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

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

MEETING INFORMATION
Wednesday, April 27, 2022
6:30 p.m.
Council Chambers | Building 2
10601 Magnolia Ave • Santee, CA 92071

TO WATCH LIVE:
AT&T U-verse channel 99 (SD Market) | Cox channel 117 (SD County)
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.

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

LEGISLATIVE INVOCATION: The Village Church San Diego – Brian Wilbur

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 April 13, 2022, Regular Meeting and the April 20, 2022, District 4 Town Hall Meeting. (City Clerk – Ortiz)

(3) Approval of Payment of Demands as Presented. (Finance – McDermott)

(4) Approval of the Expenditure of $88,289.18 for March 2022 Legal Services and Reimbursable Costs. (Finance – McDermott)

(5) Adoption of a Resolution Authorizing the Award of a Contract for Custodial Services – Offices to Prizm Janitorial Services, Inc. per RFB #22/23-20060, in an Amount Not to Exceed $63,045.27. (Public Services Department)

(6) Adoption of a Resolution Accepting the Council Chamber A/V Upgrades (CIP 2016-51) Project as Complete. (Development Services – Engineering)

(7) Adoption of a Resolution Accepting the City Hall Trash Enclosure Modifications (CIP 2018-52) Project as Complete. (Development Services – Engineering)

(8) Adoption of a Resolution Approving the Final Map for 24 Condominium Units and One Common Lot (TM2005-05) and Authorizing the City Manager to Execute the Associated Subdivision Improvement Agreement. Location: East Side of Marrokal Lane. Applicant: James Meng. (Development Services – Engineering)

(9) Adoption of a Resolution Accepting the Bridge Repairs – Magnolia Avenue (CIP 2013-01) Project as Complete. (Development Services – Engineering)

(10) Adoption of a Resolution Authorizing the Submittal of a Grant Application to the Federal Nationally Significant Multimodal Freight and Highway Projects Grant Program (INFRA) for State Route 52 (SR-52) Improvements. (Development Services – Engineering)

(11) Adoption of a Resolution Supporting a Submittal of a FY 2023 Community Project Funding Request Form to Congressman Darrell Issa (CA-50) for Consideration for the Subcommittee on Transportation, Housing and Urban Development for Additional Funding for the Santee Community Center. (City Manager – Best)

(12) Adoption of a Resolution Acknowledging Receipt of a Report Made by the Fire Chief in Accordance with Section 13146.4 of the California Health and Safety Code (Annual Fire Inspection Compliance Report). (Fire – Garlow)

(13) Purchase of a New 800MHz Portable Radio from Motorola Solutions, Inc. per County of San Diego Regional Communications System Contract No. 553982 in an Amount Not to Exceed $7,540.30. (Fire – Garlow)

(14) Acceptance and Appropriation of the Monetary Donation of $8,014.58 for the Purchase of Fencing Materials for the Pickleball Courts at Big Rock Park from the Santee Community Foundation. (Public Services Department)

NON-AGENDA PUBLIC COMMENT (15 minutes):

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

PUBLIC HEARING:

(15) Public Hearing to Adopt a Resolution Approving the Program Year 2022 Annual Action Plan and Authorizing the City Manager to Submit a Grant Application for Community Development Block Grant (CDBG) Funds to the Department of Housing and Urban Development (HUD). (Development Services – Engineering)

Recommendation:

1. Conduct and close the Public Hearing; and
2. Adopt the Resolution approving the Program Year 2022 Annual Action Plan and authorizing the City Manager to submit the grant application to HUD.

(16) Public Hearing for the "Prospect Estates II" Major Revision (MJR2022-1) to Tentative Map (TM2016-3) and Development Review Permit (DR2016-4) to Waive the Requirement of Undergrounding Overhead Facilities for a Residential Subdivision Consisting of 38 Condominium Units and 15 Single-Family Residences Located on a 6.8-Acre Site on Prospect Avenue at Marrokal Lane (APN 383-112-32 and 383-112-55). Applicant: M. Grant Real Estate, Inc. (Michael Grant). (Development Services – Planning)

Recommendation:
1. Conduct and close the Public Hearing; and
2. Deny the application for Major Revision MJR2022-1.

CONTINUED BUSINESS:

(17) Approve the City's Participation in the San Diego County Sheriff's Department's Safe Santee Program and Authorize the City Manager to Execute the Related Memorandum of Understanding. (Sheriff – McNeill)

Recommendation:
Approve the City's participation in the Sheriff's Safe Santee Program and authorize the City Manager to execute the related MOU with the Sheriff's Department.

NEW BUSINESS:

(18) Resolution Adopting the City of Santee VMT Analysis Guidelines Containing "Vehicle Miles Traveled" Thresholds of Significance for Purposes of Analyzing Transportation Impacts Under the California Environmental Quality Act. (Development Services – Engineering)

Recommendation:
Adopt Resolution adopting the City of Santee VMT Analysis Guidelines.

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:

ADJOURNMENT:

BOARDS, COMMISSIONS & COMMITTEES

APRIL & 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.

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.

COUNCIL AGENDA STATEMENT
CITY OF SANTEE

Item 1

MEETING DATE April 27, 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

N/A

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

COUNCIL AGENDA STATEMENT
CITY OF SANTEE

Item 2

MEETING DATE April 27, 2022

ITEM TITLE **APPROVAL OF MEETING MINUTES OF THE SANTEE CITY COUNCIL FOR THE APRIL 13, 2022, REGULAR MEETING AND APRIL 20, 2022, DISTRICT 4 TOWN HALL MEETING**

DIRECTOR/DEPARTMENT Annette Ortiz, CMC, City Clerk

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

FINANCIAL STATEMENT
N/A

CITY ATTORNEY REVIEW ☒ N/A ☐ Completed

RECOMMENDATION
Approve Minutes as presented.

ATTACHMENT
Regular Meeting Minutes
- April 13, 2022

District 4 Town Hall Meeting Minutes
- April 20, 2022

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Minutes
Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
April 13, 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 Clerk Annette Fagan Ortiz

INVOCATION was given by Annie LaVoire – Church of Jesus Christ of Latter-day Saints

PLEDGE OF ALLEGIANCE was led by Captain Michael McNeill

CONSENT CALENDAR:

(1) Approval of Reading by Title Only and Waiver of Reading in Full of Ordinances and Resolutions on the Agenda. (City Clerk – Ortiz)

(2) Approval of Meeting Minutes of the Santee City Council for the March 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) (Reso 037-2022)

(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) (Reso 038-2022)

(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) (Reso 039-2022)

(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) (Reso 040-2022)

(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) (Reso 041-2022)

(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) (Reso 042-2022)

(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) (Reso 043-2022)

(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)

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

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

NON-AGENDA PUBLIC COMMENT (15 minutes):

(A) Steven Gerard Sidlovsky provided a handout to council and spoke regarding sanctuary cities.

CONTINUED BUSINESS:

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

The City Manager introduced the Item and the Director of Finance provided a PowerPoint

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presentation and responded to Council questions.

PUBLIC SPEAKER(S):

- Dan Bickford

ACTION: Council Member McNelis moved approval of staff recommendation.

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

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) (Reso 044-2022)

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

ACTION: Council Member Trotter 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.

(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)

The Fire Chief provided a PowerPoint presentation and responded to Council questions.

ACTION: Council Member Koval moved approval of staff recommendation.

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

NON-AGENDA PUBLIC COMMENT: (Continued)

None.

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CITY COUNCIL REPORTS:

Vice Mayor Hall reported on his attendance with the World Society Church to clear out the debris from the river bed.

Council Member Koval reported that she accompanied Code Enforcement and the Planning Department to various commercial properties along Mission Gorge that were not maintaining their properties; she suggested incorporating a maintenance plan with all development to hold commercial properties accountable; she also mentioned SANDAGs goal to reduce time for border crossing.

Mayor Minto spoke regarding SANDAG; he also reported on his attendance at the League of California Cities meeting and updating the bylaws.

Council Member Trotter spoke regarding the District 4 Town Hall meeting on Wednesday, April 20, 2022, at Pathways Church.

Council Member McNelis spoke regarding transit issues with SANDAG.

CITY MANAGER REPORTS:

The City Manager commended staff for the Bunny Hop on Easter at Trolley Square and introduced the new Human Resources Director Matt Rankin.

CITY ATTORNEY REPORTS:

The Assistant City Attorney provided a brief update on the Fanita Ranch litigation.

CLOSED SESSION:

Council Members recessed at 8:03 p.m. and convened in Closed Session at 8:09 p.m.

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

Council Members reconvened in Open Session at 8:42 p.m. with all members present. Mayor Minto reported direction was given on Item 17.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:44 p.m.

Date Approved:

_____
Annette Ortiz, CMC, City Clerk

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Minutes
TOWN HALL – DISTRICT 4
PATHWAYS COMMUNITY CHURCH
9626 Carlton Hills Blvd.
April 20, 2022

1. Call to Order

Present: Mayor John W. Minto and Council Member Dustin Trotter.
The Special Meeting was called to order by Council Member Trotter at 6:06 p.m.

2. Town Hall – District 4

Council Member Trotter made brief comments regarding events that have occurred, goals that were achieved and future goals throughout the City; Padre Dam provided a brief presentation regarding water reclamation; Council Member Trotter presented Marty Smothermon, Santee Food Bank, with the District 4 Person of the Year Award.

3. Public Comments and Questions

Council Member Trotter and Mayor Minto responded to questions from the community.

4. Adjournment

There being no further business, the meeting was adjourned at 7:10 p.m.

Date Approved:

_____
Annette Ortiz, CMC, City Clerk

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COUNCIL AGENDA STATEMENT
CITY OF SANTEE

Item 3

MEETING DATE April 27, 2022

ITEM TITLE **PAYMENT OF DEMANDS**

DIRECTOR/DEPARTMENT Tim K. McDermott, Finance

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

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

CITY ATTORNEY REVIEW

☒ N/A ☐ Completed

RECOMMENDATION

Approve the Payment of Demands as presented.

ATTACHMENT

1) Summary of Payments Issued
2) Voucher Lists

Payment of Demands
Summary of Payments Issued

Date	Description	Amount
04/06/22	Accounts Payable	$ 352,421.52
04/07/22	Accounts Payable	206,923.94
04/07/22	Payroll	368,143.99
04/08/22	Accounts Payable	37,339.10
04/11/22	Accounts Payable	106,676.65
04/11/22	Accounts Payable	555.00
04/12/22	Accounts Payable	120,628.24
04/13/22	Accounts Payable	315,702.25
04/13/22	Accounts Payable	25,449.80
	TOTAL	$1,533,840.49

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
130141	4/6/2022	13198	3-D ENTERPRISES, INC	1 - CIP2022-40	53769	TCCP FIELD UPGRADES CIP 2022-40	80,000.00
				1R - CIP2022-40		RETENTION	-4,000.00
						Total :	**76,000.00**
130142	4/6/2022	13425	A.M. ORTEGA CONSTRUCTION, INC.	763684	53657	CITY HALL EV CHARGE STATION	31,268.81
				763684R		RETENTION	-1,563.45
						Total :	**29,705.36**
130143	4/6/2022	12060	ACCOUNTING PRINCIPALS INC	12320083	53612	TEMPORARY ACCOUNTING	1,790.54
				12327913	53612	TEMPORARY ACCOUNTING	1,688.54
						Total :	**3,479.08**
130144	4/6/2022	10412	AT&T	301053963- APRIL 22		MAST PARK USAGE	90.95
						Total :	**90.95**
130145	4/6/2022	11748	BAGLEY, AARON	03152022		TUITION REIMBURSEMENT	40.00
						Total :	**40.00**
130146	4/6/2022	12136	BOB MURRAY & ASSOCIATES	9494	53731	DIRECTOR OF COMMUNITY	5,138.59
				9495	53744	DIRECTOR OF HUMAN RESOURCES	13,238.75
						Total :	**18,377.34**
130147	4/6/2022	13292	BORDER TIRE	8029369	53406	TIRES	466.40
						Total :	**466.40**
130148	4/6/2022	10668	CALIFORNIA BUILDING STANDARDS	JAN-MAR 2022		3RD QTR JAN-MARCH 2022 SB1473	574.20
						Total :	**574.20**
130149	4/6/2022	10299	CARQUEST AUTO PARTS	11102-553470	53407	VEHICLE REPAIR PARTS	29.06
						Total :	**29.06**
130150	4/6/2022	10032	CINTAS CORPORATION #694	4113510836	53483	UNIFORM/PARTS CLEANER RNTL	81.53
						Total :	**81.53**
130151	4/6/2022	10333	COX COMMUNICATIONS	038997401-APRIL 22		10601 N MAGNOLIA AVE APT 8	106.03
				052335901MAR22		8950 COTTONWOOD AVE USAGE	180.05

Bank code : ubgen

Voucher	Date	Vendor		Invoice	PO #	Description/Account	Amount
130151	4/6/2022	10333	10333 COX COMMUNICATIONS	(Continued)		Total :	286.08
130152	4/6/2022	11168	CTE INC CLARK TELECOM AND	3008	53560	DIG-ALERT MARKOUTS	809.92
				3030	53560	EXTRA WORK	7,029.10
						Total :	7,839.02
130153	4/6/2022	10433	DEPARTMENT OF CONSERVATION	JAN-MAR 2022		3RD QTR JAN-MARCH 2022 SMIP	1,921.29
						Total :	1,921.29
130154	4/6/2022	14412	EKOLOJIK,INC	EKO-03-2022-01	53659	SB 1383 REQUIREMENTS	2,450.00
						Total :	2,450.00
130155	4/6/2022	14425	FEHR&PEERS	153124	53675	SANTEE SB 743 IMPLEMENTATION	4,785.00
						Total :	4,785.00
130156	4/6/2022	14506	FENCE SPECIALTIES INC	405942	53786	PICKLE BALL FENCING	8,014.58
						Total :	8,014.58
130157	4/6/2022	10066	GLOBALSTAR USA LLC	000000029282807		SATELLITE PHONE SERVICE	93.10
						Total :	93.10
130158	4/6/2022	10490	HARRIS & ASSOCIATES INC	51869	53305	SAFETY & ENV JUSTICE ELEMENT	9,708.75
				51870	53763	IS/MND - CANNABIS ORDINANCE	4,037.50
						Total :	13,746.25
130159	4/6/2022	14459	HMC GROUP	161531	53747	SANTEE COMMUNITY CENTER	40,742.61
						Total :	40,742.61
130160	4/6/2022	10256	HOME DEPOT CREDIT SERVICES	3161140	53410	SHOP SUPPLIES	56.41
						Total :	56.41
130161	4/6/2022	14370	HPS MECHANICAL, INC	2753-0002	53626	PLUMBING REPAIRS	1,290.77
				2753-003	53626	PLUMBING REPAIRS	815.00
				2753-004	53626	PLUMBING REPAIRS	1,013.00
				2753-005	53626	PLUMBING REPAIRS	863.00
						Total :	3,981.77
130162	4/6/2022	10204	LIFE ASSIST INC	1187430	53477	EMS SUPPLIES	608.64

Bank code : ubgen

Voucher	Date	Vendor		Invoice	PO #	Description/Account	Amount
130162	4/6/2022	10204	LIFE ASSIST INC	(Continued)			
				1187807	53477	EMS SUPPLIES	2,817.46
						Total :	**3,426.10**
130163	4/6/2022	14448	MARIO CAMACHO	03302022		EMPLOYEE REIMBURSEMENT	379.50
						Total :	**379.50**
130164	4/6/2022	14503	MAST ELECTRIC INC	Ref000077621		DUPLICATE APPLICATION REFUND	92.00
						Total :	**92.00**
130165	4/6/2022	10079	MEDICO HEALTHCARE LINEN	20570110	53546	MEDICAL LINEN SERVICE	20.62
				20570113	53546	MEDICAL LINEN SERVICE	13.01
						Total :	**33.63**
130166	4/6/2022	10238	MILLER, STEVE	SM03-15-22		DEPARTMENT SUPPLIES	75.38
						Total :	**75.38**
130167	4/6/2022	14208	MINUTEMAN PRESS EL CAJON	63491	53586	BUSINESS CARDS - TEEN CTR	46.28
						Total :	**46.28**
130168	4/6/2022	10507	MITEL LEASING	903620231		MONTHLY RENTAL 122670	1,878.86
				903620254		MONTHLY RENTAL 124690	312.66
				903620295		MONTHLY RENTAL 130737	276.33
				903620298		MONTHLY RENTAL 131413	266.16
						Total :	**2,734.01**
130169	4/6/2022	14509	MORELLO CONCRETE	EN21226S		SECURITY DEPOSIT REFUND	1,500.00
						Total :	**1,500.00**
130170	4/6/2022	10527	MOYNEUR, KYLE	03102022		TUITION REIMBURSEMENT	494.00
						Total :	**494.00**
130171	4/6/2022	10083	MUNICIPAL EMERGENCY SERVICES	IN1679314	53671	SAFETY APPAREL	431.33
				IN1679321	53671	SAFETY APPAREL	1,191.71
						Total :	**1,623.04**
130172	4/6/2022	10640	NEOGOV	INV-20866	53785	SUBSCRIPTION FEE FOR INSIGHT	5,745.84

