington Beach Fire Department (CA)
- Idaho Fire Chiefs Association (ID)
- Kennewick Fire & Ambulance (WA)
- Kern County Fire Department (CA)
- Lake Ozark FPD (MO)
- Lincoln Fire & Rescue (NE)
- City of Long Beach (CA)
- Milwaukee Fire Department (WI)
- Napa Fire Department (CA)
- Sonoma County Fire District (CA)
- Sonoma Valley Fire Department (CA)
- Stockton Fire Department (CA)
- Sunnyside Fire Department (WA)
- Tacoma Fire Department (WA)
- Tualatin Valley Fire & Rescue (OR)
- Ukiah Valley Fire Authority (CA)
- Umatilla Fire Department (OR)
- Utah Fire Chiefs Association (UT)
- Vacaville Fire Department (CA)
- Valley Center Fire Protection District (CA)
- Ventura County Fire Department (CA)
- Washington Fire Chiefs Association (WA)
- Watsonville Fire Department (CA)
- Williston Fire Department (VT)

### 4.3.2 Staff Qualifications & Experience

The following project team has the expertise and experience to complete the Community Risk Assessment and Long-Range Fire and Emergency Services Delivery Study as defined within the project understanding and work plan—meeting or exceeding your expectations. Every member of the team will be available for the duration of the project. AP Triton’s consultants work from home offices located throughout the United States. Project Team resumes with additional qualifications follow.

Team Member	Experience
<p>Kurt Latipow, Project Manager</p> <p>40+ Years of Experience</p> <p>3 Years with AP Triton</p>	<p>Mr. Latipow has enjoyed over 40 years in Public Safety with over 27 years of Public Administration in Fire Chief and Chief Officer positions. He has developed and implemented numerous comprehensive fire and emergency services related plans. Mr. Latipow has facilitated the adoption of those plans via a variety of governing bodies. Mr. Latipow offers extensive experience in developing and implementing emergency, strategic, master plans, and succession plans/management processes as well as developing and implementing Standards of Cover Analysis, Fees for Service Cost Recovery Programs, and ALS Program Development and Implementation for both transport and engine company-based organizations.</p>
<p>Clay Steward, Assistant Project Manager</p> <p>25+ Years of Experience</p> <p>1 Year with AP Triton</p>	<p>Clay Steward is an experienced fire service senior manager actively serving the industry for 25 years. He began his fire service career at Edgewater Fire Department, CO, and moved to Arvada Fire Protection District after three years. At Arvada, he rose through the ranks where he ultimately retired as the Division Chief of Planning and Support Services in 2018. Since retirement he works as an independent contractor specializing in fire service data and accreditation documentation. Clay brings a strong technical background in data engineering and analytics that augments his detailed understanding of fire service management and continuous improvement. He is experienced in developing community risk assessments, standard of cover, strategic planning, and self-assessment documents for the CFAI.</p>

Team Member	Experience
<p>Ed Rodriguez, Senior Associate</p> <p>34+ Years of Experience</p> <p>2 Years with AP Triton</p>	<p>Mr. Rodriguez has over 34 years of fire service experience in small, medium, and large fire and EMS organizations. He is currently a licensed paramedic and registered nurse in California. He has extensive knowledge and is a proven leader in fire protection, the delivery of pre-hospital EMS, firefighter safety, budgeting, and quality improvement systems. Mr. Rodriguez's experience includes developing funding streams to enhance services, EMS, and fire delivery system design, and complex management issues affecting the modern fire department. Chief Rodriguez has experience in Emergency Operations Center management positions during declared natural and man-made disasters, including Command, Operations, and Logistics.</p>
<p>John Stouffer, Senior Associate</p> <p>40+ Years of Experience</p> <p>2 Years with AP Triton</p>	<p>Mr. Stouffer began his career in public safety in 1976 as a firefighter/EMT with Yakima County (WA) Fire District #10, where he established the first EMS program in the department. In 1988, he was offered the position of the Director of the Yakima County (WA) Department of Emergency Medical Services. After holding that position for nine years, he took a position with Gresham (OR) Fire &amp; Emergency Services as the EMS Coordinator, occasionally serving as the acting Chief of the Training Division, until his retirement in 2009. Since 1992, in addition to his other employment, he has been providing a wide variety of public safety consulting services to clients throughout the U.S. and Canada.</p>
<p>Randy Parr, Senior Associate</p> <p>40+ Years of Experience</p> <p>2 Years with AP Triton</p>	<p>Chief Parr has over 40 years of experience in the fire service, including 20 years as a chief officer. The agencies for which he has worked range from a mid-sized Houston area combination fire district serving a population of 100,000 to a small municipal department as they transitioned from a volunteer-based delivery system to a career-based delivery system. He has served the past 16 years as the career Fire Chief for the City of Tomball, a Houston, Texas suburb with a population of 35,000. He is a Certified Public Accountant and during his career has served as the Chief Financial Officer of large national and regional real estate developers and as the City of Tomball interim finance officer. He has advised policymakers on fire service delivery options, created financial models, and has made presentations to large workshop audiences on such topics as regional collaboration and legislative initiatives.</p>



Team Member	Experience
<p>Frank Blackley, Senior Associate                      35+ Years of Experience                      2 Year with AP Triton</p>	<p>Chief Blackley has more than 35 years of experience in the fire service and has served with several departments in southeastern North Carolina. In 1999, he returned to the Wilmington Fire Department as an inspector and was promoted to Assistant Chief and Fire Marshal in 2001. He served in this role until 2009, then transferred to Assistant Chief of Operations. In 2012, he assumed his last role as Assistant Chief of Support Services. Chief Blackley brings a long list of education, experience, and technical expertise to AP Triton. He possesses a demonstrated record of professionalism and a commitment to excellence. He has spoken nationally on Community Risk Reduction and how to use data in the decision-making process. He is familiar with the Center for Public Safety Excellence accreditation process and has written several categories for his department.</p>
<p>Brian Kelly, Senior Associate                      20+ Years of Experience                      1 Year with AP Triton</p>	<p>Chief Kelly has well over 20 years of fire service experience, beginning as a volunteer in 1998. In 2002, he was hired by the Jacksonville Fire Department in eastern North Carolina and was quickly promoted through operational ranks before being transferred into the Fire Prevention Division as an Assistant Fire Marshal. Chief Kelly's experience includes budgeting, risk assessments, strategic planning, and extensive origin and cause determination. In 2012, he left the Jacksonville Fire Department to become the youngest Fire Marshal in Onslow County history. In 2019, Chief Kelly returned to the Jacksonville Fire Department, where he supervises the fire prevention division at the rank of Battalion Chief and Fire Marshal. Chief Kelly's experience in accreditation, emergency response, risk assessments, training, budgets, and fire and life safety program development allows him to provide excellent external evaluation, documentation of services, and community needs.</p>
<p>Robert McNally, Technical Specialist/GIS                      20+ Years of Experience                      2 Years with AP Triton</p>	<p>Mr. McNally brings 20 years of public safety experience as a paramedic, firefighter, manager, and instructor. He was awarded twice for his service to the communities that he served. Since 2005, he has participated in over 200 fire service studies for fire and EMS agencies of various sizes and has helped communities with a range of projects including master planning, service level evaluation, fire/EMS consolidation, station location, response time analysis, and analyzing community risks using the CFAI Standards of Cover methodology.</p>

## Kurt Latipow

Senior Associate/Project Manager



### Summary of Qualifications

Mr. Latipow has enjoyed 40 years in Public Safety with over 27 years of Public Administration in Fire Chief and Chief Officer positions. He has developed and implemented numerous comprehensive fire and emergency services related plans.

Mr. Latipow has facilitated the adoption of those plans via a variety of governing bodies. Mr. Latipow offers extensive experience in developing and implementing emergency, strategic, master plans, and succession plans/management processes as

well as developing and implementing Standards of Cover Analysis, Fees for Service Cost Recovery Programs, and ALS Program Development and Implementation for both transport and engine company-based organizations.

### Work Experience

- City of Lompoc, CA – Fire Chief
- Washoe County, NV – County Fire Services Coordinator
- City of Ukiah, CA – Fire Chief
- State of California, Governor's Office of Emergency Services – Deputy Chief, Fire and Rescue Branch
- Stanislaus Consolidated Fire Protection District, CA – Fire Chief/Chief Executive Officer
- Hesperia Fire Protection District, CA – Fire Chief
- City of Arroyo Grande, CA – Fire Chief/Director of Building and Fire
- City of Monterey Park Fire Department, CA – Battalion Chief/Fire Marshal

### Education

- National Fire Academy–Accredited Executive Fire Officer
- California Fire Marshal Training and Education System

### Publications and Instructor Experience

- IAFC/Volunteer Combination Officers 2017 Symposium in the West—Building Leaders from Within
- IAFC and League of California Cities 2016—"The Achilles Heel of Local Government"
- California Fire Chiefs 2016—"The Why and How of Succession Planning and Implementation"
- League of California Cities 2015—"Contracting for Fire Services; the Trials, Tribulations, Landmines and Political Challenges"
- League of California Cities 2014—"Leading Change in the New Reality"
- California Fire Chiefs Association 2012—"Re-engineering Fire Service-Based Service Delivery"
- IAFC/ICMA 2012—Success & Sustainability

### Professional Affiliations

- California Fire Chiefs Association
- League of California Cities Fire Department – Past President
- League of California Cities Public Safety Policy – Past Committee Chair
- International Association of Fire Chiefs – Life Member

## Clay Steward

### Senior Associate/Assistant Project Manager



#### Summary of Qualifications

Clay Steward is an experienced fire service senior manager actively serving the industry for 25 years. He began his fire service career at Edgewater Fire Department, CO and moved to Arvada Fire Protection District after three years. At Arvada, he rose through the ranks where he ultimately retired as the division chief of planning and support services in 2018. During his tenure he served as the districts Accreditation Officer and lead his organization through its first accreditation bid with the CFAI. Since retirement he works as an independent contractor specializing in fire service data and accreditation documentation.

Clay brings a strong technical background in data engineering and analytics that augments his detailed understanding of fire service management and continuous improvement. He is experienced in developing community risk assessments, standard of cover, strategic planning, and self-assessment documents for the CFAI.

#### Professional Development & Education

- Master of Science in Emergency Management, American Public University, Charles Town, WV
- Associate of Science in Fire Science, Red Rocks Community College, CO
- Center for Public Safety Peer Assessor and Accreditation Management Courses
- Data analytic, data engineering, and data science training
- Lean and lean six sigma course experience and education

#### Licensure & Certifications

- CFAI Peer Assessor Level 1
- IBM Data Science Specialization
- Alteryx Core Designer
- Tableau Analyst and Author
- Center for Professional Credentialing Chief Fire Officer

#### Experience

- Active fire service and data and management consultant
- Experienced trainer
- Retired Division Chief and Accreditation Officer
- Experienced training and safety officer
- 25 years of service in the fire service
- 11 years and current member of the plans section of the Jefferson County type III IMT team
- 14 years experienced with FEMA's CO-TF1 US&R team

#### Associated Professional Accomplishments

- Developed and teaches Introduction to Data Analytics for Emergency Services course
- Currently active and past steering committee member of the Rocky Mountain Professional Credentialing and Accreditation Consortium
- Past IAFF secretary and treasurer, local 4056

## Edmond A. Rodriguez

Senior Associate



### Summary of Qualifications

Mr. Rodriguez has over 34 years of fire service experience in small, medium, and large fire and EMS organizations. He is currently a licensed paramedic and registered nurse in California. He has extensive knowledge and is a proven leader in fire protection, the delivery of pre-hospital EMS, firefighter safety, budgeting, and quality improvement systems. Mr. Rodriguez's experience includes developing funding streams to enhance services, EMS and fire delivery system design, and complex management issues affecting the modern fire department.

Chief Rodriguez has experience in Emergency Operations Center management positions during declared natural and man-made disasters, including Command, Operations, and Logistics. He provides expert testimony on EMS care and delivery and negligence litigation.