Bank code : ubgen

Voucher	Date	Vendor		Invoice	PO #	Description/Account	Amount
130172	4/6/2022	10640	10640 NEOGOV	(Continued)		Total :	5,745.84
130173	4/6/2022	12062	PURETEC INDUSTRIAL WATER	1963248	53592	DEIONIZED WATER SERVICE	56.33
						Total :	56.33
130174	4/6/2022	10097	ROMAINE ELECTRIC CORPORATION	12-055806	53413	VEHICLE REPAIR PART	332.75
						Total :	332.75
130175	4/6/2022	14481	RYLEY BECKER	7702		GROUND TRANSPORTATION	15.39
						Total :	15.39
130176	4/6/2022	10407	SAN DIEGO GAS & ELECTRIC	0422 970 321 8-MAR22		STREET LIGHTS USAGE	44,086.15
				2237 358 004-MAR22		TRAFFIC SIGNALS USAGE	6,757.65
				3422 380 562 8-FEB22		ROW / MEDIANS USAGE	263.51
				3422 380 562 8-JAN22		ROW / MEDIANS USAGE	288.82
				3422 380 562 8-MAR22		ROW / MEDIANS USAGE	241.39
				4394 020 550 9-MAR22		LMD USAGE 02/11-03/14/2022	4,271.81
				7990 068 577 7-MAR22		PARKS USAGE 02/11-03/14/2022	22,483.14
				8509 742 169 4-MAR 2		CITY HALL GROUP BILL USAGE	10,414.39
						Total :	88,806.86
130177	4/6/2022	10768	SANTEE SCHOOL DISTRICT	9167	53415	CHET HARRITT FIELD LIGHTS	1,830.30
				9170	53500	JOINT USE FIELDS - RIO SECO	492.09
						Total :	2,322.39
130178	4/6/2022	13554	SC FUELS	0520432-DEF	53488	DIESEL EXHAUST FLUID (DEF)	9.67
				0520432-F	53481	FLEET CARD FUELING	2,575.54
						Total :	2,585.21
130179	4/6/2022	10110	SECTRAN SECURITY INC	22030505	53532	FY 21/22 ARMORED CAR	141.67
						Total :	141.67
130180	4/6/2022	10217	STAPLES ADVANTAGE	3499993487	53513	OFFICE SUPPLIES - FINANCE	148.12
				3502685280	53513	OFFICE SUPPLIES - FINANCE	187.04
						Total :	335.16
130181	4/6/2022	10550	UNIFORMS PLUS INC	55642	53469	CLASS B UNIFORMS	1,287.25

Bank code : ubgen

Voucher	Date	Vendor		Invoice	PO #	Description/Account	Amount
130181	4/6/2022	10550	10550 UNIFORMS PLUS INC	(Continued)		**Total :**	**1,287.25**
130182	4/6/2022	12480	UNITED SITE SERVICES	114-12860031	53419	PORTABLE TOILETS, TEMP FENCE	1,509.92
				114-12860036	53419	PORTABLE TOILETS, TEMP FENCE	211.50
				114-12860041	53419	PORTABLE TOILETS, TEMP FENCE	211.50
				114-12895017	53419	PORTABLE TOILETS, TEMP FENCE	220.04
				114-129000018	53419	PORTABLE TOILETS, TEMP FENCE	159.79
				114-12906189	53419	PORTABLE TOILETS, TEMP FENCE	174.97
				114-12926497	53419	PORTABLE TOILETS, TEMP FENCE	238.11
				114-12932587	53419	PORTABLE TOILETS, TEMP FENCE	56.17
				114-12933009	53419	PORTABLE TOILETS, TEMP FENCE	1,287.12
						Total :	**4,069.12**
130183	4/6/2022	10136	WEST COAST ARBORISTS INC	183228	53503	URBAN FORESTRY MANAGEMENT	21,573.60
						Total :	**21,573.60**
130184	4/6/2022	10148	WESTAIR GASES & EQUIPMENT INC	11405050	53713	WELDING SUPPLIES	387.88
						Total :	**387.88**
130185	4/6/2022	13152	WORKMAN, CARISA	03212022		EMPLOYEE REIMBURSEMENT	233.00
						Total :	**233.00**
130186	4/6/2022	10318	ZOLL MEDICAL CORPORATION	3282574	53420	EMS SUPPLIES	1,039.05
				3467724	53420	EMS SUPPLIES	326.05
						Total :	**1,365.10**

46 Vouchers for bank code : ubgen **Bank total :** **352,421.52**

46 Vouchers in this report **Total vouchers :** **352,421.52**

Prepared by: _____
Date: 4/6/2022

Approved by: Heather Jennings
Date: 4-6-2022

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
130187	4/7/2022	12903 AMERICAN FIDELITY ASSURANCE CO	6048112		FLEXIBLE SPENDING ACCOUNT	1,861.31
					Total :	**1,861.31**
130188	4/7/2022	10208 ANTHEM EAP	046585399041		EMPLOYEE ASSISTANCE PROGRAI	277.50
					Total :	**277.50**
130189	4/7/2022	10334 CHLIC	2982362		HEALTH INSURANCE	187,956.04
					Total :	**187,956.04**
130190	4/7/2022	14458 METROPOLITAN LIFE INSURANCE	71263309		DENTAL INSURANCE	11,619.69
					Total :	**11,619.69**
130191	4/7/2022	10785 RELIANCE STANDARD LIFE	April 22		VOLUNTARY LIFE INSURANCE	501.16
					Total :	**501.16**
130192	4/7/2022	10424 SANTEE FIREFIGHTERS	PPE 03/30/22		DUES/PEC/BENEVOLENT/BC EXP	3,286.92
					Total :	**3,286.92**
130193	4/7/2022	10776 STATE OF CALIFORNIA	PPE 03/30/22		WITHHOLDING ORDER	449.53
					Total :	**449.53**
130194	4/7/2022	14467 TEXAS LIFE INSURANCE COMPANY	SM0F0U20220213001A		VOLUNTARY INS RIDERS	110.35
					Total :	**110.35**
130195	4/7/2022	10001 US BANK	PPE 03/30/22		PARS RETIREMENT	861.44
					Total :	**861.44**

9 Vouchers for bank code : ubgen **Bank total :** **206,923.94**

9 Vouchers in this report **Total vouchers :** **206,923.94**

Prepared by: _____
Date: 4/7/2022

Approved by: Heather Jennings
Date: 4-7-2022

EARNINGS SECTION

Type	Hours/units	Rate	Amount	Src
wcnt	144.00		3,571.58	
wctx	-11.25		-165.70	
wellne			107.72	
Grand Totals	14,784.40		573,109.03	

DEDUCTIONS SECTION

Plan	Base Wages	Deduction	Benefit/Cont
sb-3		58.86	
sffa		2,717.54	
sffapc		431.20	
st1cs3	100,563.62	3,016.91	-3,016.91
st2cs3	12,644.70	379.34	-379.34
texlif		55.19	
vaccpr		628.00	
vaccpt		304.40	
vcanpr		433.53	
vcanpt		156.90	
vgcipt		88.81	
vision		488.03	
voladd		37.29	
voldis		234.94	
vollad			250.57
vollif		250.59	
		204,965.04	253,041.89

LEAVE SECTION

LvPlan	Accrued	Taken	Banked	Lost

Gross: 573,109.03
Net: 368,143.99

<< No Errors / 12 Warnings >>

Transfer
PPE 3/31/22
Pay Date 4/7/22

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
723413	4/8/2022	10782 VANTAGEPOINT TRNSFR AGT/801801	PPE 03/30/22		RETIREE HSA	4,159.26
					Total :	**4,159.26**
723466	4/8/2022	10959 VANTAGE TRANSFER AGENT/457	PPE 03/30/22		ICMA - 457	33,179.84
					Total :	**33,179.84**
	2 Vouchers for bank code : ubgen				**Bank total :**	**37,339.10**
	2 Vouchers in this report				**Total vouchers :**	**37,339.10**

Prepared by: _____
Date: 4/7/2022

Approved by: Heather Jennings
Date: 4/13/22

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
62493	4/11/2022	10955 DEPARTMENT OF THE TREASURY	April 22 Retirees		FEDERAL WITHHOLDING TAX	211.00
			PPE 03/30/22		FED WITHHOLD & MEDICARE	80,126.99
					Total :	80,337.99
62504	4/11/2022	10956 FRANCHISE TAX BOARD	April 22 Retirees		CA STATE TAX WITHHELD	46.00
			PPE 03/30/22		CA STATE TAX WITHHELD	26,292.66
					Total :	26,338.66

2 Vouchers for bank code : ubgen — Bank total : 106,676.65

2 Vouchers in this report — Total vouchers : 106,676.65

Prepared by: _____
Date: 4/13/2022

Approved by: Heather Jennings
Date: 4-13-2022

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
1102	4/11/2022	12774 LIABILITY CLAIMS ACCOUNT	03312022		MARCH 2022 LIABILITY CLAIMS	555.00
					Total :	**555.00**

1 Vouchers for bank code : ubgen **Bank total : 555.00**

1 Vouchers in this report **Total vouchers : 555.00**

Prepared by: _____
Date: 4/13/2022

Approved by: Heather Jennings
Date: 4-14-22

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
3225	4/12/2022	10353 PERS	03 22 5		RET PYMT/REPL BENEFIT FUND	120,628.24
					Total :	120,628.24

1 Vouchers for bank code : ubgen — Bank total : 120,628.24

1 Vouchers in this report — Total vouchers : 120,628.24

Prepared by: _____
Date : 4/13/2022

Approved by: Heather Jennings
Date : 4-13-2022

Bank code : ubgen

Voucher	Date	Vendor		Invoice	PO #	Description/Account	Amount
130196	4/13/2022	12060	ACCOUNTING PRINCIPALS	12331428	53612	TEMPORARY ACCOUNTING	1,767.87
						Total :	**1,767.87**
130197	4/13/2022	13456	AGRICULTURAL PEST CONTROL	632808	53491	PEST CONTROL SERVICES	125.00
						Total :	**125.00**
130198	4/13/2022	13576	AVTECH SOFTWARE INC	INV302023368	53743	COMPUTER ROOM MAINTENANCE	1,729.13
						Total :	**1,729.13**
130199	4/13/2022	14508	BENICEWICZ, ROBERT	RFD-G1113		RELEASE GRADING EROSION	6,453.31
						Total :	**6,453.31**
130200	4/13/2022	13130	BURNS, CHRIS	42622		SENIOR PROGRAMMING	100.00
						Total :	**100.00**
130201	4/13/2022	10299	CARQUEST AUTO PARTS	11102-553649	53407	VEHICLE REPAIR PARTS	54.17
						Total :	**54.17**
130202	4/13/2022	12665	CARROLL BUSINESS SUPPLY	975348-0	53433	OFFICE SUPPLIES	271.55
						Total :	**271.55**
130203	4/13/2022	10032	CINTAS CORPORATION #694	4114335797	53483	UNIFORM/PARTS CLEANER RENTAL	44.39
						Total :	**44.39**
130204	4/13/2022	10050	CITY OF EL CAJON	0000016212		4TH QTR MEMBER ASSESSMENT	53,193.11
						Total :	**53,193.11**
130205	4/13/2022	10171	COUNTY OF SAN DIEGO AUDITOR &	02/2022 DMV REVENUE		02/2022 DMV PARK CITE REPT	200.00
				03/22 AGENCY REV		03/22 AGENCY PARK CITE REPT	133.50
				03/22 DMV REVENUE		03/22 DMV PARK CITE REPT	303.50
				03/22 PHOENIX REV		03/22 PHOENIX CITE REV REPT	562.50
						Total :	**1,199.50**
130206	4/13/2022	10333	COX COMMUNICATIONS	094486701-APR22		CITY HALL GROUP BILL	1,214.41
				094557701-APR22		10601 N MAGNOLIA AVE APT 2	26.64
				112256001-MAR22		9130 CARLTON OAKS DR USAGE	91.45

Bank code : ubgen

Voucher	Date	Vendor		Invoice	PO #	Description/Account	Amount
130206	4/13/2022	10333	10333 COX COMMUNICATIONS	(Continued)		Total :	**1,332.50**
130207	4/13/2022	11418	DAMOOR, KESHAV	03192022KD		COMMISSION STIPEND	50.00
						Total :	**50.00**
130208	4/13/2022	13129	DAVID TURCH AND ASSOCIATES	03222022	53644	DAVID TURCH & ASSOCIATES	10,000.00
						Total :	**10,000.00**
130209	4/13/2022	11017	DIVISION OF THE STATE	AB1379 JAN-MAR 2022		AB1379 JAN-MAR 2022	336.40
						Total :	**336.40**
130210	4/13/2022	13275	DOCHTERMAN, LINDA	03192022		COMMISSION STIPEND	50.00
						Total :	**50.00**
130211	4/13/2022	13582	DOWNSTREAM SERVICES INC	105776	53718	MAST PARK STORMWATER	10,393.31
						Total :	**10,393.31**
130212	4/13/2022	14446	ENTERPRISE FM TRUST	2696	53705	2022-04 FLEET LEASE PAYMENT	460.02
						Total :	**460.02**
130213	4/13/2022	10057	ESGIL CORPORATION	01/2022		SHARE OF FEES	52,656.86
				02/2022		SHARE OF FEES	97,658.93
						Total :	**150,315.79**
130214	4/13/2022	14423	GQ BUILDERS INC	CIP 2018-52 #4	53699	CITY HALL TRASH ENCLOSURE	6,840.00
				CIP 2018-52 #R4		RETENTION	-342.00
						Total :	**6,498.00**
130215	4/13/2022	13274	GRANBOIS, DARCY	03192022DG		COMMISSION STIPEND	50.00
						Total :	**50.00**
130216	4/13/2022	10070	HAWTHORNE CAT MACHINERY	R4937101	53632	GENERATOR RENTAL FIRE	4,661.97
						Total :	**4,661.97**
130217	4/13/2022	13848	HMS CONSTRUCTION, INC.	CIP 2017-02		RETENTION RELEASE	15,323.72
						Total :	**15,323.72**
130218	4/13/2022	10256	HOME DEPOT CREDIT SERVICES	1152091	53410	SHOP SUPPLIES	98.44

Bank code : ubgen

Voucher	Date	Vendor		Invoice	PO #	Description/Account	Amount
130218	4/13/2022	10256	HOME DEPOT CREDIT SERVICES	(Continued)			
				1152092	53410	CR-SHOP SUPPLIES RETURNED	-49.21
				1152093	53410	SHOP SUPPLIES	38.75
				3150939	53410	TRAINING PROP	84.28
				5161317	53410	STATION SUPPLIES	161.27
						Total :	**333.53**
130219	4/13/2022	14089	INDUSTRIAL METAL SUPPLY CO	1529298	53722	HOSE BED FABRICATION	1,807.09
						Total :	**1,807.09**
130220	4/13/2022	10204	LIFE ASSIST INC	1188033	53477	EMS SUPPLIES	45.26
						Total :	**45.26**
130221	4/13/2022	14492	LINDYN HANEY	2222		INSTRUCTOR PAYMENT	294.00
						Total :	**294.00**
130222	4/13/2022	10079	MEDICO HEALTHCARE LINEN	20573895	53546	MEDICAL LINEN SERVICE	20.62
				20573898	53546	MEDICAL LINEN SERVICE	13.01
						Total :	**33.63**
130223	4/13/2022	10308	O'REILLY AUTO PARTS	2968-475193	53458	VEHICLE REPAIR PARTS	102.34
				2968-475558	53458	VEHICLE REPAIR PARTS	88.54
						Total :	**190.88**
130224	4/13/2022	14266	PATCH, LILI	03192022LP		COMMISSION STIPEND	50.00
						Total :	**50.00**
130225	4/13/2022	10442	PAYCO SPECIALTIES	1768-01-2022	53789	STREET STRIPING MAINTENANCE	17,054.83
				1768-02-2022	53789	STREET STRIPING MAINTENANCE	4,238.21
				1768-10-2021	53789	STREET STRIPING MAINTENANCE	2,147.61
						Total :	**23,440.65**
130226	4/13/2022	10092	PHOENIX GROUP INFO SYSTEMS	022022031	53605	FY 21/22 PARKING CITE PROCESS	266.00
						Total :	**266.00**
130227	4/13/2022	10097	ROMAINE ELECTRIC CORPORATION	12-055881	53413	VEHICLE REPAIR PART	107.62
						Total :	**107.62**