### Professional Development & Education

- Master of Science—Executive Fire Service Leadership
- Bachelor of Science—Fire Science
- Associate Degree—Nursing
- Graduate—Executive Fire Officer program

### Licensure & Certifications

- Certified California Fire Chief
- Certified Chief Fire Officer—CPSE
- Licensed Paramedic
- Critical Care Registered Nurse (CCRN)

### Professional Experience

- 34 years in public safety experience, 9 years as Fire Chief
- Incident Commander
- Operations Section Chief
- 37 years as an EMT, Flight Nurse, and Paramedic

### Associated Professional Accomplishments

- Past President—California Fire Chiefs Association
- Past President—Monterey County Fire Chiefs Association
- Chair—Monterey County Emergency Medical Care Committee (EMCC)
- Fire Representative—Monterey County Grant Authority

## John A. Stouffer

Senior Project Manager/Business Unit Leader



### Summary of Qualifications

Mr. Stouffer began his career in public safety in 1976 as a firefighter/EMT with Yakima County (WA) Fire District #10, where he established the first EMS program in the Department. In 1980, he attended the Paramedic Program at Central Washington University and obtained a position with Yakima (WA) Medic One becoming a field paramedic and the organization's first Training Officer. In 1988, he was offered the position of the Director of the Yakima County (WA) Department of Emergency Medical Services. After holding that position for nine years, he took a position with Gresham (OR) Fire & Emergency Services as the EMS Coordinator, occasionally serving as the acting Chief of the Training Division, until his retirement in 2009. Since 1992, in addition to his other employment, he has been providing a wide variety of public safety consulting services to clients throughout the U.S. and Canada.

### Professional Experience

- Western Region Manager, Emergency Services Consulting International (ESCI) (2018–2020)
- Project Manager/Associate Consultant, ESCI
- Technical Advisor/Program Developer, Vision 20/20 & Institution of Fire Engineers
- EMS Research Investigator/Coordinator, Oregon Health & Science University
- EMS Coordinator (Captain), Gresham Fire & Emergency Services
- Managing Partner/Senior Consultant, Pacific Northwest Associates, LLC
- Director, Yakima County Department of Emergency Medical Services
- Training Officer/Paramedic, Yakima Medic One
- Firefighter/EMT-Paramedic/Medical Services Officer | Yakima County Fire District #10
- More than 40 years diverse experience in fire and emergency medical services

### Educational Background & Certifications

- Central Washington University
- Yakima Valley Community College
- Western Oregon University
- National Fire Academy Incident Command for EMS
- Seattle/King County Resuscitation Academy Fellowship
- Multiple instructor certifications (NFPA I & II, ACLS, PHTLS, WSFST Instructor II, EZ-IO Instructor)
- Numerous advanced-level EMS certifications
- More than 250 hours fire service education, Washington State Fire Service Training

### Associated Professional Accomplishments

- Project Manager and consultant on a number of fire and EMS projects around the U.S. and Canada
- Co-authored and published a number of international prehospital studies (available on request)
- Authored two guides on Community Risk Reduction for Vision 20/20 (available on request)
- Project Co-Director, King LT Airway Implementation Project for Multnomah County (OR)
- Author, Phases I & II of the Yakima County EMS Master Plan
- Earned fourteen professional awards during his career (available on request)

## Randy Parr

### Senior Associate/Certified Public Accountant



#### Summary of Qualifications

Chief Parr has over 40 years of experience in the fire service, including 20 years as a chief officer. He has served in four fire departments in Texas and Missouri. The agencies for which he has worked range from a mid-sized Houston area combination fire district serving a population of 100,000 to a small municipal department as they transitioned from a volunteer-based delivery system to a career-based delivery system. He has served the past 16 years as the career Fire Chief for the City of Tomball, a Houston, Texas suburb with a population of 35,000.

He is a Certified Public Accountant and during his career has served as the chief financial officer of large national and regional real estate developers and as the City of Tomball interim finance officer. Chief Parr's diverse skills have provided regional leadership in inter-agency collaboration, strategic planning, master and financial planning, and organizational evaluation. He has advised policymakers on fire service delivery options, created financial models, and has made presentations to large workshop audiences on such topics as regional collaboration and legislative initiatives.

#### Educational Background

- Bachelor's in Business, Accounting Major, Indiana University, Bloomington, IN
- Master's in Public Administration, Sam Houston State University, Huntsville, TX
- Executive Fire Officer Graduate—National Fire Academy
- Emergency Management Executive Academy Graduate—Emergency Management Institute
- Chief Fire Officer Designee—Center for Public Safety Excellence
- Extensive training in leadership, financial management, and planning

#### Professional Experience

- Associate Consultant, Emergency Consulting International (ESCI) (2017–2020)
- Fire Chief/Emergency Management Coordinator—City of Tomball, TX (2004–present)
- Fire Chief, Cypress Creek Fire Department, Houston, TX (1999–2004)
- Controller/Financial Officer, Trammel Crow Residential/Gables Residential Trust (1986–1994)

#### Relevant Experience

- Past President, Board of Directors, IAFC, Southwest Division
- Southeast Region Director, Texas Fire Chiefs Association
- Facilitator, Northwest Harris County Fire Chiefs Association
- Treasurer, Institution of Fire Engineers, USA Branch
- Peer Assessor I, Center for Public Safety Excellence Accreditation Site Team
- Board of Directors, Sam Houston State University Alumni Association

#### Associated Professional Accomplishments

- 2009 recipient of IAFC-VCOS John M. Buckman III Leadership Award
- Developed UASI grant to equip 90 departments in a three-county area, including the City of Houston, with the same electronic accountability system
- Developed UASI grant to link multiple dispatch centers in Harris and Montgomery counties
- Developed UASI grant to hire six full-time firefighter positions for the City of Tomball

## Frank Blackley

### Senior Associate



#### Summary of Qualifications

Chief Blackley has more than 35 years of experience in the fire service and has served with several departments in southeastern North Carolina. His service began at the Wilmington Fire Department, after spending nearly 10 years at the Wrightsville Beach Fire Department. In 1996, he began working with New Hanover County Fire Rescue as a fire inspector/investigator. In 1999, he returned to the Wilmington Fire Department as an inspector and was promoted to Assistant Chief and Fire Marshal in 2001. He served in this role until 2009, then transferred to Assistant Chief of Operations. In 2012, he assumed his last role as Assistant Chief of Support Services.

Chief Blackley brings a long list of education, experience, and technical expertise to AP Triton. With experience in both combination and career departments, he possesses a demonstrated record of professionalism and a commitment to excellence. In addition to fire administration and management accomplishments, Chief Blackley has contributed to Vision 20/20 as a technical advisor for several states and development of a new Outcome Measures Guide. He has spoken nationally on Community Risk Reduction and how to use data in the decision-making process. He is familiar with the Center for Public Safety Excellence accreditation process and has written several categories for his department.