Bank code : ubgen

Voucher	Date	Vendor		Invoice	PO #	Description/Account	Amount
130228	4/13/2022	10107	SANTEE MINISTERIAL COUNCIL	SFB-2021-2	53686	CDBG SUBRECIPIENT	4,248.73
						Total :	**4,248.73**
130229	4/13/2022	10768	SANTEE SCHOOL DISTRICT	9171	53500	JOINT USE FIELDS - RIO SECO	361.37
				9172	53500	JOINT USE FIELDS - RIO SECO	316.59
				9186		BUS TRANSPORTATION	433.45
						Total :	**1,111.41**
130230	4/13/2022	13171	SC COMMERCIAL, LLC	2081841-IN	53480	DELIVERED FUEL	1,136.49
				2084660-IN	53480	DELIVERED FUEL	772.34
				2086593-IN	53480	DELIVERED FUEL	713.51
				2089658-IN	53480	DELIVERED FUEL	632.68
				2092050-IN	53480	DELIVERED FUEL	1,279.41
						Total :	**4,534.43**
130231	4/13/2022	14284	SDI PRESENCE LLC	8912	53387	SANTEE LMS PROCUREMENT	522.00
						Total :	**522.00**
130232	4/13/2022	14500	SPROUT SOCIAL INC.	INV-20270	53783	SOCIAL MEDIA MGMT SOFTW	4,047.00
						Total :	**4,047.00**
130233	4/13/2022	10217	STAPLES ADVANTAGE	3502940974	53548	OFFICE SUPPLIES - DDS	139.20
				3503150415	53631	OFFICE SUPPLIES	83.46
				3503150416	53513	OFFICE SUPPLIES - FINANCE	119.34
						Total :	**342.00**
130234	4/13/2022	10250	THE EAST COUNTY	00116144	53772	ADVERTISING FOR RFB	199.50
				00116363	53772	ADVERTISING FOR RFB/P	217.00
						Total :	**416.50**
130235	4/13/2022	10520	TRAFFIC SAFETY MATERIALS LLC	9894	53709	DISC GOLF SPONSOR SIGNS	1,250.99
						Total :	**1,250.99**
130236	4/13/2022	10482	TRISTAR RISK MANAGEMENT	106566	53598	WORKERS' COMPENSATION	7,197.25
						Total :	**7,197.25**
130237	4/13/2022	12480	UNITED SITE SERVICES	114-12848333	53419	PORTABLE TOILETS RIO SECO	238.11

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
130237	4/13/2022	12480 12480 UNITED SITE SERVICES	(Continued)		**Total :**	**238.11**
130238	4/13/2022	10338 VANDIVER, EDDIE	03192022EV		COMMISSION STIPEND	50.00
					Total :	**50.00**
130239	4/13/2022	13996 WESTERN AUDIO VISUAL	9	53179	CITY COUNCIL CHAMBER A/V	805.71
			9R		RETENTION	-40.28
					Total :	**765.43**
	44 Vouchers for bank code :	ubgen			**Bank total :**	**315,702.25**
	44 Vouchers in this report				**Total vouchers :**	**315,702.25**

Prepared by: _____
Date: 4/13/2022

Approved by: Heather Jennings
Date: 4-13-22

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
130240	4/13/2022	10001 US BANK	00011715		MEETING SUPPLIES	2.49
			00144935		DEPARTMENT SUPPLIES	11.60
			0024		STAFF LUNCH	22.33
			009146		STATION SUPPLIES	129.27
			0122332		ENGRAVING	17.21
			0127		MEETING SUPPLIES	13.38
			012888		STATION SUPPLIES	94.25
			0219		TEEN CENTER SUPPLIES	38.04
			026026		STATION SUPPLIES	5.39
			0267707		MATERIALS & SUPPLIES	51.73
			03/02/2022		GENERAL SUPPLIES SPECIAL EVE	45.00
			032916		FRAMES	22.58
			051390		MEETING SUPPLIES	15.30
			062931		SUPPLIES	6.74
			06567		STATION SUPPLIES	16.77
			080001		CREDIT - REPAIR PART RETURNED	-4.35
			087628		POSTAGE	35.80
			088559		MEETING SUPPLIES	9.35
			09195053		GENERAL SUPPLIES SPECIAL EVE	121.24
			1000064715		MICR PRINTER TONER	553.37
			1001065.007		FIRE MECHANICS ACADEMY	140.00
			10094		MEETING SUPPLIES	10.92
			10309		MEETING SUPPLIES	13.77
			111-5988285-3716247		OFFICE SUPPLIES	32.31
			112-0616729-94562		ENGINEERING SUPPLIES	62.35
			112-1547061-66394		CODE SUPPLIES	21.54
			112-2127605-83402		PLANNING SUPPLIES	34.93
			112-3411144-80570101		GREETING CARDS	17.63
			112-3411144-80570102		GREETING CARDS	25.04
			112-6517214-5051421		GREETING CARDS	8.05
			112706		VEHICLE REPAIR	132.79
			113-4247687-67074081		OFFICE SUPPLIES	21.52
			113-4379398-9309809		MEDIC UNIT EQUIPMENT	1,729.84
			113-9426406-1885810		OFFICE SUPPLIES	17.57
			114-0241460-8047430C		CREDIT - ITEM RETURNED	-11.64
			114-1545179-4536260		FITNESS EQUIPMENT	646.52

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
130240	4/13/2022	10001 US BANK	(Continued)			
			114-34127828-2893015		MATERIALS & SUPPLIES	138.26
			114-5009749-2339459		REPLACEMENT CABLE	16.13
			114-6306232-1589847		FITNESS EQUIPMENT	387.90
			114-6594543-1320200A		WELLNESS NUTRITION	97.47
			114-6594543-1320200B		WELLNESS NUTRITION	26.98
			114-9551722-4599424		WELLNESS NUTRITION	23.85
			1208697127		ONLINE MEETING SOFTWARE	129.35
			1208700914		ONLINE MEETING SOFTWARE	129.35
			1208705290		ONLINE MEETING SERVICES	30.00
			12297357		MEETING SUPPLIES	19.50
			136427362-A		HOP DOWN BUNNY TRAIL SUPPLIE	188.82
			136427362-B		HOP DOWN BUNNY TRAIL SUPPLIE	41.96
			1380		UBER RIDE	38.70
			1449		3CMA MEMBERSHIP	845.00
			14546		MATERIALS & SUPPLIES	153.78
			1460		UBER RIDE	4.48
			15840		MATERIALS & SUPPLIES	216.63
			174543		LUNCH FOR INTERVIEW PANEL	65.79
			1815093		MATERIALS & SUPPLIES	59.24
			18629		BROOMS REORDER	62.90
			18758		SMALL TOOLS	100.74
			19167A2		CREDIT - BROOMS REFUND	-62.90
			200042356		SOFTWARE RENEWAL	745.20
			202696		SENIOR PROGRAMMING	2,705.00
			2036669		SPROUTS WELLNESS PROGRAM S	146.58
			2062493791		DOMAIN NAME PURCHASE	31.34
			206700004150		TREE PLANTING EVENT	120.42
			21747		MATERIALS & SUPPLIES	49.75
			2379115		MATERIALS & SUPPLIES	6.50
			26501398		HOP DOWN BUNNY TRAIL & BREW	529.47
			2652708		SMALL TOOLS	330.68
			26840 2159		CA FIRE PREVENTION INSTITUTE	851.25
			28165		VEHICLE REPAIR PART	76.00
			2889002		MATERIALS & SUPPLIES	70.51
			2905-3352		FITNESS PROGRAM	139.95
			2961634		OFFICE SUPPLIES	48.49

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
130240	4/13/2022	10001 US BANK	(Continued)			
			3010360883		DISPOSAL SERVICES	120.00
			3102022PM		CONFERENCE TRANSPORTATION	9.99
			320802846578		STATION SUPPLIES	28.08
			3318		BUILDING FORMS	211.19
			337901		STAFF LUNCH - FIDO FEST	60.25
			34861		PRINTING	49.92
			353514		ICSC DUES	500.00
			35721		VEHICLE REPAIR PARTS	398.00
			3891465		MISCELLENEOUS OFFICE SUPPLIE	129.20
			39167		MATERIALS & SUPPLIES	3.85
			392022AM		CONFERENCE TRANSPORTATION	8.96
			392022PM		CONFERENCE TRANSPORTATION	7.90
			3984		SENIOR PROGRAM SUPPLIES	2.49
			4212		MATERIALS & SUPPLIES	176.44
			4299752001		ONLINE MEETING SERVICE	88.76
			4431		SENIOR PROGRAM TRIP	5.00
			4591		SENIOR PROGRAM SUPPLIES	55.79
			462067683505853		GENERAL SUPPLIES SPECIAL EVE	8.05
			49136		MATERIALS & SUPPLIES	277.25
			50005		SENIOR PROGRAM TRIP	2,059.75
			515425		MEETING SUPPLIES	7.43
			5811		SENIOR PROGRAM TRIP	5.00
			6006		SENIOR TRIP LUNCH	20.47
			61066A		BACKDROP REFUND	-196.59
			6113		SENIOR PROGRAM TRIP	1,317.60
			61529		GRAFFITI REMOVAL	99.53
			61885		MATERIALS & SUPPLIES	25.07
			65589543		GENERAL SUPPLIES SPECIAL EVE	395.49
			6671		TEEN CENTER SUPPLIES	82.04
			700036		STAFF LUNCH - FIDO FEST	59.33
			74951023		TRAINING MATERIALS	290.89
			798249913		CPRS CONFERENCE LODGING	685.16
			798249914		CPRS CONFERENCE LODGING	685.16
			798249915		CPRS CONFERENCE LODGING	685.16
			8410		SENIOR PROGRAM TRIP	439.20
			8527776		MEDIC UNIT INSPECTION	63.39

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
130240	4/13/2022	10001 US BANK	(Continued)			
			9016301		CA FIRE PREVENTION INSTITUTE	73.07
			9135		TEEN CENTER SUPPLIES	35.94
			935809		VEHICLE REPAIR PART	66.72
			95837		UBER RIDE	29.91
			9662401		FIDO FEST & TREE PLANTING	120.00
			DM5043391		TREE PLANTING	350.19
			HMZB5		HOUSING FOR CPRS CONFERENC	1,135.05
			INV715850		EQUIPMENT REPAIR	615.00
			JCMT22-0213		EQUIPMENT REPAIR PART	155.87
			M1448695		VEHICLE MAINTENANCE	120.00
			USC17099309		FITNESS EQUIPMENT	485.25
			WP27624551		SMALL TOOLS	238.10
			WP27624551-2		SMALL TOOLS	483.80
					Total :	**25,449.80**

1 Vouchers for bank code : ubgen **Bank total :** **25,449.80**

1 Vouchers in this report **Total vouchers :** **25,449.80**

Prepared by: _____
Date: 4/13/2022

Approved by: Heather Jennings
Date: 4-13-2022

COUNCIL AGENDA STATEMENT
CITY OF SANTEE

Item 4

MEETING DATE April 27, 2022

ITEM TITLE **APPROVAL OF THE EXPENDITURE OF $88,289.18 FOR MARCH 2022 LEGAL SERVICES AND REIMBURSABLE COSTS**

DIRECTOR/DEPARTMENT Tim K. McDermott, Finance

SUMMARY

Legal services invoices proposed for payment for the month of March 2022 total $88,289.18 as follows:

1)	General Retainer Services	$ 15,743.00
2)	Labor & Employment	2,381.40
3)	Litigation & Claims	12,364.30
4)	Special Projects - General Fund	31,076.60
5)	Special Projects – Other Funds	9,573.18
6)	Third-Party Reimbursable Projects	17,150.70
	Total	$ 88,289.18

FINANCIAL STATEMENT

General Fund:	AMOUNT	BALANCE
Adopted Budget	$ 796,920.00	
Revised Budget	$ 796,920.00	
Prior Expenditures	(447,550.19)	
Current Request	(61,565.30)	$ 287,804.51
Other Funds (excluding third-party reimbursable items):		
Adopted Budget	$ 85,000.00	
Revised Budget	$ 90,000.00	
Prior Expenditures	(30,592.61)	
Current Request	(9,573.18)	$ 49,834.21

CITY ATTORNEY REVIEW ☒ N/A ☐ Completed

RECOMMENDATION

Approve the expenditure of $88,289.18 for March 2022 legal services and reimbursable costs.

ATTACHMENTS

1. Legal Services Billing Summary March 2022
2. Legal Services Billing Recap FY 2021-22

LEGAL SERVICES BILLING SUMMARY
MARCH 2022

Attachment 1

DESCRIPTION	CURRENT AMOUNT	INVOICE NUMBER	NOTES
Retainer	$ 15,743.00	931488	
1001.00.1201.51020	**15,743.00**		
Labor & Employment:			
Labor & Employment	1,603.80	931510	
Employee Benefits	777.60	931517	
1001.00.1201.51020	**2,381.40**		
Litigation & Claims:			
Litigation & Claims	1,020.60	921511	
Affordable Housing Coalition of San Diego County	10,736.20	931514	
Brooks Receivership	607.50	931492	
1001.00.1201.51020	**12,364.30**		
Special Projects (General Fund):			
Community Oriented Policing	9,925.50	931512	
Climate Action Plan	583.20	931515	
CEQA Special Advice	3,547.80	931503	
Water Quality	291.60	931516	
Parcel 4 Hotel	1,218.30	931489	
Housing Element	5,953.50	931490	
Advanced Records Center Services for PRA	1,262.50	931493	
Cannabis	6,585.30	931494	
AT&T Wireless Facility	62.40	931508	
ADA Transition Plan	364.50	931496	
Crown Castle Wireless Facilities	188.50	931509	
1001.00.1201.51020	**29,983.10**		
Special Projects - CSA 69 (General Fund)			
CSA 69 Dissolution	**1,093.50**	931495	
1001.03.2203.51020			
Special Projects (Other Funds):			
Mobile Home Rent Control Commission	3,402.00	931513	**2901.04.4106.51020**
Cuyamaca Street Right-of-Way Acquisition	5,928.18	931491	**cip71402.30.05**
Cuyamaca Street Right-of-Way Acquisition	243.00	931511	**cip71402.30.05**
	9,573.18		
Third-Party Reimbursable:			
Sky Ranch	62.40	931498	**grd0928a.40.05**
Rancho Fanita Villas	93.60	931499	**grd1348a.20.05**
Castlerock (Weston)	1,145.30	931500	**spp0801a.10.05**
MSCP Subarea Plan	188.50	931501	**spp2101a.91.05**
HomeFed Project	263.90	931502	**spp1704a.10.05**
HomeFed Project	3,076.90	931502	**ehp2101a.10.05**
Redevelopment of Carlton Oaks Golf Course	9,085.70	931504	**cup1906a.10.05**
Tyler St. Subdivision	2,827.50	931505	**tm17001a.10.05**
Arco Station (9015 Mission Gorge)	406.90	931507	**cup2003a.10.05**
	17,150.70		
Total	**$ 88,289.18**		

Attachment 2

LEGAL SERVICES BILLING RECAP
FY 2021-22

Category	Adopted Budget	Revised Budget	Previously Spent Year to Date	Available Balance	Current Request Mo/Yr	Current Request Amount
General Fund:						
General / Retainer	$ 190,920.00	$ 190,920.00	$ 126,152.12	$ 64,767.88	Mar-22	$ 15,743.00
Labor & Employment	60,000.00	60,000.00	27,395.55	32,604.45	Mar-22	2,381.40
Litigation & Claims	275,000.00	275,000.00	69,894.19	205,105.81	Mar-22	12,364.30
Special Projects	271,000.00	271,000.00	224,108.33	46,891.67	Mar-22	31,076.60
Total	$ 796,920.00	$ 796,920.00	$ 447,550.19	$ 349,369.81		$ 61,565.30
Other City Funds:						
MHFP Commission	$ 5,000.00	$ 10,000.00	$ 8,966.70	$ 1,033.30	Mar-22	$ 3,402.00
Capital Projects	75,000.00	75,000.00	20,824.01	54,175.99	Mar-22	6,171.18
Highway 52 Coalition	5,000.00	5,000.00	801.90	4,198.10		-
Total	$ 85,000.00	$ 90,000.00	$ 30,592.61	$ 59,407.39		$ 9,573.18
Third-Party Reimbursable:						
Total			$ 100,482.09		Mar-22	$ 17,150.70

Total Previously Spent to Date FY 2021-22	
General Fund	**$ 447,550.19**
Other City Funds	**30,592.61**
Applicant Deposits or Grants	**100,482.09**
Total	**$ 578,624.89**

Total Proposed for Payment	
General Fund	**$ 61,565.30**
Other City Funds	**9,573.18**
Applicant Deposits or Grants	**17,150.70**
Total	**$ 88,289.18**

COUNCIL AGENDA STATEMENT
CITY OF SANTEE

Item 5

MEETING DATE April 27, 2022

ITEM TITLE **RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR CUSTODIAL SERVICES - OFFICES TO PRIZM JANITORIAL SERVICES, INC. PER RFB #22/23-20060**

DIRECTOR/DEPARTMENT Sam Rensberry, Public Services Manager SR

SUMMARY

In compliance with the City's purchasing ordinance, Santee Municipal Code 3.24.100, the Finance Department administered a formal bid process for Custodial Services - Offices. On March 10, 2022, three bids were received and opened for RFB #22/23-20060. Based on the requirements for lowest responsive responsible bid, staff recommends that City Council award the contract for Custodial Services - Offices to Prizm Janitorial Services, Inc. for an amount not to exceed $63,045.27 for Fiscal Year 2022-23.

The term of the initial contract will be July 1, 2022 through June 30, 2023, with three (3) subsequent 12-month options to renew, and one 90-day option to extend. Annual increases for this contract, if any, will be at the sole discretion of the City and will not exceed the change in the San Diego All-Urban Consumers Price Index for the preceding 12-month period with limited exceptions as provided by the contract documents. Staff also requests City Council authorization for the City Manager to approve future purchase orders per subsequent contract renewals and annual change orders up to ten percent (10%) of the then-current contract amount; and for the Director of Community Services to execute a Notice of Completion and the City Clerk to file said Notice of Completion for each term of the contract once the work for that term has been completed to the satisfaction of the Director of Community Services.

ENVIRONMENTAL REVIEW

This action is not a "project" subject to the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines section 15378(b), because it involves a continuing maintenance activity and an administrative activity of government that will not result in a potentially significant physical impact on the environment. Even if this activity could be considered a project subject to CEQA, it is categorically exempt pursuant to State CEQA Guidelines section 15301 (maintenance of existing structures, facilities, and mechanical equipment).

FINANCIAL STATEMENT

Funding for this contract will be provided in the proposed Fiscal Year 2022-23 Community Services Department operating budget.

CITY ATTORNEY REVIEW ☐ N/A ☒ Completed

RECOMMENDATION MSB

Adopt the Resolution:

1. Awarding the contract for Custodial Services – Offices to Prizm Janitorial Services, Inc. for an amount not to exceed $63,045.27 for Fiscal Year 2022-23; and
2. Authorizing the City Manager to approve up to three (3) additional twelve (12)-month options to renew and one (1) ninety (90)-day extension along with the corresponding purchase orders; and
3. Authorizing the City Manager to approve annual change orders up to ten percent (10%) of the then-current contract amount; and
4. Authorizing the Director of Community Services to execute a Notice of Completion and the City Clerk to file said Notice of Completion upon satisfactory completion of work for each contract term.

ATTACHMENTS 1. Resolution 2. Bid Summary

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE AUTHORIZING AWARD OF A CONTRACT FOR CUSTODIAL SERVICES - OFFICES TO PRIZM JANITORIAL SERVICES, INC. PER RFB #22/23-20060

WHEREAS, in compliance with the City's purchasing ordinance, Santee Municipal Code 3.24.100, the Finance Department administered a formal bid process for a new contract for Custodial Services - Offices in February 2022; and

WHEREAS, on the 10th day of March 2022, three proposals were received for Custodial Services – Offices per RFB #22/23-20060; and

WHEREAS, based on the requirements for lowest responsive responsible bid, staff recommends awarding the contract for Custodial Services – Offices to Prizm Janitorial Services, Inc. for an amount not to exceed $63,045.27 for Fiscal Year 2022-23; and

WHEREAS, staff recommends authorizing the City Manager to execute a Custodial Services – Offices contract with Prizm Janitorial Services, Inc. for an amount not to exceed $63,045.27 for Fiscal Year 2022-23; and

WHEREAS, staff recommends authorizing the City Manager to approve three (3) additional 12-month options to renew and one (1) 90-day extension; and

WHEREAS, staff recommends authorizing the City Manager to approve change orders up to 10% of the then-current contract amount; and

WHEREAS, staff recommends authorizing the Director of Community Services to execute annual Notices of Completion and authorizing the City Clerk to file said notices upon satisfactory completion of work; and

WHEREAS, this item is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to section 15301 (maintenance of existing structures, facilities or mechanical equipment).

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

SECTION 1. Awards the contract for Custodial Services – Offices to Prizm Janitorial Services, Inc. for an amount not to $63,045.27 for Fiscal Year 2022-23.

SECTION 2. Authorizes the City Manager to approve three (3) additional 12-month options to renew and one (1) 90-day extension.

SECTION 3. Authorizes the City Manager to execute the Custodial Services – Offices contract on behalf of the City and approve change orders up to ten percent (10%) of the then-current contract amount.

SECTION 4. Authorizes the Director of Community Services to execute annual Notices of Completion and authorizes the City Clerk to file said notices upon satisfactory completion of work.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 27th 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

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

April 15, 2022
RFB #22/23-20060

Bid Results

for

CUSTODIAL SERVICES - OFFICES

Bids received, **verified**:

1.	Prizm Janitorial Services, Inc.	Total: $ 63,045.27
2.	Base Hill, Inc.(CORRECTION from $65,316.37)	Total: $ 65,314.37
3.	Aztec Janitorial	Total: $ 100,704.67

COUNCIL AGENDA STATEMENT
CITY OF SANTEE

Item 6

MEETING DATE April 27, 2022

ITEM TITLE **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA ACCEPTING THE COUNCIL CHAMBER A/V UPGRADES (CIP 2016-51) PROJECT AS COMPLETE**

DIRECTOR/DEPARTMENT Carl Schmitz, City Engineer

SUMMARY

This item requests City Council accept the Council Chambers A/V Upgrades (CIP 2016-51) project as complete. This project upgraded the existing audiovisual system, increased staff seating, provided video recordings of City Council meetings and launched the City's Public, Educational, and Governmental ("PEG") channel "SanteeTV" which is broadcast by Cox Communications, AT&T and online.

On July 22, 2020, the City Council awarded the Design-Build contract to Western Audio Visual to implement the Council Chamber A/V Upgrades (CIP 2016-51) project in the amount totaling $341,230.93 and authorized the City Manager to approve change orders in a total amount not to exceed $34,123.00.

At its September 9, 2020 meeting, the City Council authorized a $37,148.00 increase in the City Manager's change order authorization for the Contract for a total change order authorization of $71,271.00 to provide for the installation of the Tightrope media cablecast system to host the City's PEG channel to allow the City to control the channel's content, and allow the City to broadcast programming specific to Santee citizens.

At its August 11, 2021 meeting, the City Council authorized a $172,894.13 increase in the City Manager's change order authorization for the Contract for a total change order authorization of $244,165.13 to provide for closed captioning, split screen functionality, on-screen text and additional interior improvements.

A Notice to Proceed was issued on August 20, 2020 and the work was completed on April 1, 2022. Six contract change orders were approved in the amount totaling $241,412.56 for a total contract amount of $582,643.49.

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 City Council Chamber A/V Upgrades was provided by PEG fees in the amount of $590,400.00 and the General Fund in the amount of $40,000.00 for a total revised project budget of $630,400.00. The total actual project costs are as follows.

Planning and Bidding	$	17,676.00
Design-Build Contract		341,230.93
Contract Change Orders		241,412.56
Other Equipment and Materials		27,355.15
Total Project Cost	$	627,674.64

CITY ATTORNEY REVIEW ☐ N/A ☒ Completed

RECOMMENDATION MSB

Adopt the attached Resolution accepting the City Council Chamber A/V Upgrades (CIP 2016-51) project as complete.

ATTACHMENT

Resolution

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA ACCEPTING THE COUNCIL CHAMBERS A/V UPGRADES (CIP 2016-51) PROJECT AS COMPLETE

WHEREAS, on July 22, 2020, the City Council awarded the design-build contract to Western Audio Visual to implement the Council Chamber A/V Upgrades (CIP 2016-51) project in the amount totaling $341,230.93, authorized the City Manager to approve change orders in a total amount not to exceed $34,123.00 and Determined a Categorical exemption pursuant to Section 15301(a) of the California Environmental Quality Act; and

WHEREAS, on September 9, 2020, the City Council authorized a $37,148.00 increase in the City Manager's change order authorization for the Contract for a total change order authorization of $71,271.00 to provide for the installation of the Tightrope media cablecast system to host the City's Public, Educational, and Government ("PEG") channel; and

WHEREAS, on August 11, 2021, the City Council authorized a $172,894.13 increase in the City Manager's change order authorization for the Contract for a total change order authorization of $244,165.13 to provide for closed captioning, split screen functionality, on-screen text and additional interior improvements, and

WHEREAS, six contract change orders were approved for the contract in the amount totaling $241,412.56; and

WHEREAS, the project was completed for a total contract amount of $582,643.49; and

WHEREAS, Western Audio Visual has completed the project in accordance with the request for proposals prepared for the design-build contract.

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 Council Chamber A/V Upgrades (CIP 2016-51) 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 27th 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

COUNCIL AGENDA STATEMENT
CITY OF SANTEE

Item 7

MEETING DATE April 27, 2022

ITEM TITLE **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA ACCEPTING THE CITY HALL TRASH ENCLOSURE MODIFICATIONS (CIP 2018-52) PROJECT AS COMPLETE**

DIRECTOR/DEPARTMENT Carl Schmitz, City Engineer

SUMMARY

This item requests City Council accept the City Hall Trash Enclosure Modifications (CIP 2018-52) project as complete.

At its October 13, 2021 meeting, the City Council awarded the construction contract for the City Hall Trash Enclosure Modifications (CIP 2018-52) project for a total contract amount of $66,500.00 to GQ Builders, Inc. and authorized the Director of Development Services to approve contract change orders in a total amount not to exceed $6,650.00 for unforeseen items and additional work.

A Notice to Proceed was issued on December 8, 2021 and the work was completed on March 29, 2022. Two change orders were authorized in the amount of $4,154.07 for additional 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 as part of the City Hall Improvements projects with a project budget of $73,150.00. Funding for this project is provided by the General Fund.

Bidding	$ 904.00
Construction Contract	66,500.00
Construction Change Orders	4,154.07
Total Project Cost	$ 71,558.07

CITY ATTORNEY REVIEW ☐ N/A ☒ Completed

RECOMMENDATION

Adopt the attached Resolution accepting City Hall Trash Enclosure Modifications (CIP 2018-52) project as complete.

ATTACHMENT

Resolution
Project Map

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA ACCEPTING THE CITY HALL TRASH ENCLOSURE MODIFICATIONS (CIP 2018-52) PROJECT AS COMPLETE

WHEREAS, the City Council awarded the construction contract for the City Hall Trash Enclosure Modifications (CIP 2018-52) project to GQ Builders, Inc. on October 13, 2021 for $66,500.00; and

WHEREAS, the City Council authorized staff to approve construction change orders in a total amount not to exceed $6,650.00; and

WHEREAS, two change orders in the amount of $4,154.07 were approved for additional work; and

WHEREAS, the construction contract was completed for a total contract amount of $70,654.07; and

WHEREAS, GQ Builders, Inc. has completed the project in accordance with the contract plans and specifications.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Santee, California, that the work for the construction of the City Hall Trash Enclosure Modifications (CIP 2018-52) project is accepted as complete on this date and the City Clerk is directed to record a Notice of Completion.

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 27th day of April, 2022 by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

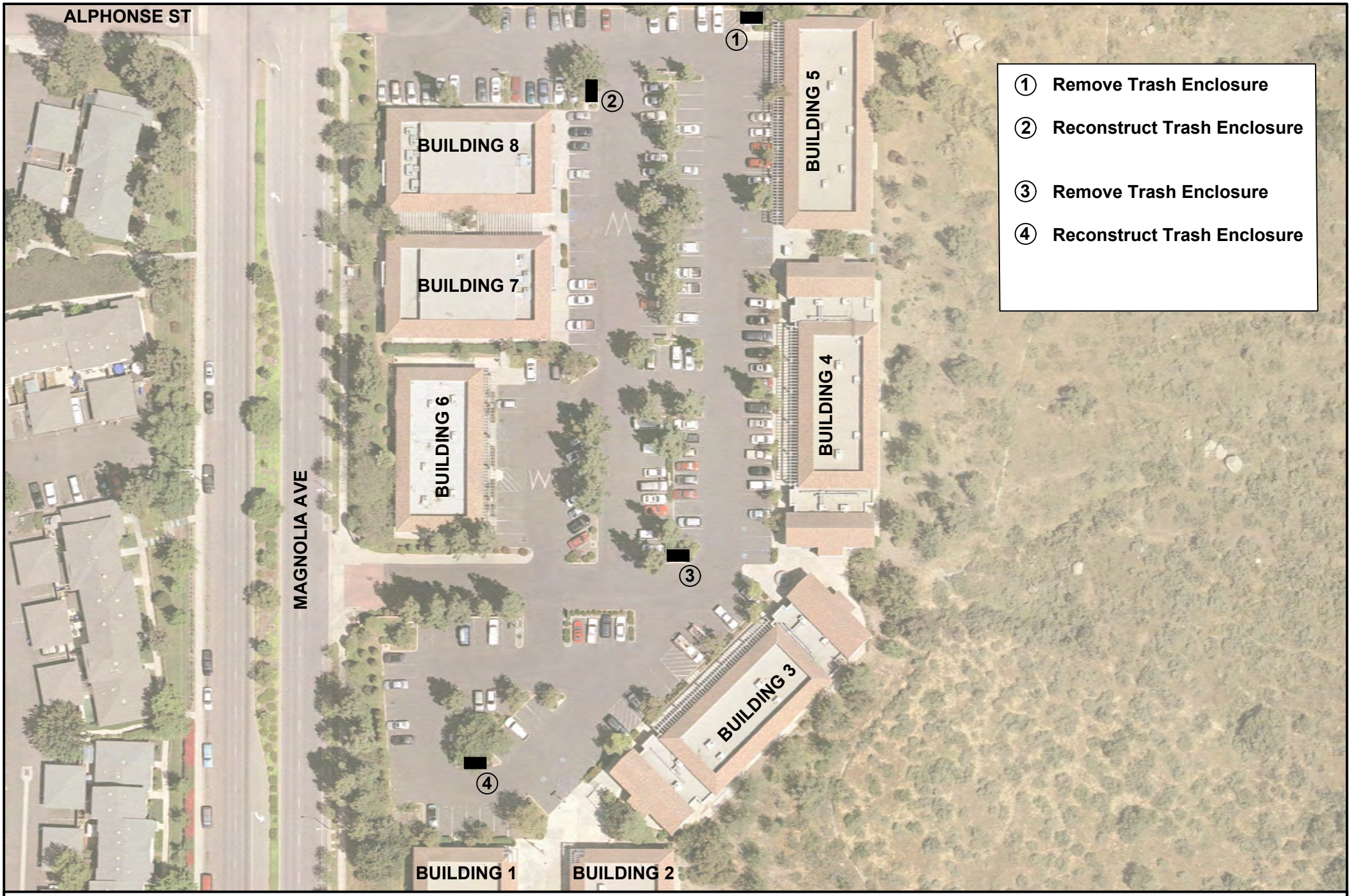
_____

JOHN W. MINTO, MAYOR

ATTEST:

_____

ANNETTE ORTIZ, CMC, CITY CLERK



City Hall Trash Enclosure Modifications
CIP (2018-52)

EXHIBIT A
SITE MAP

Sheet 1 of 1

Trash Enclosure Location ■

NOT TO SCALE

COUNCIL AGENDA STATEMENT
CITY OF SANTEE

Item 8

MEETING DATE April 27, 2022

ITEM TITLE **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, APPROVING THE FINAL MAP FOR 24 CONDOMINIUM UNITS AND ONE COMMON LOT (TM2005-05) AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE ASSOCIATED SUBDIVISION IMPROVEMENT AGREEMENT. LOCATION: EAST SIDE OF MARROKAL LANE. APPLICANT: JAMES MENG**

DIRECTOR/DEPARTMENT Carl Schmitz, City Engineer

SUMMARY

This item requests City Council approval of the final map for 24 residential condominium units with one common lot and the associated Subdivision Improvement Agreement. On March 14, 2007, City Council adopted Resolution No. 018-2007 for Tentative Map 2005-05 approving the project for 24 residential condominium units located at the east side of Marrokal Lane. Development would be in substantial conformance with DR 2005-07. Plan approvals required by Tentative Map Resolution No. 018-2007 have been satisfied. Public improvements include the extension of Marrokal Lane to the south of the existing pavement and along the project site frontage. New concrete public sidewalk from the project site will be installed connecting with existing sidewalk located on the east side of Marrokal Lane. The final map has been reviewed by the Department of Development Services and found to be technically correct, in substantial conformance with the tentative map requirements of Resolution No. 018-2007, the Santee Municipal Code, and the Subdivision Map Act.

ENVIRONMENTAL REVIEW

A Negative Declaration (AEIS) was approved by City Council for the project on March 14, 2007.

FINANCIAL STATEMENT

The City Fee Schedule allows full cost recovery of staff time from fees paid by the developer.

CITY ATTORNEY REVIEW ☐ N/A ☒ Completed

RECOMMENDATION

Adopt the Resolution:

1. Authorizing the approval of the final map for 24 residential units and one common lot, TM 2005-05; and
2. Authorizing the City Manager to execute the associated Subdivision Improvement Agreement.

ATTACHMENTS

Resolution
Vicinity Map
Subdivision Improvement Agreement

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, APPROVING THE FINAL MAP FOR 24 CONDOMINIUM UNITS AND ONE COMMON LOT (TM2005-05) AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE ASSOCIATED SUBDIVISION IMPROVEMENT AGREEMENT.
LOCATION: EAST SIDE OF MARROKAL LANE.
APPLICANT: JAMES MENG

WHEREAS, on March 14, 2007, the City Council adopted Resolution No. 018-2007 approving Tentative Map 2005-05, for a 24 unit multi-family condominium subdivision with one common lot located at the east side of Marrokal Lane; and

WHEREAS, the City Council approved and adopted a Negative Declaration (AEIS) dated February 1, 2007, which fully disclosed, evaluated and mitigated the environmental impacts of the proposed project, including the Tentative Map contemplated in this Resolution. No further environmental review is required for the City to adopt this Resolution; and

WHEREAS, the developer James Meng has complied with all provisions of the tentative map approval required for recordation of the Final Map; and

WHEREAS, under the direction of the City Engineer the Final Map has been examined and found to be technically correct, in compliance with State law, applicable Municipal Code provisions, and in substantial conformance with the approved Tentative Map.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Santee does hereby approve the Final Map of Tentative Map 2005-05.