#### Educational Background

- University of North Carolina Wilmington, Master's Public Administration, Urban and Regional Policy and Planning, 2011
- Executive Fire Officer Program, Emmitsburg, MD 2009
- University of Maryland University College, Bachelor of Science in Fire Science, 1996
- Guilford Technical Community College, Associate of Science in Fire Science
- Commission on Professional Credentialing, Chief Fire Officer

#### Professional Experience

- Consultant, Emergency Services Consulting International (ESCI), 2019–2020
- Technical Advisor, Vision 20/20
- Assistant Fire Chief, City of Wilmington, NC
- Deputy Fire Marshal, New Hanover County, NC

#### Relevant Experience

- President, North Carolina Fire Marshal's Association
- Chair, New Hanover County Public Safety Communication Center Policy Board
- Member, North Carolina Fire Code Revision Committee

#### Associated Professional Accomplishments

- Assisted in development of the Community Risk Reduction course for National Fire Academy
- Developed the Outcome Measures Guide for Vision 20/20
- Published author, Crisis Response Journal, Hurricane Florence: Response and Recovery

## Brian Kelly

### Senior Associate



#### Summary of Qualifications

Chief Kelly has well over 20 years of fire service experience, beginning as a volunteer in 1998. In 2002, he was hired by the Jacksonville Fire Department in eastern North Carolina and was quickly promoted through operational ranks before being transferred into the Fire Prevention Division as an Assistant Fire Marshal. He served as a co-accreditation manager for the department while preparing for future supervisory roles during his time in fire prevention.

Chief Kelly's experience includes budgeting, risk assessments, strategic planning, and extensive origin and cause determination. In 2012, he left the Jacksonville Fire Department to become the youngest Fire Marshal in Onslow County history. He developed, implemented, and managed a supplemental staffing program for the 22 volunteer departments and the county's fire-rescue station. In addition to these roles, he served as interim Fire Chief of Onslow County Fire Rescue. In 2019, Chief Kelly returned to the Jacksonville Fire Department, where he supervises the fire prevention division at the rank of Battalion Chief and Fire Marshal. Since his return, he has instituted a county-wide fire investigation training program, created a multi-departmental city-wide code enforcement team, is responsible for the department's ISO inspection process, and serves as an accreditation category manager.

Chief Kelly's experience in accreditation, emergency response, risk assessments, training, budgets, and fire and life safety program development allows him to provide excellent external evaluation, documentation of services, and community needs. In addition, he has experience in both career, volunteer, and combination departments, making him versatile to customers of AP Triton.

#### Educational Background

- Fayetteville State University – Bachelor of Science – Fire and Emergency Services Administration
- North Carolina Certified Fire Investigator – North Carolina Office of the State Fire Marshal

#### Professional Experience

- Fire Marshal – Jacksonville Fire & Emergency Services
- Fire Marshal – Onslow County Emergency Services
- Instructor – Contracted for state community college system

#### Relevant Experience

- 1<sup>st</sup> Vice President North Carolina Fire Marshals Association
- Eastern President of North Carolina Fire and Life Safety Educators
- President of Jacksonville Association of Professional Firefighters
- President, Onslow County Firefighters Association

#### Associated Professional Accomplishments

- Establishment of several statewide recognized CRR programs such as:
  - Leading smoke alarm program in partnership with American Red Cross
  - Community-wide educational events in partnership with LOWES home improvement stores
  - Spearheaded and chaired Safe Kids Onslow, who leads the state annually for the number of child passenger safety seat education installations



## Robert McNally

Senior Associate/Technical Specialist



### Summary of Qualifications

Mr. McNally brings 20 years of public safety experience as a paramedic, firefighter, manager, and instructor. He was awarded twice for his service to the communities that he served. Since 2005, he has participated in over 200 fire service studies for fire and EMS agencies of various sizes and has helped communities with a range of projects including master planning, service level evaluation, fire/EMS consolidation, station location, response time analysis, and analyzing community risks using the CFAI Standards of Cover methodology.

He serves as an instructor in emergency response as well as geographic information sciences. He has delivered several presentations at national and regional conferences and has been published on the subject of public safety and homeland security. His experience includes serving as an adjunct faculty at FEMA's National Training Center for both the Emergency Management Institute (EMI) and the National Fire Academy (NFA). Along with using ESRI's GIS platform and several extension software modules, Robert is also adept at using GIS for natural disaster damage loss and estimation.

### Professional Development & Education

- Master's Degree, Geography specializing in Urban and Regional Planning, University of North Carolina Charlotte
- Bachelor's Degree, magna cum laude, Public Administration, Kean University, New Jersey
- Former Paramedic & Firefighter, Metro Newark, NJ; Charlotte, NC

### Skills & Certifications

- ESRI: ArcGIS, Spatial Analyst, Network Analyst, Model Builder, Online, Webapps
- FEMA HAZUS Professional Certificate
- CAMEO, ALOHA, MARPLOT
- Self-Assessment and Standards of Cover Certification – Commission on Fire Accreditation (CFAI)

### Experience

- GIS mapping and analysis
- Incident data analysis & reporting
- Fire & EMS Organization and Deployment
- CFAI Self-Assessment and Accreditation
- Fire station location, staffing, and deployment

### Associated Professional Accomplishments

- Contract Instructor & SME, FEMA Emergency Management Institute and National Fire Academy
- Contributing Member, NFPA Fire Service Analysts Standards Committee

### 4.3.3 Similar Engagements with Other Government Entities

#### Project Types

The following is a *partial* list of projects in which the members of the Project Team for this study have either served as the Project Manager or participated in. Our team has participated in dozens of studies throughout the United States.