BE IT FURTHER RESOLVED that the City Council does hereby authorize the City Manager to execute the Subdivision Improvement Agreement on their behalf and directs the City Clerk to certify approval of the Final Map and the associated Subdivision Improvement Agreement and certify rejection or acceptance of all dedications and easements as indicated on the Final Map, and directs staff to submit the map to the County Recorder for recordation.

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 27th day of April 2022, by the following vote to wit:

AYES:

NOES:

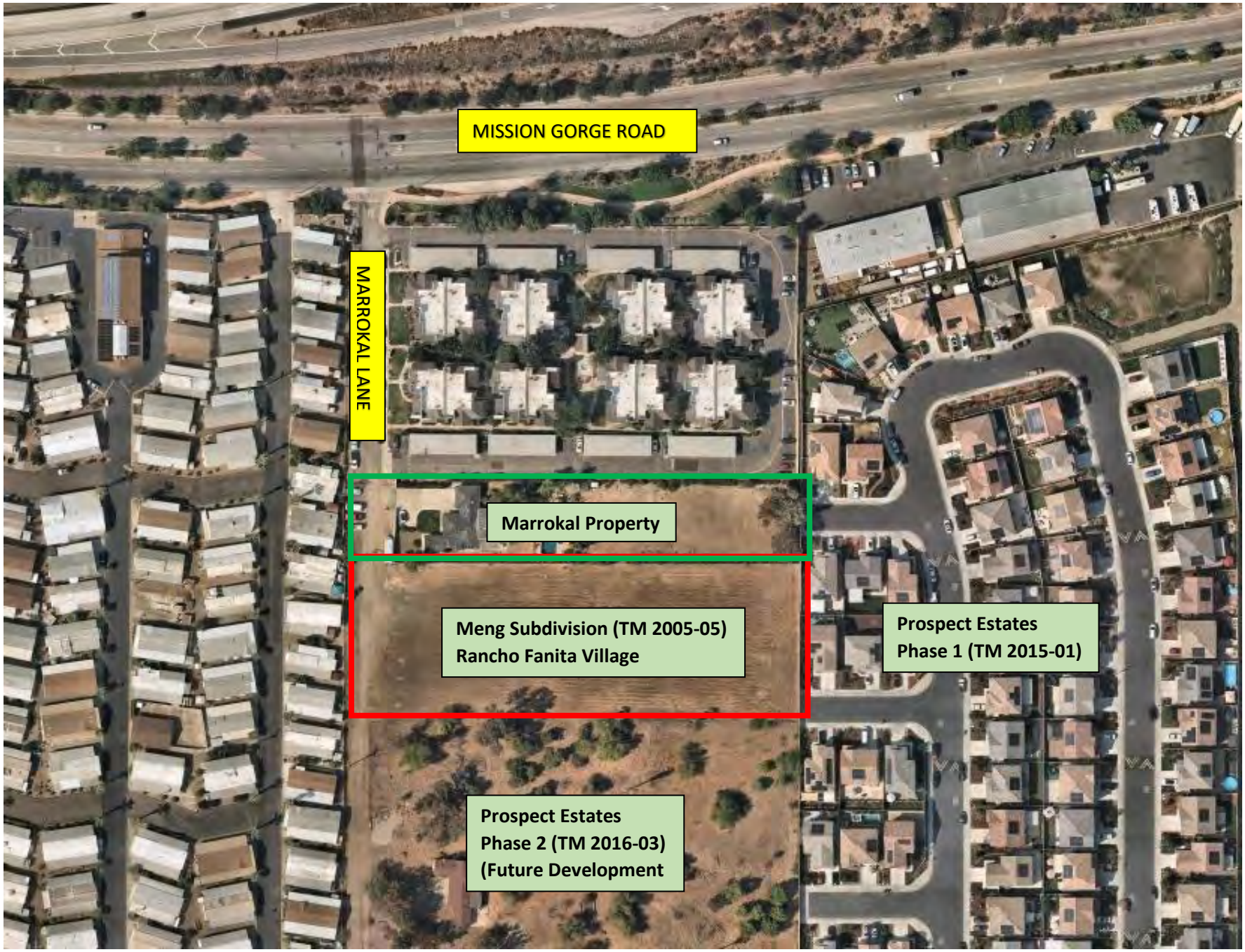
ABSENT:

APPROVED:

_____
JOHN W. MINTO, MAYOR

ATTEST:

_____
ANNETTE ORTIZ, CMC, CITY CLERK



VICINITY MAP

CITY OF SANTEE
SUBDIVISION IMPROVEMENT AGREEMENT

DATE OF AGREEMENT: 3/22/2022

NAME OF SUBDIVIDER: JAMES MENG
(referred to as "Subdivider")

NAME OF SUBDIVISION: RANCHO FANITA VILLAS
(referred to as "Subdivision")

TENTATIVE MAP RESOLUTION
AND DATE OF APPROVAL: NO. 018-2007, APPROVED MARCH 14, 2007
(referred to as "Resolution of Approval")

IMPROVEMENT PLAN NO(S).: 2021-307-311

GRADING PLAN NO(S).: 2021-294-299

LANDSCAPE PLAN NO(S).: 2021-300-306
(all hereinafter referred to as "Improvement Plans")

ESTIMATED TOTAL COST OF GRADING AND LANDSCAPING: $ 183,576.00

ESTIMATED TOTAL COST OF IMPROVEMENTS: $ 173,001.00

ESTIMATED TOTAL COST OF MONUMENTATION: $ 1,500.00

SURETY/FINANCIAL INSTITUTION: The Gray Casualty & Surety Company

ADDRESS: 10040 N. 25th Ave., #118, Phoenix, AZ 85021

FORM OF SECURITY: Bonds, Cash Securities

SECURITY ID NOS.: GS20300011

This agreement is made and entered into by and between the City of Santee, California, a Municipal Corporation of the State of California, hereinafter referred to as "City", and the Subdivider.

RECITALS

A. Subdivider has presented to City for approval and recordation, a final subdivision map of a proposed subdivision pursuant to provisions of the Subdivision Map Act of the State of California and City's ordinances and regulations relating to the filing, approval and recordation of subdivision maps. The Subdivision Map Act and the City's ordinances and regulations relating to the filing, approval and recordation of

subdivision maps are collectively referred to in this agreement as the "Subdivision Laws".

B. A tentative map of the Subdivision has been approved. The Resolution of Approval, listed on Page 1, is on file in the Office of the City Clerk or the Secretary to the Planning Commission and is hereby incorporated into this agreement by reference.

C. The Subdivision Laws establish as a condition precedent to the approval of a final subdivision map that Subdivider must have complied with the Resolution of Approval and must have either (a) completed, in compliance with City Standards, all of the improvements and land development work required by the Subdivision Laws or the Resolution of Approval or, (b) have entered into a secured agreement with City to complete the construction and installation of improvements and land development within a period of time specified by City.

D. In consideration of approval of a final subdivision map for the Subdivision by the Planning Commission or City Council (hereinafter referred to as "Legislative Body"), Subdivider desires to enter into this agreement, whereby Subdivider promises to install and complete at Subdivider's own expense, unless otherwise provided for in the Resolution of Approval, all the public improvement work required by City in connection with the proposed Subdivision. Subdivider has secured this agreement with improvement security required by the Subdivision Laws and approved by the City Attorney.

E. Improvement Plans for the construction, installation and completion of the improvements have been prepared by Subdivider and approved by the City Engineer and are incorporated into this agreement by this reference. All references in this agreement to the Improvement Plans shall include any specifications for the improvements as approved by the City Engineer.

F. Estimates of the cost of constructing the public improvements and performing land development work in connection with the public improvement requirements according to the Improvement Plans has been made and approved by the City Engineer. The estimated amounts are stated on Page 1 of the agreement and the basis for these estimates are attached as Exhibit "A".

G. An estimate of the cost of installing all required Subdivision Monuments has been made and approved by the City Engineer. The estimated amount is stated on Page 1 of the agreement and the basis for this estimate is attached as Exhibit "B".

H. Subdivider recognizes that by approval of the final subdivision map for Subdivision, City has conferred substantial rights upon Subdivider, including the right to sell, lease, or finance lots within the Subdivision, and has taken the final act necessary to subdivide the property within the Subdivision.

NOW, THEREFORE, in consideration of the approval and authorization for recordation of the final map of the Subdivision by the City Council, Subdivider and City agree as follows:

1. Subdivider's Obligations to Construct Improvements.

Subdivider shall:

a. Comply with all the requirements of the Resolution of Approval, any amendments thereto, and with the provisions of the Subdivision Laws.

b. Complete at Subdivider's own expense, all the public and private improvement work required on the Tentative Map and Resolution and the City standards as follows:

IMPROVEMENTS	DEADLINE DATE
City of Santee Plans Drawing Nos. 2021-294-311	Prior to first occupancy and/or per Director of Development Services

The Subdivider acknowledges that the Improvement Plans have been prepared in conformance with the City standards in effect on the date of improvement plan submittal, but that Subdivider shall be subject to the City standards in effect on the date the improvements are actually constructed.

c. Furnish the necessary equipment, labor and material for completion of the public improvements in conformity with the Improvement Plans and City standards.

d. Acquire and dedicate, or pay the cost of acquisition by City, all rights-of-way, easements and other interests in real property required for construction or installation of the public improvements, except as may otherwise be provided for in the Resolution of Approval, free and clear of all liens and encumbrances. The Subdivider's obligations with regard to acquisition by City of off-site rights-of-way, easements and other interests in real property shall be subject to a separate agreement between Subdivider and City and shall be in accordance with City Legislative Policy Memorandum (LPM 91-1). Subdivider shall also be responsible for obtaining any public or private drainage easements or other authorization to accommodate the Subdivision.

e. Notify City Engineer in writing at least five working days prior to the commencement of the work so that City Engineer will be able to schedule inspections.

f. Complete the improvements under this contract on or before the time limit stated in Paragraph 1.b, hereof, unless a time extension is granted by the City Engineer as authorized by Paragraph 20.

g. Install all Subdivision Monuments required by law within thirty days after the completion and prior to acceptance of the public improvements by the City.

h. Install street name signs conforming to City standards. If permanent street name signs have not been installed before acceptance of the improvements by the City, Subdivider shall install temporary street name signs according to such conditions as the City Engineer may require. Such action shall not, however, relieve Subdivider of the obligation to install permanent street signs.

2. Acquisition and Dedication of Easements or Rights-of-Way. If any of the public improvement and land development work contemplated by this agreement is to be constructed or installed on land not owned by Subdivider, no construction or installation shall be commenced prior to:

a. The offer of dedication to City of appropriate rights-of-way, easements or other interest in real property, and appropriate authorization from the property owner to allow construction or installation of the improvements or work; or

b. The dedication to, and acceptance by City of appropriate rights-of-way, easements, or other interests in real property, as determined by the City Engineer.

c. The issuance by a court of competent jurisdiction, pursuant to the state eminent domain law, of an order of possession. Subdivider shall comply in all respects with the order of possession.

Subdivider acknowledges their responsibility to comply with the requirements of Santee Municipal Code and the Subdivision Map Act and acknowledges further that the City will not be in a position to process a final map without the timely submittal of information to obtain off-site property interests required for the construction of off-site improvements, all in accordance with City Legislative Policy Memorandum (LPM 91-1).

Nothing in Paragraph 2 shall be construed as authorizing or granting an extension of time to Subdivider.

3. Security. Subdivider shall at all times guarantee Subdivider's performance of this agreement by furnishing to City, and by maintaining, good and sufficient security as required by the Subdivision Laws on forms approved by City for the purposes and in the amounts as follows:

a. To assure faithful performance of this agreement and to secure payment to any contractor, subcontractor, persons renting equipment, or furnishing labor or materials for the grading, drainage and landscaping required to be constructed or installed pursuant to this agreement in an amount equal to one hundred percent (100%) of the Estimated Total Costs of Grading and Landscaping ("Grading and Landscaping Security"); and,

b. To assure faithful performance of this agreement in regard to the

improvements in an amount equal to one hundred percent (100%) of the Estimated Total Cost of the Improvements ("Faithful Performance Security"); and,

c. To secure payment to any contractor, subcontractor, persons renting equipment, or furnishing labor or materials for the improvements required to be constructed or installed pursuant to this agreement in the additional amount equal to fifty percent (50%) of the Estimated Total Cost of the Improvements ("Labor and Material Security"); and,

d. To guarantee or warranty the work done pursuant to this agreement for a period of one year following acceptance thereof by City against any defective work or labor done or defective materials furnished in the additional amount equal to ten percent (10%) of the Estimated Total Cost of the Improvements ("Warranty Security"). The Warranty Security shall be included with, and made a part of the Faithful Performance Security until release of the Faithful Performance Security as specified in Paragraph 5.b hereof; and,

e. Subdivider shall also furnish to City good and sufficient security in an amount equal to one hundred percent (100%) of the Estimated Total Cost of Monumentation to secure the setting of subdivision monuments, as stated previously in this agreement and all payments associated with the setting ("Monumentation Security").

The securities required by this agreement shall be kept on file with the City Clerk. The terms and conditions of the security documents referenced on Page 1 of this agreement are incorporated into this agreement. If any security is replaced by another City approved security, the replacement shall be filed with the City Clerk and, upon filing, shall be deemed to have been made a part of and incorporated into this agreement. Upon filing of a replacement security with the City Clerk, the former security shall be released.

4. Guarantee or Warranty for One Year. In addition to any other remedy in law or equity, Subdivider shall guarantee or warranty the work done pursuant to this agreement for a period of one year after final acceptance by the City Council of the work and improvements against any defective work or labor done or defective materials furnished. If within the warranty period any work or improvement or part of any work or improvement done, furnished, installed, constructed or caused to be done, furnished, installed or constructed by Subdivider fails to fulfill any of the requirements of this agreement or the Improvement Plans and specifications referred to herein, Subdivider shall without delay and without any cost to City, repair or replace or reconstruct any defective or otherwise unsatisfactory part or parts of the work or structure. Should Subdivider fail to act promptly or in accordance with this requirement, Subdivider hereby authorizes City, at City's option, to perform the work twenty (20) days after mailing written notice of default to Subdivider and to Subdivider's Financial Institution/Surety, and agrees to pay the cost of such work by City. Should the City determine that an urgency requires repairs or replacements to be made before Subdivider can be notified, City may, in its sole discretion, make the necessary repairs or

replacement or perform the necessary work and Subdivider shall pay to City the cost of such repairs. City shall take all steps reasonably possible to notify Subdivider of such urgency, but failure to receive notification, shall not relieve the Subdivider or their Financial Institution/Surety from the obligation to pay for the entire cost of such urgency work.

5. Release of Securities. The securities required by this agreement shall be released as follows:

   a. Security given under Paragraph 3.a as Grading and Landscaping Security shall be released in accordance with the City Design and Development Manual procedures for release of grading and erosion control securities.

   b. Security given under Paragraph 3.b as Faithful Performance Security shall be released upon the final completion and acceptance of the improvements by the City. An amount equal to ninety percent (90%) of the security shall be released with the provision for ten percent (10%) of the original security amount to be retained as Warranty Security for guarantee and warranty of the work performed.

   c. Security given under Paragraph 3.c as Labor and Material Security shall be released six months after the completion and acceptance of the work. The amount released shall be reduced to an amount equal to 125% of the total amounts claimed by all claimants for whom liens have been filed and of which notice has been given to the City, conditioned upon the payment of said claims together with costs of suit plus reasonable attorney's fees, plus an amount reasonably determined by the City Engineer to be required to assure the performance of any other obligations secured by the security. The balance of the security is to be released upon the settlement of all claims and obligations for which the security was given.

   d. Security given under Paragraph 3.d as Warranty Security shall be released after expiration of the warranty period providing any claims filed during the warranty period have been settled. As provided in Paragraph 4, the warranty period shall not commence until final acceptance of all work and improvements by the City.

   e. Security given under Paragraph 3.e as Monumentation Security shall be released upon receipt by the City Engineer of written notice by the Subdivider, stating that monuments have been set in accordance with Subdivision Laws and receipt of evidence the Subdivider has paid the Engineer or Surveyor for the setting of subdivision monuments.

   f. The City may retain from any security released, an amount sufficient to cover costs, reasonable expenses, and fees, including reasonable attorneys' fees.

6. Inspection and Acceptance. Subdivider shall at all times maintain proper facilities and safe access for inspection of the public improvements by City inspectors and to the shops wherein any work is in preparation. Upon completion of the work the Subdivider shall request a final inspection by the City. Upon receipt of the request the City will make final inspection within fifteen (15) days. If the City Engineer, or his/her authorized representative, determines that the work has been completed in accordance with this agreement, they shall certify the completion of the public improvements to the City Council. If the City Council determines that the improvements have been completed as required by this agreement, they shall accept the improvements within thirty (30) days. No improvements shall be accepted unless all aspects of the work have been inspected and determined to have been completed in accordance with the Improvement Plans and City standards. Subdivider shall bear all costs of inspection and certification.