#### Project Description

- Ambulance Services Study:
- Annexation Study (3 districts):
- Community Risk Assessment/Standards of Cover:
- Community Risk Assessment/Standards of Cover:
- Consolidation Feasibility Study:
- EMS Service Delivery Study:
- EMS System Evaluation:
- Facilities Master Plan, FD Master & Strategic Plan:
- Fire Department Cooperative Services Study:
- Fire District Consolidation Study:
- Fire Services Analysis:
- Fire Station & CRA/SOC Study:
- Fire/EMS Assessment:
- First Responder Fee Study:
- First Responder Fee Study:
- First Responder Fee Study:
- First Responder Fee Study:
- Long-Range Fire Department Master Plan:
- Long-Range Master Plan:
- Master Plan:
- Master Plan & Community Risk Assessment:
- Optimization Study:
- Prevention Fee Study:
- Strategic Plan:
- Strategic Plan:
- Valuation Study:

#### Organization

- Modesto FD/Stanislaus County OES (CA)
- Contra Costa County FPD (CA)
- Coalinga Fire Department (CA)
- San Ramon Valley Fire Protection District (CA)
- Elk Creek Fire Protection District (CO)
- Burbank Fire Department (CA)
- Truckee Meadows Fire Protection District (NV)
- Redmond Fire & Rescue (OR)
- Golden/Fairmount/Pleasant View FDs (CO)
- Clackamas Fire District 1 (OR)
- Williston Fire Department (VT)
- Montecito FPD (CA)
- Pflugerville Fire Department (TX)
- Oakland Fire Department (CA)
- Merced Fire Department (CA)
- Napa Fire Department (CA)
- Truckee Meadows Fire Protection District (NV)
- Templeton Fire & Emergency Services (CA)
- Fairfield Fire Department (CA)
- Whitefish Fire Department (MT)
- Brigham City Fire Department (UT)
- Alameda County Fire Chiefs Association (CA)
- Suisun City Fire Department (CA)
- Aspen Fire Department (CO)
- Blaine County Ambulance Service District (ID)
- Pflugerville Fire Department (TX)

## Client References

The following are several references and projects out of the hundreds of projects and studies previously completed by Triton. Additional references can be provided.

### Montecito FPD & Carpinteria-Summerland FPD (California)

Project Title & Description: **Fire Station Location Study & Community Risk/SOC**

AP Triton was engaged to develop a comprehensive fire station location study with the intent of determining if a shared facility is feasible. In addition, the study includes a variety of elements that entail community risk assessments and a standards of cover analysis. Once completed Triton will facilitate a Customer-Centered Strategic Plan for each.

Contact Name/Title:	MFPD Chief Kevin Taylor/CSFPD Chief Greg Fish	Year:	2021
Client Phone:	805.969.7762/805.566.2450		
Client E-Mail:	ktaylor@montecitofire.com/g.fish@csfd.net		
Project Manager:	Kurt Latipow	Status:	Completed

### Contra Costa County FPD/East Contra Costa FPD (California)

Project Title & Description: **Phase One: Annexation Financial Feasibility Study**

Triton was retained by the fire districts to conduct an analysis and determine the financial efficacy of CCCFPD annexing ECCFPD, and to make recommendations accordingly. Triton's analysis demonstrated that annexation was fiscally possible and made recommendations to move forward with Phase Two: Annexation Feasibility Study.

Contact Name/Title:	Lewis Broschard, Fire Chief	Year:	2020
Client Phone:	925.941.3300	Client E-Mail:	Lewis.broschard@cccfd.org
Project Manager:	Kurt Latipow	Status:	Completed

### Coalinga Fire Department (California)

Project Title & Description: **Community Risk Assessment/Standard of Cover**

Coalinga Fire Department retained AP Triton to complete a Community Risk Assessment/Standards of Cover (CRA/SOC), consistent with the methodologies contained in the Center for Public Safety Excellence (CPSE) *Community Risk Assessment/Standards of Cover*, 6<sup>th</sup> edition. In addition to the successful completion of the CRA/SOC, Triton also assisted with Strategic Planning for the Department.

Contact Name/Title:	Greg DuPuis, Fire Chief	Year:	2021
Client Phone:	559.935.1652	Client E-Mail:	gdupuis@coalinga.com
Triton Project Manager:	Kurt Latipow	Status:	Completed

**Templeton Fire & Emergency Services (California)**

**Project Title & Description:**     **Long-Range Fire Department Master Plan**

The Triton Team analyzed the data provided by the Department and the District as well as others to determine the current levels of response performance. From this analysis, the team identified factors influencing risk and response performance and has identified opportunities for delivery system improvement. The final report established response time objectives, standards for measuring the effectiveness of District resources, and the deployment of those resources.

Contact Name/Title:	Tom Peterson Fire Chief	Year:	2021
Client Primary Phone:	805.434.4911	Client E-Mail:	tpeterson@templetoncsd.org
Project Manager:	Kurt Latipow	Status:	Completed

**Burbank Fire Department (California)**

**Project Title & Description:**     **EMS Optimization Study**

The Burbank Fire Department retained AP Triton to conduct an optimization study of the emergency medical services being provided by the Department. Triton identified a number of issues concerning staff and substantial service demand on the three Rescue Ambulances. Triton developed a number of recommendations for service improvement, along with various options for alternative patient transport.

Contact Name/Title:	Deputy Chief Danny Alvarez	Year:	2021
Client Phone:	818-238-3482	E-Mail:	dalvarez@burbankca.gov
Project Manager:	John Stouffer	Status:	Completed

### 4.3.4 Project Approach

#### Project Understanding

AP Triton, LLC (Triton) recognizes that the City of Santee is seeking a qualified consultant to research, write, and produce a Community Risk Assessment and Long-Range Fire and Emergency Services Delivery Study.

The purpose of the Community Risk Assessment and Long-Range Fire and Emergency Services Delivery Study is to evaluate the agency in relation to the community's current risks, anticipate community growth (and therefore associated risk), and recommend steps to position the agency to address that growth in advance with appropriate resources and infrastructure. In short, a Long-Range Fire and Emergency Services Delivery Study, when coupled with a Community Risk Assessment, keeps the agency from lagging behind community growth and development, maintaining or enhancing service as the community grows. It is an effective policy-making and budgeting tool as well. Knowing where and how the community will grow into the future and what the City will need in terms of policy and budget support to address it is a critical element of the City's policymakers' future deliberations.

The first section of the study assesses the current and potential future community conditions, service demand, and risks that the organization may be expected to serve. The purpose of this section is to determine community growth projections and interpret the impact on emergency service planning and delivery.

The second section of the study will be conducting a baseline assessment of the current conditions and current service performance of the City. The purpose of this section will be to assess the City's infrastructure, operations, and service delivery in comparison to industry standards and best practices, as well as to create a benchmark to measure the options for future service delivery.

The third section will identify future service delivery system models, identifying the appropriate staffing levels to increase the effectiveness of emergency incident actions.

Finally, the fourth section will recommend program, staffing, equipment, and capital facilities strategies to meet the community's needs now and into the foreseeable future, keeping pace with growth and addressing gaps in the existing system where possible.