7. Final Acceptance of Work. Acceptance of the work on behalf of City shall be made by the City Council upon recommendation of the City Engineer after final completion and inspection of all improvements. Such acceptance shall not constitute a waiver of defects by City, nor of the applicable statutes of limitation.

8. Alteration to Improvement Plans.

   a. Any changes, alterations or additions to the Improvement Plans and specifications or to the improvements which are mutually agreed upon by City and Subdivider, not exceeding ten percent (10%) of the original estimated cost of the improvement or $50,000 whichever is less, shall not change the amount of security required under Paragraph 3. In the event such changes, alterations, or additions exceed such amounts, Subdivider shall provide additional security as required by Paragraph 3 of this agreement based on the Total Estimated Cost of Improvements as changed, altered, or amended, minus any completed partial releases allowed by Paragraph 5 of this agreement.

   b. The Subdivider shall construct the improvements in accordance with the City standards in effect at the time of their construction. City reserves the right to modify the standards applicable to the Subdivision and this agreement, when necessary to protect the public safety or welfare or comply with applicable state or federal law or City zoning ordinances. If Subdivider requests and is granted an extension of time for completion of the improvements, City may apply the standards in effect at the time of the extension.

9. Injury to Public Improvements, Public Property or Public Utility Facilities. Subdivider shall replace or repair subdivision monuments which are destroyed or damaged as a result of any work under this agreement. Subdivider shall bear the entire cost of replacement or repairs of any and all public or public utility property damaged or destroyed by reason of any

work done under this agreement, whether such property be owned by the United States or any agency thereof, or the State of California, or any agency, district or political subdivision thereof or by the City or any public or private utility corporation or by any combination of such owners. Any repair or replacement shall be to the satisfaction, and subject to the approval of, the City Engineer.

10. Injury to Work. Until such time as the improvements are accepted by City, Subdivider shall be responsible to bear the risk of loss to any of the improvements constructed or installed. Until such time as all improvements required by this agreement are fully completed and accepted by City, Subdivider will be responsible for the care, operation of, maintenance of, and any damage to such improvements. City shall not, nor shall any officer or employee thereof, be liable or responsible for any accident, loss or damage, regardless of cause, happening or occurring to the work or improvements specified in this agreement prior to the completion and acceptance of the work or improvements. All such risks shall be the responsibility of and are hereby assumed by Subdivider.

11. Default of Subdivider.

a. Default of Subdivider shall include, but not be limited, to, Subdivider's failure to timely commence construction of the improvements under this agreement; Subdivider's failure to timely complete construction of the improvements; Subdivider's failure to cure any defect in the improvements; Subdivider's failure to perform substantial construction work for a period of twenty (20) calendar days after commencement of the work; Subdivider's insolvency, appointment of a receiver, or the filing of any petition in bankruptcy either voluntary or involuntary which Subdivider fails to discharge within thirty (30) days; the commencement of a foreclosure action against the Subdivision or a portion thereof, or any conveyance in lieu or in avoidance of foreclosure; or Subdivider's failure to perform any other obligation under this agreement.

b. The City reserves to itself all remedies available to it at law or in equity for breach of Subdivider's obligations under this agreement. In the event Subdivider fails to perform any of the terms or conditions of this agreement, the City will be damaged to the extent of the costs of installation of the improvements which Subdivider failed to install. It is specifically recognize that the determination of whether a reversion to acreage or rescission of the Subdivision approval constitutes an adequate remedy for default of the Subdivider shall be reserved to the sole discretion of City. The City shall have the right, to draw upon or utilize the appropriate security to mitigate City's damages in event of default by Subdivider. The right of City to draw upon or utilize the security is additional to, and not in lieu of, any other remedy available to City. Both parties specifically recognize

that the estimated costs and security amounts may not reflect the actual cost of construction or installation of the improvements and, therefore, City's damages for Subdivider's default shall be measured by the actual cost to the City of completing the required improvements.

The sums provided by the improvement security may be used by City for the completion of the public improvements in accordance with the Improvement Plans and specifications contained herein. In the event of Subdivider's default under this agreement, Subdivider authorizes City to perform such obligation twenty (20) days after mailing written notice of default to Subdivider and to Subdivider's Surety, and agrees to pay the entire cost of such performance by City.

City may take over the work and prosecute the same to completion, by contract or by any other method City may deem advisable, for the account and at the expense of Subdivider, and Subdivider's Surety shall be liable to City for any excess cost or damages occasioned thereby; and, in such event, City, without liability for so doing, may take possession of, and utilize in completing the work such materials, appliances, plant and other property belonging to Subdivider as may be on the site of the work and necessary for performance of the work. Subdivider agrees not to remove such property from the site.

c. Failure of Subdivider to comply with the terms of this agreement shall constitute consent to the filing by City of a notice of violation against all lots in Subdivision, or to rescind the approval or otherwise revert the Subdivision to acreage.

d. In the event that Subdivider fails to perform any obligation hereunder, Subdivider agrees to pay all costs and expenses incurred by City in obtaining performance of such obligations, including costs of suit and reasonable attorney's fees.

e. The failure of City to take an enforcement action with respect to a default, or to declare a breach, shall not be construed as a waiver of that default or any subsequent default of Subdivider.

12. Permits. Subdivider shall, at Subdivider's expenses, obtain all necessary permits and licenses for the construction and installation of the improvements, give all necessary notices and pay all fees and taxes required by law.

13. Subdivider Not Agent of City. Neither Subdivider nor any of Subdivider's agents or contractors are or shall be considered to be agents of City in connection with the performance of Subdivider's obligations under this agreement.

14. Other Agreements. Nothing contained in this agreement shall preclude City from expending monies pursuant to agreements concurrently or previously

executed between the parties, or from entering into agreements with other subdividers or developers for the apportionment of costs of water and sewer mains, or other improvements, pursuant to the provisions of the City ordinances providing therefore, nor shall anything in this agreement commit City to any such apportionment.

15. Subdivider's Obligation to Warn Public During Construction. Until final acceptance of the improvements, Subdivider shall give good and adequate warning to the public for each and every dangerous condition present in improvements, whether brought to his or her attention by the City or otherwise, and will take all reasonable actions to protect the public from such dangerous conditions. Warning to the public shall include but is not limited to; installation and maintenance of any and all traffic control devices in accordance with the approved traffic control plan, if any, adherence to Caltrans and City standards for traffic control, site lighting, fencing, barricading, warning signs, cover plates, warning tape, etc.

16. Vesting of Ownership. Upon acceptance of the work on behalf of City, ownership of the improvements constructed pursuant to this agreement shall vest in City.

17. Indemnity/Hold Harmless. The City or any officer or employee thereof shall not be liable for any injury to persons or property occasioned by reason of the acts or omissions of Subdivider, its agents or employees, in the performance of this agreement. Subdivider further agrees to protect and hold harmless City, its officials and employees from any and all claims, demands, causes of action, liability or loss of any sort, because of, or arising out of, acts or omission of Subdivider, its agents or employees in the performance of this agreement, including all claims, demands, causes of action, liability, or loss because of, or arising out of, in whole or in part, the design or construction of the improvements; provided, however, that the approved development securities shall not be required to cover the provisions of this paragraph. Said indemnification and agreement to hold harmless shall extend to injuries to persons, and damages to or taking of property, resulting from the design or construction of said subdivision, and the public improvements as provided herein, and, in addition, damage to adjacent property as a consequence of the drainage systems, streets and other public improvements. Acceptance by the City of the improvements shall not constitute an assumption by the City of any responsibility for any damage or taking covered by this paragraph. City shall not be responsible for the design or construction of said Subdivision or the improvements pursuant to the approved Improvement Plans or map, regardless of any action or inaction taken by the City in approving the plans or map, unless the particular improvement design was specifically required by City over written objection by Subdivider submitted to the City Engineer before approval of the particular improvement design, which objection indicated that the particular improvement design was dangerous or defective and suggested an alternative safe and feasible design. After acceptance of the improvements, the Subdivider shall remain obligated to eliminate any defect

in design or dangerous condition caused by the design or construction defect, however Subdivider shall not be responsible for routine maintenance. Provision of this paragraph shall remain in full force and effect for ten (10) years following the acceptance by the City of improvements. It is the intent of this section that Subdivider shall be responsible for all liability for design and construction of the improvements installed or work done pursuant to this agreement and that City shall not be liable for any nonfeasance, misfeasance or malfeasance in approving, reviewing, checking, or correcting any plans or specifications or in approving, reviewing or inspecting any work or construction.

18. Sale or Disposition of Subdivision. Sale or other disposition of this property will not relieve Subdivider from the obligations set forth herein. If Subdivider sells the property or any portion of the property within the subdivision to any other person, the Subdivider may request a novation of this agreement and a substitution of security. Upon approval of the novation by City and substitution of securities approved by City, the Subdivider may request a release or reduction of the securities required by this agreement. Nothing in the novation shall relieve the Subdivider of the obligations under Paragraph 17 for the work or improvement done by Subdivider.

19. Time is of the Essence. Time is of the essence in this agreement. Unless otherwise noted all "days" shall be construed to mean calendar days.

20. Time for Commencement of Work; Time Extensions. Subdivider shall commence substantial construction of the improvements required by this agreement not later than nine (9) months prior to the time for completion. In the event good cause exists, as determined by the City Engineer, the time for commencement of construction or completion of the improvements may be extended. The extension shall be made in writing executed by the City Manager. Any such extension may be granted without notice to Subdivider's Surety and shall in no way affect the validity of this agreement or release the Surety or Sureties from the obligations on any bond. An appeal of the denial for an extension must be made to the City Council within ten (10) days. As a condition of such extension, the City Engineer or City Council may require Subdivider to furnish additional security guaranteeing performance of this agreement as extended in an increased amount as necessary to compensate for any increase in construction costs as determined by the City Engineer.

21. No Vesting of Rights. Performance by Subdivider of this agreement shall not be construed to vest Subdivider's right with respect to any change in any zoning or building law or ordinance.

22. Notices. All notices required or provided for under this agreement shall be in writing and delivered in person or sent by mail, postage prepaid and addressed as provided in this paragraph. Notice shall be effective on the date it is delivered in person, or, if mailed, on the date of deposit in the United States Mail. Notices shall be addressed as follows unless a written change of address is filed with the City:

Notice to City: Attn: City Engineer
City of Santee
Department of Development Services
10601 Magnolia Avenue
Santee, CA 92071-1266

Notice to Subdivider: Attn: JAMES MENG
Rancho Fanita Villas
2240 Calle Tiara
La Jolla, CA 92033

Notice to Surety: Attn: Cyndi Beilman, Attorney-in-Fact
The Gray Casualty & Surety Company
10040 N. 25th Ave., #118
Phoenix, AZ 85021

23. Severability. The provisions of this agreement are severable. If any portion of this agreement is held invalid by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect unless amended or modified by the mutual consent of the parties.

24. Captions. The captions of this agreement are for convenience and reference only and shall not define, explain, modify, limit, exemplify, or aid in the interpretation, construction or meaning of any provision of this agreement.

25. Litigation or Arbitration. This agreement may be enforced by litigation or arbitration. To enforce by arbitration both parties must agree to arbitrate. In the event a party chooses to bring an action to enforce this agreement, the prevailing party shall be entitled to costs and reasonable attorney's fees in enforcing the terms of this agreement.

26. Incorporation of Recitals. The Recitals to this agreement are hereby incorporated into the terms of this agreement.

27. Entire Agreement. This agreement constitutes the entire agreement of the parties with respect to the subject matter. All modifications, amendments, or waivers of the terms of this agreement must be in writing and signed by the appropriate representatives of the parties. In the case of the City, the appropriate party shall be the City Manager.

28. Force Majeure. Delay, other than delay in the commencement of work, resulting from an act of City, or by an act of God, which Subdivider could

not have reasonably foreseen, or by storm or inclement weather which prohibits the conducting of work, or by strikes, boycotts, similar actions by employees or labor organizations, which prevent the conducting of work, and which were not caused by or contributed to by Subdivider, shall constitute good and sufficient cause for a time extension.

Executed by SUBDIVIDER this 11th day of March, 2015 22

SUBDIVIDER:
JAMES MENG

By: _____
(sign here)

_____
(print name here)

_____
(title and organization of signatory)

CITY OF SANTEE, a municipal corporation of the State of California

By: _____

City Manager

Attest: _____

Annette Ortiz, City Clerk

By: _____
(sign here)

_____
(print name here)

_____
(title and organization of signatory)

(Proper notary acknowledgment of execution by SUBDIVIDER must be attached.)

(President or vice-president **and** secretary or assistant secretary must sign for corporations. If only one officer signs, the corporation must attach a resolution certified by the secretary or assistant secretary under corporate seal empowering that officer to bind the corporation.)

CA Acknowledgment Notary Certificate

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

Document Name: RFV Subdivision Agreement

State of California,
County of San Diego
(County where notarization occurred)

On March 11th, 2022 (date) before me, Michael P. Nicholas (Notary name), Notary Public, personally appeared James C. Meng (name of signer(s)) who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed this instrument.

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

WITNESS my hand and seal

Signature _____ (Seal)

MICHAEL P. NICHOLAS
COMM.# 2253780
NOTARY PUBLIC - CALIFORNIA
SAN DIEGO COUNTY
My Comm. Expires Aug. 12, 2022

MM12 MM12

EXHIBIT "A"

RANCHO FANITA VILLAS

ENGINEER'S ESTIMATE FOR CONSTRUCTION BOND IMPROVEMENTS

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
I. PUBLIC STREET IMPROVEMENTS				
6" PCC curb & gutter (G-2)	414	LF	$20.00	$8,280
AC paving & base	8,750	SF	$3.75	$32,813
PCC sidewalk (G-7)	1,265	SF	$5.00	$6,325
PCC driveway apron per G-14A	132	SF	$7.00	$924
PCC alley apron (City of Santee PW-21 modified)	286	SF	$7.00	$2,002
Type 'A' pedestrian ramp (G-27)	2	EA	$1,600.00	$3,200
			Subtotal	$53,544
II. PRIVATE STREET IMPROVEMENTS				
6" PCC curb (G-1)	272	LF	$15.00	$4,080
6" PCC curb & gutter (G-2)	95	LF	$20.00	$1,900
6" PCC mountable curb	340	LF	$15.00	$5,100
6" PCC curb & gutter (G-4B)	309	LF	$20.00	$6,180
AC paving & base	14,432	SF	$3.75	$54,120
PCC sidewalk	1,600	SF	$7.00	$11,200
PCC sidewalk underdrain	1	EA	$2,500.00	$2,500
PCC driveway for condos	2,450	SF	$7.00	$17,150
			Subtotal	$102,230
III. SUBDIVISION MONUMENTS				
Set subdivision monuments per final map	1	LS	$1,500.00	$1,500
			Subtotal	$1,500
			TOTAL	**$157,274**
			10% Contingency	$15,727
			GRAND TOTAL	**$173,001**

3/4/22

Joel A. Waymire — Date

R.C.E. 56258 — Exp. 12-31-2022

REGISTERED PROFESSIONAL ENGINEER
JOEL ANDREW WAYMIRE
NO. 56258
EXP. 12/31/2022
CIVIL
STATE OF CALIFORNIA

Polaris Development Consultants, Inc.
2514 Jamacha Road, Suite 502-31
El Cajon, CA 92019
619-248-2932

COUNCIL AGENDA STATEMENT
CITY OF SANTEE

Item 9

MEETING DATE April 27, 2022

ITEM TITLE **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA ACCEPTING THE BRIDGE REPAIRS – MAGNOLIA AVE (CIP 2013-01) PROJECT AS COMPLETE**

DIRECTOR/DEPARTMENT Carl Schmitz, City Engineer

SUMMARY

This item requests City Council accept the Bridge Repairs – Magnolia Ave (CIP 2013-01) project as complete.

At its December 8, 2021 meeting, the City Council awarded the construction contract for the Bridge Repairs – Magnolia Ave (CIP 2013-01) project for a total contract amount of $1,248,248.00 to Truesdell Corporation of California, Inc. and authorized the City Manager, Director of Development Services or City Engineer to approve contract change orders in a total amount not to exceed $62,412.00 for unforeseen items and additional work.

A Notice to Proceed was issued on February 7, 2022 and the work was completed on April 1, 2022. Five change orders were authorized in the net deductive amount of $215,878.27 which were due to cost savings during the progression of the 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 as part of the Bridge Restorations projects with a total revised budget amount of $1,390,913.00. Funding for this project is provided by State Gas Tax - Road Maintenance and Rehabilitation Account (RMRA) funds.

Design and Bidding	$ 51,428.50
Construction Contract	1,248,248.00
Construction Change Orders	(215,878.27)
Construction Engineering/Management	20,878.12
Project Closeout	1,000.00
Total Project Cost	$ 1,105,676.35

CITY ATTORNEY REVIEW

☐ N/A ☒ Completed

RECOMMENDATION

Adopt the attached Resolution accepting the Bridge Repairs – Magnolia Ave (CIP 2013-01) project as complete.