## Project Approach

Triton's approach to projects represents our complete understanding of your expectations. Our experience in working with fire departments, fire districts, and EMS organizations, as well as other emergency services agencies, includes a wide variety of communities throughout the United States. Key elements of Triton's methodology include:

- A complete understanding of the project background, goals, and objectives, as well as the complex issues that must be addressed.
- A comprehensive, well-designed, and practical scope of work (SOW) and workplan that enables substantial input from the key stakeholders, leadership, and other relevant individuals.
- Use of state-of-the-art GIS mapping, computer modeling, and data analysis tools, web-based communications technology, and many other sophisticated tools and technologies.
- Triton's project methodology is augmented by the utilization of web-based and other communication technologies. We will utilize the Dropbox application to create a secure online project site that enables the client and project team members to collaborate and communicate throughout every phase of the project. In addition, Triton utilizes GoToMeeting conferencing software to assist with client communications and various presentations.
- Utilization of experienced subject matter experts (SME) in the fire service, EMS, and other related emergency services disciplines, as well as individuals with expertise in GIS and data analysis.
- Commitment to successfully complete our projects and deliverables within the time requested and in a manner that would meet or exceed expectations.
- High-quality printed and bound reports, with contents and recommendations that will easily enable the client, key stakeholders, and community members to understand.

## Best Practices & National Standards

Based on the type of project and study requirements, Triton will refer to and utilize current industry best practices, along with relevant national standards promulgated by a wide variety of associations and organizations that develop consensus standards for the fire service, EMS, communications, and other related services. These may include the *National Fire Protection Association (NFPA)*, *Center for Public Safety Excellence (CPSE)*, *Commission on Accreditation of Ambulance Services (CAAS)*, and other organizations.

## Work Plan

The following represents the Work Plan prepared by Triton based on the requirements of the City of Santee's request for proposals. The various sections and tasks have been developed specifically for this project.

### Section One—Project Initiation

#### Task 1-A: Project Initiation & Development of a Work Plan

Triton will meet virtually with Santee Fire Department's (SFD) project team and/or liaisons. The purpose will be to develop a complete understanding of the City's background, goals, and expectations for the project.

Triton's Project Manager will develop and refine a proposed work plan that will guide the Project Team. This work plan will be developed identifying:

- Project team members responsible for each task
- Major tasks to be performed
- Resources to be utilized
- Methods for evaluating study results
- Any potential constraints or issues related to accomplishing specific tasks

The benefits of this process will be to develop working relationships between the Triton Project Team and client representative, determine communications processes, and identify logistical needs for the project.

#### Task 1-B: Procurement of Information & Data

Triton will request pertinent information and data from SFD and any other agencies as necessary. This information is critical and will be used extensively in the various analyses and development of the report. Thoroughly researched and relevant studies will be included during Triton's review. The documents and information relevant to this project will include, but not be limited to, the following:

- Any past or current emergency services studies, research, and/or Standards of Cover assessments
- LAFCO Spheres of Influence and Municipal Service Reviews
- Hazard Mitigation Plans
- Community Comprehensive Plan documents, including current and future land-use information
- Local census, economic, and demographic data

- Local Geographic Information Systems (GIS) data
- Zoning maps and zoning codes
- Financial data, including debt information, long-range financial plans, revenue sources, and projections
- Administrative policies and procedures
- Standard Operating Guidelines (SOGs) and service delivery practices
- Current service delivery and response time performance standards, objectives, and targets
- Information on training programs, life-safety and prevention programs, and special operations
- Fire station facilities (as well as any training center and separate administrative facilities) and apparatus inventories
- Local collective bargaining agreements
- Automatic and mutual aid agreements
- Records management data, including National Fire Incident Reporting System (NFIRS) incident data
- Computer-Aided Dispatch (CAD) incident records
- Any other documents and records necessary for the successful completion of the project

#### Task 1-C: Stakeholder & Community Input

Triton will examine and document the levels of service historically provided to the community. Within this analysis, the Fire Department's service areas will be evaluated based on population density and fire management zones, which will be used to develop future performance objectives.

The Triton Project Team will conduct on-site\* interviews and gather information from key personnel and stakeholders, inclusive of community members. Some information may be acquired through the use of electronic forms, online surveys, and/or telephone interviews. Individuals will include, but not be limited to:

- Elected officials and City Management
- Fire Chief, command staff, and other key personnel
- Administrative and support staff
- Fire Marshal and prevention staff
- Individuals responsible for finance and human resources
- Representative(s) of labor leadership (e.g., IAFF Local 4373)



- A select group of firefighters and company officers
- Public Safety Answering Point (PSAP) Communications Director
- Assorted community groups
- Mutual aid and other local fire departments, law enforcement, and EMS agencies (e.g., American Medical Response) as necessary
- Employee and volunteer groups (such as CERT)
- Others as they may contribute to this project

From these interviews, Triton will obtain additional perspectives on operational, economic, and policy issues facing the fire department.

*\*Depending on the status of the COVID-19 pandemic and any travel or other restrictions, distance interviews may be necessary using remote conferencing technology.*

## Section Two—All Hazards Community Risk Assessment

Triton will conduct a comprehensive analysis of community risks and land use and interpret their impact on emergency services planning and delivery. Land use, zoning classifications, parcel data, ISO fire flow data, economic value, building footprint densities, occupancy data, and demographic information may be used, along with specific target hazard information.

The purpose of this evaluation is to initially assess the City's hazards, threats, vulnerabilities, and risks and the entire coverage area as a whole, in comparison to recognized standards and best practices, to include consideration of benchmarks to compare future improvement.

### Task 2-A: Description of Communities Served

An overview of the service area of SFD will include:

- Community characteristics, including general location, history, geography, topography, climate, local government type, jurisdictional area, and surrounding jurisdictions
- Demographic characteristics
- Physical assets protected
- Transportation networks
- Planning zones or fire management (response) zones
- Identification of community risks to include fire, emergency medical services demand, technical rescue, hazardous materials, transportation, and natural hazards
- Establishment of an occupancy vulnerability risk profile for buildings in the response area
- Population age, density, and daytime population estimates

- Transient population and demographic information (to the extent data is available)
- Projection of population growth estimates and the corresponding demographic changes in population
- Impact or consequences (economic, social, historical, cultural, and environmental)
- Speed of onset, duration, and effect on SFD response capabilities

#### Task 2-B: Population Growth & Service Demand Projections

Triton will assess the anticipated future community conditions, service demand, and fire protection risks that SFD can be expected to serve. Triton will analyze community growth projections, interpret their impact, and identify opportunities to improve emergency service planning and delivery.

- An interpretation of available census and community development data will be provided indicating:
  - Population history
  - Census-based population growth projections
  - Community planning-based population growth projections

Population growth projections, along with historical and forecast incident rates, will be utilized to develop projections for future service demand.

### Section Three—Evaluation of Current Conditions

Utilizing the data and information provided by SFD and other sources, Triton will conduct a baseline assessment of the current conditions and service performance of SFD. This will include an organizational analysis of SFD based on the elements included in the following tasks. The purpose of this evaluation is to assess the Department's operations in comparison to industry standards and best practices and create a benchmark to measure the options for future service delivery.

#### Task 3-A: Organization Overview

An overview of the community served will be developed addressing:

- Service area population and demographics
- History, formation, and general description of the fire agency
- Description of the current service delivery infrastructure
- Governance and lines of authority
- Foundational policy documents

- Organizational design
- Operating budget, funding, fees, taxation, and financial resources

### Task 3-B: Description & Review of Services Provided

The services currently provided by SFD will be reviewed and compared to industry benchmarks. Areas to be considered include:

- Description of the current service delivery infrastructure
- Deployment considerations
  - Apparatus and unit types and staffing
  - Firefighter/EMT and Firefighter/Paramedic staff distribution
  - Computer-aided dispatch system
- Review of emergency response services by type
- Critical task analysis: fire suppression, EMS, and other incident types

### Task 3-B: Financial Overview

Triton will review historical revenues, expenditures, and other fiscal data and evaluate the current costs of service. Budget modeling permits analysis of staffing schemes, facility and vehicle redeployment, service efficiency, and program cost. This allows for the measurement of the effect of any proposed system change and will include, but not be limited to:

- The overall operating budget, funding, fees, taxation, and financial resources
- Review of financial management and cost recovery billing and collections processes
- Review capital improvement programs and planning
- Any other issues related to budget, revenue, and expenditures

### Task 3-D: Management Components

Triton will review and assess SFD's basic management processes, to include:

- Current management overview.
- Mission, vision, strategic planning, goals, and objectives
- Internal assessment of critical issues and future challenges
- Internal and external communications processes
- Reporting and recordkeeping
- Information technology and records management systems

### Task 3-E: Staffing & Personnel

Triton will review SFD's staffing levels. Areas to be considered include:

- Review and evaluate administration and support staffing levels
- Review and evaluate operational staffing levels
- Review staff allocation to various functions and divisions
- Review staff scheduling methodology
- Review firefighter/EMS staff distribution inclusive of ambulance operations

### Task 3-F: Planning for Fire Protection & EMS

The planning processes within SFD will be reviewed and include the following key components:

- Review and evaluate the adequacy of the current planning process
- Review elements of tactical, strategic, and operational planning within SFD
- Review long-range or other planning efforts

### Task 3-G: Capital Facilities & Equipment

This task will entail a review of current major capital assets (facilities and apparatus). This evaluation will include:

*Facilities*—Tour and observe areas critical of current station locations and future station considerations. This will entail a cursory review of each facility and not a detailed, comprehensive engineering analysis. Items to be contained in the report include:

- Design
- Construction
- Safety
- Future viability
- Code compliance
- Staff facilities
- Efficiency

*Apparatus/Vehicles*—Review and make recommendations regarding the inventory of apparatus and equipment. Items to be reviewed include:

- Age, condition, and serviceability
- Distribution and deployment

### Task 3-H: Support Programs

Triton will review and evaluate the following support programs.

#### *Emergency Medical Services & Transport*

Triton will evaluate the current Emergency Medical Services support and oversight mechanisms to include quality assurance, medical control, and oversight, as well as opportunities to expand community paramedicine.

#### *Life Safety Services & Public Education*

Triton will conduct a review of:

- Pre-fire planning processes
- Community Risk Reduction
- Fire and arson investigation
- Assorted public education and prevention programs

#### *Communications & Dispatch*

- Alarm systems and communications infrastructure
- Public Safety Answering Point (PSAP) and dispatch center capabilities and methods
- Dispatch center staffing

#### *Hazardous Materials Services Support & Response*

- Triton will provide an overview of SFD's capabilities regarding hazardous materials incident responses to include resources, training, and staffing.

#### *Specialized Technical Rescue Services Support & Response*

Triton will provide an overview of the SFD's capabilities with regard to technical rescue incident responses. This will include but not be limited to:

- Review of physical and personnel resources
- Review of training and educational compliance
- Review of historical staffing performance in regard to technical rescue responses, including:
  - High-angle/low-angle rope rescue
  - Trench rescue
  - Confined space
  - Water rescue

### *Training & Continuing Medical Education*

- General training competencies
- Training administration, schedules, and facilities
- Training program goals and objectives
- Training administrative support and maintenance of training records

### Task 3-1: Service Delivery & Performance

To the extent data is available, Triton will review and observe areas affecting service levels and operational performance of SFD. These will include, but not necessarily be limited to:

- **Service Demand**
  - Analysis and Geographical Information Systems (GIS) display of current service demand (unit workload) by incident type
  - Analysis and GIS display of current service demand by temporal variation (calls by hour, day, and month)
  - GIS display of historical incident density locations
  - Projected service demand due to growth
- **Resource Distribution**
  - Overview of current deployment strategies, analyzed through GIS software as appropriate, with identification of service gaps and redundancies (fire stations location analysis)
  - Analysis of company and staff distribution as related to effective response force (ERF) assembly
  - Overview of current apparatus deployment strategies, analyzed through GIS software as appropriate, with identification of service gaps and redundancies
- **Response Reliability**
  - Analysis of current workload, including unit hour utilization (UHU) of individual companies and ambulances (to the extent data is complete)
  - Analysis of call concurrency and the impact on fire and EMS system effectiveness
  - Analysis of call concurrency and implications for resource exhaustion
  - Review of actual or estimated failure rates of individual companies
- **Response Performance Analysis**
  - Analysis of actual SFD apparatus turnout time performance analyzed by individual components (to the extent data is available)
  - Analysis of other components in the response time continuum, including call processing times
  - Analysis of response time to achieve full effective response force
- **Impact of Mutual and/or Automatic Aid**

### Task 3-J: Establishment of Performance Objectives

The establishment of fire and EMS response time standards and targets is a primary responsibility of policymakers, based on community risk, citizen expectations, and SFD's capabilities. Triton will provide data analyses and comparisons against industry standards and will recommend response performance goals.