ATTACHMENT

Resolution
Project Map

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA ACCEPTING THE BRIDGE REPAIRS – MAGNOLIA AVE (CIP 2013-01) PROJECT AS COMPLETE

WHEREAS, the City Council awarded the construction contract for the Bridge Repairs – Magnolia Ave (CIP 2013-01) project to Truesdell Corporation of California, Inc. on December 8, 2021 for $1,248,248.00; and

WHEREAS, the City Council authorized staff to approve construction change orders in a total amount not to exceed $62,412.00; and

WHEREAS, five change orders were authorized in the net deductive amount of $215,878.27 which were due to cost savings during the progression of the work; and

WHEREAS, the construction contract was completed for a total contract amount of $1,032,369.73; and

WHEREAS, Truesdell Corporation of California, Inc. has completed the project in accordance with the contract plans and specifications.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Santee, California, that the work for the construction of the Bridge Repairs – Magnolia Ave (CIP 2013-01) project is accepted as complete on this date and the City Clerk is directed to record a Notice of Completion.

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 27th day of April, 2022 by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

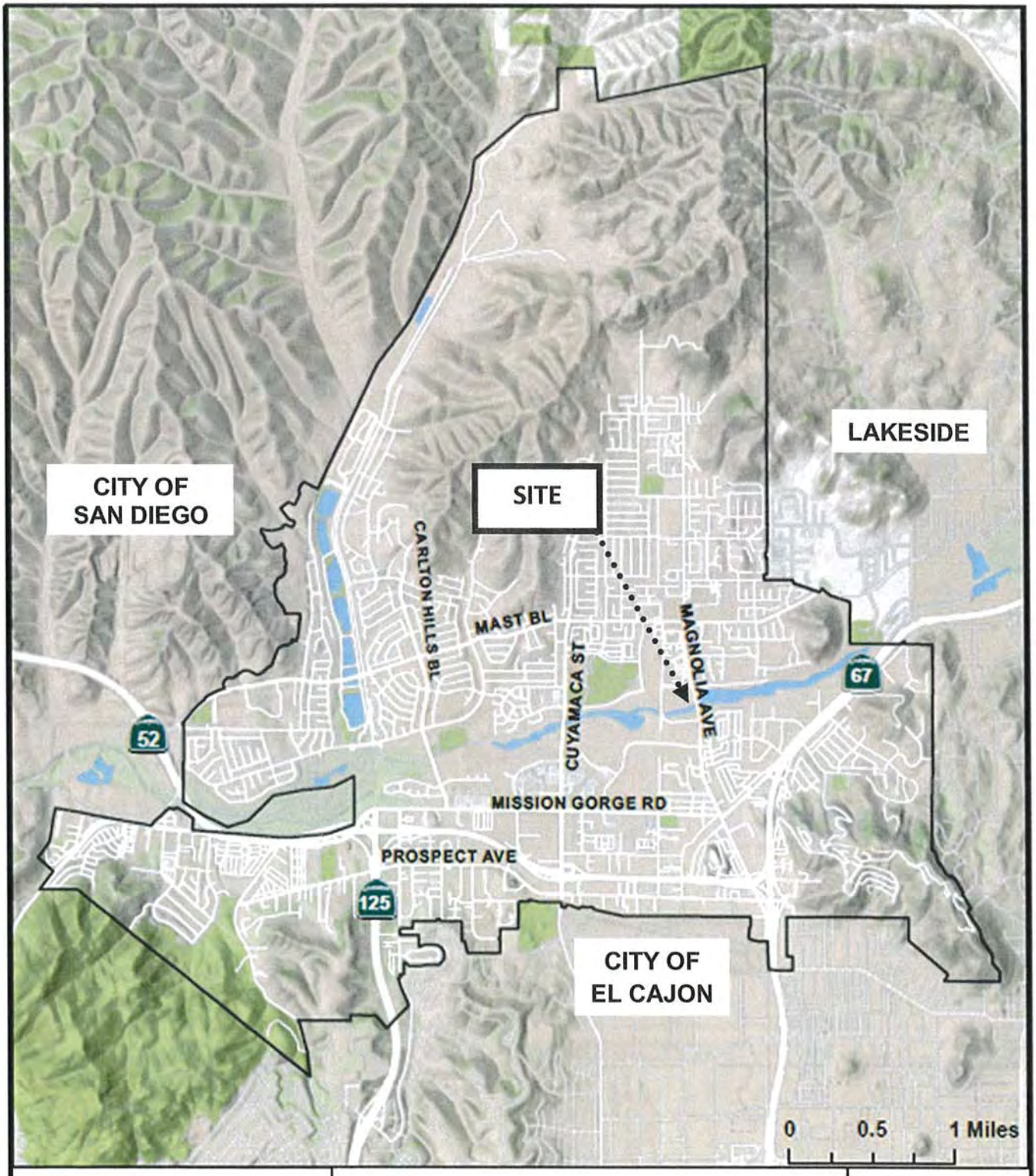
_____

JOHN W. MINTO, MAYOR

ATTEST:

_____

ANNETTE ORTIZ, CMC, CITY CLERK



City of Santee
10601 Magnolia Ave.
Santee, CA 92071
CityofSanteeCA.gov

LOCATION MAP

N

Exhibit A

COUNCIL AGENDA STATEMENT
CITY OF SANTEE

Item 10

MEETING DATE April 27, 2022

ITEM TITLE **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO THE FEDERAL NATIONALLY SIGNIFICANT MULTIMODAL FREIGHT AND HIGHWAY PROJECTS GRANT PROGRAM (INFRA) FOR STATE ROUTE 52 (SR-52) IMPROVEMENTS**

DIRECTOR/DEPARTMENT Carl Schmitz, City Engineer

SUMMARY

This item requests City Council authorize the submittal of a grant application to the Nationally Significant Multimodal Freight and Highway Projects grants program (INFRA) for State Route 52 (SR-52) improvements. The City submitted a similar INFRA application in 2021, and has augmented the current application with additional supporting documentation. The INFRA transportation grant provides needed infrastructure investment for transportation projects of significant national or regional impact. The Bipartisan Infrastructure Law of 2021 appropriated $1.55 billion to be awarded by the US Department of Transportation ("DOT") for INFRA grants.

Improving SR-52 has been identified by the City Council as a priority for Santee. Phase I of the improvements to SR-52 qualifies under the INFRA program. This item would authorize submittal of an application by staff for Phase I improvements to SR-52. This Phase includes a 2.3-mile long westbound auxiliary/truck climbing lane from Mast Boulevard to the summit, relocating a 4.6-mile long Class I Bike Path from the north side of the freeway to the south side, restriping SR-52 from two lanes to three lanes each direction from Mast Boulevard to just east of the San Diego River Bridge, and widening the westbound on-ramp from Mast Boulevard to two lanes.

ENVIRONMENTAL REVIEW

This action is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines section 15378 because it involves a fiscal activity of governments that will not result in any potentially significant impact on the environment. In the event full funding is eventually obtained for the Phase 1 improvements, such improvements will be subject to separate environmental review.

FINANCIAL STATEMENT

The estimated cost of Phase 1 improvements is $50 million. The subject application seeks $9 million. Local and state funds include $12 million programmed in SANDAG's Regional Transportation Improvement Program. A non-federal match of approximately $29 million would be required and sought from other local and state sources.

CITY ATTORNEY REVIEW

☐ N/A ☒Completed

RECOMMENDATION

Adopt the attached Resolution authorizing City staff to submit an INFRA grant application for Phase I of SR-52 improvements.

ATTACHMENT

Resolution

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO THE FEDERAL NATIONALLY SIGNIFICANT MULTIMODAL FREIGHT AND HIGHWAY PROJECTS (INFRA) GRANT PROGRAM FOR STATE ROUTE 52 (SR-52) IMPROVEMENTS

WHEREAS, State Route 52 (SR-52) is a major east-west transportation corridor that connects residents in east San Diego County to employment centers in west and north county, as well as provides a key freight route for the region; and

WHEREAS, SR-52 experiences significant traffic congestion during peak hours affecting commuters and freight traffic alike; and

WHEREAS, heavy traffic congestion on SR-52 significantly impacts the quality of life of Santee residents as well as East County residents, and affects the economic vitality of the region; and

WHEREAS, improvements planned by SANDAG for SR-52 are not scheduled for completion before 2035; and

WHEREAS, the City of Santee has helped stakeholders organize the Highway 52 Coalition to address the traffic issues on SR-52 and has been pursuing opportunities to partner with stakeholders to advance improvements to SR-52; and

WHEREAS, an effort is underway with the design work funded by a private developer for Phase I improvements to SR-52; and

WHEREAS, additional funds are needed to complete the Phase I improvements; and

WHEREAS, the federal Nationally Significant Multimodal Freight and Highway Projects (INFRA) grant program is currently accepting applications; and

WHEREAS, SR-52 Phase I improvements qualify for INFRA grant funds; and

WHEREAS, the total estimated cost of SR-52 Phase I improvements is $50 million; and

WHEREAS, this action is not a project subject to the California Environmental Quality Act (“CEQA”) pursuant to State CEQA Guidelines section 15378 because it involves a fiscal activity of governments that will not result in any potentially significant impact on the environment. In the event full funding is eventually obtained for the Phase I improvements, such improvements will be subject to environmental review.

RESOLUTION NO. _____

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

Section 1. City staff is authorized to prepare and submit an INFRA grant application for improvements on SR-52.

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 27th 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

COUNCIL AGENDA STATEMENT
CITY OF SANTEE

Item 11

MEETING DATE April 27, 2022

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA SUPPORTING A SUBMITTAL OF A FY 2023 COMMUNITY PROJECT FUNDING REQUEST FORM TO CONGRESSMAN DARRELL ISSA (CA-50) FOR CONSIDERATION FOR THE SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT FOR ADDITIONAL FUNDING FOR THE SANTEE COMMUNITY CENTER

DIRECTOR/DEPARTMENT Marlene Best, City Manager

SUMMARY

This item requests City Council adopt a resolution of support for the submittal of a Community Project Funding Request Form to Congressman Darrell Issa (CA-50) for consideration for a Congressional Appropriation request through the Subcommittee on Transportation, Housing and Urban Development (THUD) Economic Development Initiative.

The City Council has designated the construction of the Santee Community Center as a Tier 1 priority and approved a consultant design contract with HMC Group DBA HMC Architects on October 27, 2021 to begin the design and environmental analysis for the project. Staff has identified that additional funding is required for the project and is requesting Congressional Appropriation funding to offset some of the identified shortfall.

ENVIRONMENTAL REVIEW

This action is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378. Community Center improvements would be subject to separate environmental review.

FINANCIAL STATEMENT

City Council adopted the Capital Improvement Program for Fiscal Years 2022-2026 that includes $11,816,300 for the design and construction of the Community Center. Staff has identified the need for additional funding to complete the construction of the project. This congressional appropriation is requesting $1.5 million to reduce the funding shortfall.

CITY ATTORNEY REVIEW

☐ N/A ☒ Completed

RECOMMENDATION

Adopt the attached Resolution supporting the submittal of a Community Project Funding Request Form to Congressman Darrell Issa for consideration for a Congressional Appropriation request through the Subcommittee on Transportation, Housing and Urban Development Economic Development Initiative.

ATTACHMENT

Resolution

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA SUPPORTING A SUBMITTAL OF A FY 2023 COMMUNITY PROJECT FUNDING REQUEST FORM TO CONGRESSMAN DARRELL ISSA (CA-50) FOR CONSIDERATION FOR THE SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT FOR ADDITIONAL FUNDING FOR THE SANTEE COMMUNITY CENTER

WHEREAS, The City Council has designated the construction of the Santee Community Center as a Tier 1 priority; and

WHEREAS, the Santee Community Center Project is included in the Fiscal Years 2022-2026 Capital Improvement Program approved by City Council on June 23, 2021; and

WHEREAS, City Council approved a consultant design contract with HMC Group DBA HMC Architects on October 27, 2021 to begin the design and environmental analysis for the project; and

WHEREAS, through the design and development of the project staff has identified the need for additional funding for the construction of the project; and

WHEREAS, Congressman Darrell Issa (CA-50) is accepting Community Project Request Forms for consideration by the Subcommittee on Transportation, Housing and Urban Development; and

WHEREAS, Staff has identified $1.5 million of funding in the Economic Development Initiative program as a potential funding opportunity to assist in addressing the funding shortfall for the Santee Community Center; and

WHEREAS, staff is requesting City Council support of the submission of the funding request to Congressman Darrell Issa.

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

SECTION 1. The Santee City Council supports the submission of a Community Project Request Form in the amount of $1.5 million for consideration by the Subcommittee on Transportation, Housing and Urban Development Economic Development Initiative program

RESOLUTION NO. _____

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 27th 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

COUNCIL AGENDA STATEMENT
CITY OF SANTEE

Item 12

MEETING DATE April 27, 2022

ITEM TITLE **RESOLUTION OF THE CITY COUNCIL ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF IN ACCORDANCE WITH SECTION 13146.4 OF THE CALIFORNIA HEALTH AND SAFETY CODE (ANNUAL FIRE INSPECTION COMPLIANCE REPORT)**

DIRECTOR/DEPARTMENT John Garlow, Fire Chief JG

SUMMARY

Senate Bill (SB) 1205, Fire Protection Services, Inspections, Compliance Reporting, was passed in 2018, and section 13146.4 was added to the California Health & Safety Code, which requires every city or county fire department to inspect apartment buildings and condominiums, hotels and motels, and all public and private schools for compliance with building standards and other regulations created by the State Fire Marshal that focus on preventing fires, escaping fires and containing fires. Fire inspections include, but are not limited to: accessing emergency access buildings, evaluating water supply, maintenance of fire protection equipment and systems such as fire alarm systems, automatic fire sprinkler systems and fixed fire suppression systems, proper egress, electrical systems and identifying other potential fire hazards. Health and Safety Code section 13146.4 also requires City Council to acknowledge receipt of the annual compliance report that is provided below in the form of a resolution. Therefore, in accordance with SB1205 and California Health and Safety Code section 13146.4, the Calendar Year 2021 report below includes the types of occupancies in the city of Santee that require an annual fire and life safety inspection and the number of inspections conducted. With the hiring of the newly added Fire Inspector in January 2022, it is expected that most, if not all, of the required inspections will be completed in 2022.

Calendar Year 2021 State Mandated Inspection Compliance			
Occupancy Type	No. of Occupancies	No. of Inspections	Percent Completed
Educational (E): Public/Private Schools	14	2	14%
Residential (R1): Hotel/Motel	3	1	33%
Residential (R2, R3): Apartments/Condos	79	8	10%

In accordance with Health and Safety Code section 13146.4, a Resolution expressly acknowledging receipt of the above report is attached for City Council to review and adopt.

FINANCIAL STATEMENT N/A

CITY ATTORNEY REVIEW ☐ N/A • ☒ Completed

RECOMMENDATION MRB

Adopt the attached Resolution.

ATTACHMENT

Resolution

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF OF THE SANTEE FIRE DEPARTMENT IN ACCORDANCE WITH SECTION 13146.4 OF THE CALIFORNIA HEALTH AND SAFETY CODE

WHEREAS, California Health and Safety Code section 13146.4 was added in 2018 and became effective on January 1, 2019; and,

WHEREAS, California Health and Safety Code sections 13146.2 and 13146.3 require all fire departments that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel and apartment house for compliance with building standards, as provided; and,

WHEREAS, California Health and Safety Code section 13146.4(a) requires all fire departments that provide fire protection services to report annually to the administering authority its compliance with sections 13146.2 and 13146.3; and,

WHEREAS, the Council of the City of Santee intends this Resolution to fulfill the requirements of section 13146.4 of the California Health and Safety Code regarding acknowledgement of the Santee Fire Department's compliance with California Health and Safety Code sections 13146.2 and 13146.3.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Santee that it expressly acknowledges receipt of the report for calendar year 2021 made by the Fire Chief of the Santee Fire Department in accordance with section 13146.4 of the California Health and Safety Code regarding sections 13146.2 and 13146.3 of the California Health and Safety Code which require annual inspections of schools, apartment houses and hotels/motels.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 27th 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

COUNCIL AGENDA STATEMENT
CITY OF SANTEE

Item 13

MEETING DATE April 27,2022

ITEM TITLE **PURCHASE OF A NEW 800MHz PORTABLE RADIO FROM MOTOROLA SOLUTIONS, INC. PER COUNTY OF SAN DIEGO REGIONAL COMMUNICATIONS SYSTEM CONTRACT NO. 553982**

DIRECTOR/DEPARTMENT John Garlow, Fire Chief JG

SUMMARY

This item requests City Council authorization to purchase one (1) additional 800MHz portable radio from Motorola Solutions, Inc. This purchase is necessary in order to outfit the OES fire engine with enough radios for all personnel.