Triton will identify the current level of emergency services provided by SFD and compare the Department's performance against industry standards and best practices, such as the benchmarks described by the Insurance Services Office (ISO), consensus standards from the National Fire Protection Association (NFPA), recommended practices from the Center for Public Safety Excellence (CPSE), and other pertinent resources including:

- All programs
- Fire suppression services
- Emergency medical services and transport
- Hazardous materials services
- Technical rescue services
- Analysis of false alarms, mutual/auto aid, and civilian and firefighter injuries

A review and discussion of existing response performance goals (if in place) or a discussion of existing response performance (if goals are not in place) will be provided, matching the nature and type of risks identified in the previous report sections. Triton will then recommend response performance goals as follows:

- Evaluation of performance
  - Benchmark objective tables
  - Evaluation methodology
  - Factors to consider
- Evaluation findings
  - Response Time Performance—each timed element of the response system, from receipt of call to first unit arrival
  - Resource Distribution—initial attack (first due) resources for risk-specific intervention
  - Resource Concentration—effective response force assembly (apparatus and personnel) of the initial resources necessary to stop the escalation of the emergency for each risk type

Triton will also review and consider any current or draft performance goals, objectives, and measures in place at SFD to determine recommended levels of service.

## Section Four—Future Delivery System Models

The section includes strategies intended to place the organization in a position to successfully serve its future demand and risk. Triton will develop and analyze various operational models for providing emergency services with the specific intent of identifying those options that can deliver the desired levels of service identified in the previous task at the most efficient cost. Recommendations will be provided identifying the best long-range strategy for service delivery and the impact of initiating such a strategy. In addition, short and mid-term strategies will be recommended for service delivery improvement or increased efficiency.

### Task 4-A: Development of Response Standards & Targets

Triton will analyze and develop recommendations related to an appropriate set of response performance goals for SFD matching the nature and type of risks identified in the previous report sections. The performance goals shall be developed with consideration to:

- Incident-specific staffing levels to meet the critical tasking analysis for the identified risks
- Apparatus assignments to accommodate the anticipated fire flows and other critical functions of the identified risks
- Time standards that will provide for effective initiation of critical tasks and functions

### Task 4-B: Short- and Mid-Term Strategies

Recommendations for improving service delivery and system efficiency prior to any full implementation of the long-term strategy will be provided in areas such as:

- Agency management and organization
- Staffing and personnel deployment
- Service delivery methods
- Training programs
- Prevention programs
- Enhanced cooperative service agreements with other communities or agencies
- System funding and cost recovery
- Others as appropriate and necessary



#### Task 4-C: Recommended Long-Term Strategies

Triton will develop a recommended long-term option for resource deployment that will improve SFD's level of service towards the identified performance objectives and targets. This may include, but is not necessarily limited to, specific recommendations regarding:

- Any relocations of existing facilities
- General locations of future necessary fire stations
- Selection and deployment of apparatus by type
- Deployment of operations personnel
- Future administrative and support personnel
- Deployment of special units or resources
- Additional infrastructure or facilities for administration and support programs

Next, Triton will evaluate and present in graphical and descriptive format for each of the deployment option(s):

- Degree of benefit to be gained through its implementation
- Extent to which it achieves established performance targets
- Potential negative consequences

### Section Five—Development & Delivery of Study

#### Task 5-A: Development & Review of the Draft Master Plan

Triton will develop and produce an electronic version of the draft written report for technical review by representatives of SFD. This feedback is an important aspect of this project, and there will be adequate opportunities for review and discussion before finalization, to include:

- Clearly designated recommendations
- Detailed narrative analysis of each report element written and presented in sections with explanatory support to ensure an understanding by all readers
- Charts, graphs, GIS maps and analyses, and diagrams, where appropriate

#### Task 5-B: Publication of the Final Master Plan

Following a final technical review and approval by SFD, Triton will provide an electronic version (PDF format) of the report.

### Task 5-C: Presentation of the Final Study

Triton will conduct a final presentation of the report to the City of Santee's leaders, stakeholders, staff, and/or the general public. The presentation will include:

- A summary of the nature of the report, methods of analysis, primary findings, and critical recommendations
- An audio-visual presentation of the study
- A review and explanation of charts, graphs, diagrams, and maps, where appropriate
- Opportunity for questions and answers, as needed

All presentation materials, files, graphics, and written material will be provided to the city of Santee at the conclusion of the presentation(s).

### Project Completion Timeline

Triton offers the following project timeline, which is subject to change based upon the mutual agreement of the Santee Fire Department and AP Triton. The timeline will not begin until Triton has been provided with *all* information and data necessary for the successful completion of the project. Triton will make every effort to complete the project in less time than anticipated.

Estimated Time to Complete the Project: **5-6 months**

Project Phase/Month	0	1	2	3	4	5
Section 1: Project Initiation						
Section 2: Community Risk Assessment						
Section 3: Evaluation of Current Conditions						
Section 4: Future Delivery System Models						
Section 5: Development, Review, & Delivery of the Report						

## Appendix A: Triton Certificate of Insurance & Litigation

AP Triton, LLC maintains liability insurance as shown in the following pages. Triton has no past and/or pending litigation or unresolved lawsuits. Since AP Triton utilizes an entirely independent pool of contractors, we are exempt from carrying Workers' Compensation insurance. Each of our contractors carries their own liability insurance. Likewise, AP Triton takes exception to the Drug-Free Workplace Compliance Program as we do not have any employees.



THE HARTFORD  
BUSINESS SERVICE CENTER  
3600 WISEMAN BLVD  
SAN ANTONIO TX 78251

March 29, 2021

FOR INFORMATIONAL PURPOSES ONLY  
1851 HERITAGE LN STE 138  
SACRAMENTO CA 95815-4996

### Account Information:

<b>Policy Holder Details :</b>	AP TRITON CONSULTING LLC
--------------------------------	--------------------------



### Contact Us

---

Business Service Center  
**Business Hours:** Monday - Friday  
 (7AM - 7PM Central Standard Time)  
**Phone:** (866) 467-8730  
**Fax:** (877) 905-2772  
**Email:** [nutmegins@thehartford.com](mailto:nutmegins@thehartford.com)  
**Website:** [www.thehartford.com](http://www.thehartford.com)

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,  
Your Hartford Service Team