Santee Municipal Code (SMC) Section 3.24.130(B) authorizes the City to buy directly from a vendor at a price established by a competitive or competitively negotiated bid by another public jurisdiction in substantial compliance with the formal purchasing procedures as provided in SMC Section 3.24.100 even if the City had not joined with that public agency in a cooperative purchase. On June 27, 2016, the County of San Diego completed a competitive request for proposals process for the regional communications system replacement, including the procurement of communications equipment, infrastructure and accessories. Motorola Solutions, Inc. was awarded Contract No. 553982 for an initial term of fifteen years. Staff has evaluated the pricing, products and support provided by the contract and the purchasing agent has determined that utilization of this contract for the purchase of radios 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 radio equipment in the amount of $19,494.14 this fiscal year from Motorola Solutions, Inc. Staff recommends utilizing County of San Diego Contract #553982 with Motorola Solutions, Inc. to purchase an additional 800MHz portable radio for an amount not to exceed $7,540.30. The total cost for radios purchased during FY 21/22 utilizing Contract #553982 will be an amount not to exceed $27,034.44.

FINANCIAL STATEMENT

Adequate funding for the purchase of the additional one (1) 800MHz portable radio is included in the amended FY 21/22 Fire Department budget.

CITY ATTORNEY REVIEW ☐ N/A • ☒ Completed

RECOMMENDATION

Authorize the purchase of one (1) additional 800MHz portable radio from Motorola Solutions, Inc. per County of San Diego Contract No. 553982 for an amount not to exceed $7,540.30 and authorize the City Manager to execute all necessary documents.

ATTACHMENT

None

COUNCIL AGENDA STATEMENT
CITY OF SANTEE

Item 14

MEETING DATE April 27, 2022

ITEM TITLE **ACCEPTANCE AND APPROPRIATION OF THE MONETARY DONATION OF $8,014.58 FOR THE PURCHASE OF FENCING MATERIALS FOR THE PICKLEBALL COURTS AT BIG ROCK PARK FROM THE SANTEE COMMUNITY FOUNDATION**

DIRECTOR/DEPARTMENT Sam Rensberry, Public Services Manager SR

SUMMARY

Pickleball is a sport that has grown in popularity in recent years. At the September 2021 SPARC meeting, a motion was made and passed unanimously to allow pickleball use exclusively at the Big Rock Park tennis court area.

There is a large active group of pickleball players in Santee. A donation was made to the Santee Community Foundation by this group, with the purpose of purchasing needed fencing materials for upgrades and repairs at the pickleball courts at Big Rock Park.

City policy regarding donations states all gifts to Departments must be officially accepted by the City Council inasmuch as their acceptance may involve an expenditure of funds for installation, use and/or maintenance. City staff is recommending the Council accept the monetary donation of $8,014.58 from the Santee Community Foundation for use by the Community Services Department to procure fencing materials for repairs and improvements to the pickleball courts at Big Rock Park.

FINANCIAL STATEMENT

The ongoing maintenance of the new fencing will be covered from the existing Community Services Department budget.

CITY ATTORNEY REVIEW ☐ N/A • ☒ Completed

RECOMMENDATION

Accept the donation of $8,014.58 from the Santee Community Foundation and appropriate the funds to the FY 21/22 Public Services Division General Fund budget for the purchase of fencing materials for the pickleball courts at Big Rock Park.

ATTACHMENT

None

COUNCIL AGENDA STATEMENT
CITY OF SANTEE

Item 15

MEETING DATE April 27, 2022

ITEM TITLE **A PUBLIC HEARING TO ADOPT A RESOLUTION APPROVING THE PROGRAM YEAR 2022 ANNUAL ACTION PLAN AND AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

DIRECTOR/DEPARTMENT Carl Schmitz, City Engineer

SUMMARY

Cities requesting an allocation of CDBG funding in the coming fiscal year must submit an Annual Action Plan implementing their Three- or Five-Year Consolidated Plans to HUD by May 15 each year. The City of Santee has a Five-Year Consolidated Plan (Program Years 2020-2024). At the Public Hearing held March 9, 2022, the City Council selected program activities for CDBG Program funding during Program Year 2022 (July 2022 through June 2023) and directed staff to prepare and publish a Draft Annual Action Plan. This Program Year 2022 Action Plan will be the third Action Plan prepared in the implementation of the current Five-Year Consolidated Plan. Notice of the Availability of the Draft Action Plan was published on March 25, 2022 and posted on the City's website. No public comments were received during the 30-day public review and comment period.

The federal budget for Federal Fiscal Year 2022 was signed on March 11, 2022 which provided funding for the national CDBG program in an amount 8.4 percent greater than the amount allocated in the current year. However, as of April 19, 2022, the amount of CDBG funding the City of Santee will receive in Program Year 2022 has not been announced and is not expected to be available until at least mid-May 2022. In accordance with the City Council Resolution No. 028-2022 and the proposed resolution to be adopted with this public hearing, staff will proportionately adjust the funding allocations approved on March 9, 2022 to accommodate any shortfall or surplus between the estimated and actual funding to be received from Program Year 2022.

ENVIRONMENTAL REVIEW

This action is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines section 15378 because it involves a fiscal activity of governments that will not result in any potentially significant impact on the environment. Even if this action is considered a project, it is exempt from environmental review under CEQA by CEQA Guidelines section 15061(b)(3), as there is no potential for the action to cause a significant environmental effect.

FINANCIAL STATEMENT

For planning purposes, it is estimated that the City's PY 2022 allocation will be $279,789. In addition, $25,387 of prior program year unexpended carry forward funds would bring the estimated total amount available for allocation in PY 2022 to $305,176.

CITY ATTORNEY REVIEW ☐ N/A ☒ Completed

RECOMMENDATION MSB

1. Conduct and close the public hearing; and
2. Adopt the attached Resolution approving the Program Year 2022 Annual Action Plan and authorizing the City Manager to submit the grant application to HUD.

ATTACHMENTS

Resolution
Draft 2022 Annual Action Plan

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA APPROVING THE PROGRAM YEAR 2022 ANNUAL ACTION PLAN AND AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

WHEREAS, the Department of Housing and Urban Development (HUD) annually sets aside Community Development Block Grant (CDBG) funds for the City of Santee; and

WHEREAS, the City of Santee is required to prepare and adopt an Annual Action Plan to implement the FY 2020-2024 Consolidated Plan prior to the submittal of a grant application to HUD; and

WHEREAS, in Program Year 2022, the City of Santee anticipates receiving an allocation of approximately $279,789 in CDBG funds; and

WHEREAS, the City of Santee has an unexpended prior year allocation of $25,387 available for allocation in Program Year 2022; resulting in a total estimated amount available for allocation of $305,176; and

WHEREAS, the City of Santee has followed the prescribed format prior to submission of the required documents; and

WHEREAS, this action is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines section 15378 because it involves a fiscal activity of governments that will not result in any potentially significant impact on the environment. Even if this action is considered a project, it is exempt from environmental review under CEQA by CEQA Guidelines section 15061(b)(3), as there is no potential for the action to cause a significant environmental effect.

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

1. Adopt the Program Year 2022 Annual Action Plan; and

2. Direct the City Manager, upon notification by the Department of Housing and Urban Development of the amount of CDBG funding allocated to the City of Santee in Program Year 2022, to proportionately adjust allocations among Public Services, Public Facilities and Administrative activities to accommodate any shortfall or surplus between the estimated Program Year 2022 CDBG allocation of $279,789 and the actual CDBG grant allocated to the City of Santee for Program Year 2022; and

3. Authorize the City Manager to submit the Program Year 2022 Action Plan and Grant Application.

RESOLUTION NO. _____

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 27th 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

Third Program Year Action Plan, City of Santee

This document includes Narrative Responses to specific questions that grantees of the Community Development Block Grant, HOME Investment Partnership, Housing Opportunities for People with AIDS and Emergency Shelter Grants Programs must respond to in order to be compliant with the Consolidated Planning Regulations.

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The City of Santee 2020-2024 Consolidated Plan (Con Plan) outlines the community's strategies for meeting its identified housing and community development needs, developed through a citizen participation process as detailed in the 2020-2024 Citizen Participation Plan. The five-year Consolidated Plan includes a needs assessment, market analysis, and identification of priority needs and long-term strategies.

The Con Plan is a five-year planning document that identifies needs within low-to -moderate- income (LMI) communities and outlines how the City will address those needs. Ultimately, it guides investments in and helps achieve HUD's mission of providing decent housing, suitable living environments, and expanded economic opportunities for LMI populations.

An Annual Action Plan implements the strategies included in the Con Plan and provides a basis for allocating federal block grant resources. This document represents the City of Santee's Program Year 2022 CDBG Action Plan. It identifies the goals and programming of funds for activities to be undertaken in the second year of the five-year Consolidated Plan.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

In Program Year 2022, the Santee Annual Action Plan will generate the following estimated results:

- Render homeless prevention support and services for up to 190 persons;

- Assist up to 15,494 low- and moderate-income persons, many with special needs, via CDBG funded public services*;*
- Fund public infrastructure improvements to benefit disabled and visually impaired persons (presumed low- and moderate-income) through the Citywide Americans with Disabilities Act (ADA) Pedestrian Ramp Project.
- Assist up to 150 persons with fair housing issues funded with CDBG Administration Funds.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Each program year of the Consolidated Plan period, the City must submit to HUD a Consolidated Annual Performance and Review Report (CAPER) with detailed information on progress towards the priorities, goals and objectives outlined in the Consolidated Plan.

In its most recent completed review of Consolidated Plan program funds, HUD has determined that the overall performance of the City's CDBG program was satisfactory.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Santee conducted two public hearings to solicit public participation in the allocation of federal block grant resources. The first was held on February 9, 2022 during which public input on community needs and priorities was invited. The second hearing was conducted on March 9, 2022 during which the allocation of Program Year 2022 Community Planning and Development (CPD) funding was determined based on the estimated PY 2022 City of Santee allocation. A 30-day public review and comment period for the City of Santee Program Year 2022 Annual Action Plan began on March 25, 2022 and extended through April 25, 2022. A public hearing was held on April 27, 2022 by the Santee City Council where it sought input on the draft plan and ultimately approved the Program Year 2022 Action Plan. Public hearing dates and comment periods were published in the East County Californian and notices were published on the City's website.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

To be determined

6. Summary of comments or views not accepted and the reasons for not accepting them

To be determined.

7. Summary

This document represents the City Santee's Program Year 2022 CDBG Action Plan.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	SANTEE	Department of Development Services

Table 1 – Responsible Agencies

Narrative

None.

Consolidated Plan Public Contact Information

Bill Crane, Senior Management Analyst, City of Santee Department of Development Services, bcrane@cityofsanteeca.gov

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Santee conducted two public hearings to solicit public participation in the allocation of federal block grant resources. The first was held on February 9, 2022 during which public input on community needs and priorities was invited. The second hearing was conducted on March 9, 2022 during which the allocation of Program Year 2022 Community Planning and Development (CPD) funding was determined. A 30-day public review and comment period for the City of Santee Program Year 2022 Annual Action Plan began on March 25, 2022 and extended through April 25, 2022. A public hearing was held on April 27, 2021 by the Santee City Council where it sought input on the draft plan and ultimately approved the Program Year 2022 Action Plan. Public hearing dates and comment periods were published in the East County Californian and notices were published on the City's website.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The City of Santee allocates CDBG resources to expand social services, prevent homelessness, provide emergency shelter, transitional housing and other support services for homeless and special needs clients throughout the region. The City of Santee participates in the Regional Task Force on the Homeless (RTFH), an integrated array of stakeholders tasked with strategic planning and coordination of resources to strengthen its collective impact with the goal of ending homelessness in the San Diego region.

The City of Santee also participates in the East County Homeless Task Force (ECHTF), which is under the East County Chamber of Commerce Foundation. The role of the ECHTF is to;

- Increase service provider programs' capacity;
- Facilitate collaboration to bring funding to the region;
- Provide information about access to homeless resources;
- Act as a conduit for inserting East County needs into County-wide discussions; and
- Sponsor monthly coordinated homeless outreach meetings.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Santee is committed to addressing the needs of homeless citizens in relation to both physical and mental/behavioral health needs. The City of Santee participates in a regional Continuum of Care (Regional Task Force on the Homeless). The Regional Task Force on the Homeless provides direction on planning and policy issues that impact the homeless population by making updates to the Regional Plan

to End Homelessness and a consolidated application to the U.S. Department of Housing and Urban Development in support of programming that assists the Santee's homeless and 'at risk' population.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Santee consulted with the Regional Task Force on the Homeless, however, the city does not directly receive HUD Emergency Solutions Grant (ESG) resources.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	CRISIS HOUSE, INC.
	Agency/Group/Organization Type	Services - Housing Services-Homeless Services – Victims of Domestic Violence
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attendance and testimony/involvement at public hearing. Recipient of $30,000 in CDBG-CV funding for emergency housing services.
2	**Agency/Group/Organization**	SANTEE MINISTERIAL COUNCIL- SANTEE FOOD BANK
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Health
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attendance and testimony/involvement at public hearing.
3	**Agency/Group/Organization**	MEALS ON WHEELS OF GREATER SAN DIEGO
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attendance and testimony/involvement at public hearing.
4	**Agency/Group/Organization**	EAST COUNTY YMCA-CAMERON FAMILY FACILITY
	Agency/Group/Organization Type	Services-Children Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attendance and testimony/involvement at public hearing.
5	**Agency/Group/Organization**	ELDERHELP OF SAN DIEGO
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Health

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attendance and testimony/involvement at public hearing.
6	**Agency/Group/Organization**	CSA SAN DIEGO COUNTY
	Agency/Group/Organization Type	Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attendance and testimony/involvement at public hearing.
7	**Agency/Group/Organization**	Voices for Children
	Agency/Group/Organization Type	Services-Children Services-Victims of Domestic Violence
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attendance and testimony/involvement at public hearing on February 9, 2022

Identify any Agency Types not consulted and provide rationale for not consulting

The citizen input process associated with the preparation of the Program Year 2022 Annual Action Plan was inclusive and involved many organizations, entities and persons.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Regional Task Force on the Homeless	San Diego Regional Continuum of Care	Seek to further the efforts of the RTFH.
City of Santee Housing Element, 2021-2029	City of Santee	The 2020-2024 City of Santee Consolidated Plan conforms with the adopted City of Santee Housing Element, 2021-2029

Table 3 - Other local / regional / federal planning efforts

Narrative

All of the Program Year 2022 CDBG applicants addressed the Mayor, City Council and members of the public present at the City Council Public Hearing. The applicants provided information on the programs that would be funded by CDBG and the various needs and demographics of the persons their programs serve.

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting

Information regarding the CDBG program, resources, and local program contact information were all posted on the City website. Public notices were published in a local newspaper to inform the public of public meetings, public hearings and document public review periods, including the Program Year 2022 Annual Action Plan containing the proposed activities for the program year.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	Notice of two Public Meetings (1/28/2022) in East County Californian	N.A.	N.A.	
2	Public Hearing	Non-targeted/broad community	Public Meetings on 2/9/2022, 3/9/2022 and 4/27/2022 to solicit public input.	Speakers at the February public hearings addressed needs of community, including elderly persons, homeless, youth, low-income and disabled.	All comments were considered.	www.cityofsanteeca.gov

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

The City of Santee is a CDBG Entitlement jurisdiction. The City will receive an estimated $279,789 in CDBG funds in Program Year 2022. The City of Santee is a member of the San Diego County HOME Investment Opportunities Consortium. The County of San Diego is recognized by HUD as a Participating Jurisdiction on behalf of the Consortium and includes HOME Program goals, activities and accomplishments in its Consolidated Plan and Annual Action Plans. The City of Santee does not receive Housing Opportunities for Persons with AIDS (HOPWA) or Emergency Solutions Grant (ESG) program funding. Please refer to the County of San Diego (www.sdhcd.com) and City of San Diego (www.sandiego.gov) Annual Action Plans for details on the goals and distribution of HOPWA and ESG funds.

The City does not anticipate a regular stream of Program Income over the course of this Consolidated Plan. Program income received from the repayment of home rehabilitation loans (CDBG and HOME) and First Time Homebuyer loans will be applied to approved current-year activities

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	297,789	0	25,387	305,176	505,000	The City of Santee plans to apply for Section 108 Loan for a Citywide ADA Pedestrian Ramp Project. The project would benefit 3,557 Santee residents citywide that have "ambulatory difficulties" and 1,232 residents that have "vision difficulties" according to the U.S. Census Bureau's 2019 ACS. This Section 108 Loan would be combined with allocations from PYs 2021 and 2022 to make approximately $1.71 million available for the project.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

While the CDBG program does not require matching funds, CDBG funds offer excellent opportunities to leverage private, local, state and other federal funds to allow for the provision of public service activities. For example, many State homes programs have scoring criteria that reward applicants who have matching funds.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

As the housing crisis has worsened in California, utilizing publicly owned land for affordable housing development has become an increasingly popular policy solution. In January 2019, Governor Gavin Newsom issued an Executive Order directing State agencies to inventory and assess surplus State properties for their development potential. Unfortunately, the State owns just seven surplus properties, resulting in 25 total acres, in San Diego County (none are in Santee). For its part, the City regularly reviews its real estate portfolio and assesses if properties are being put to best use. However, the City has no city-owned property zoned for housing. Most City-owned properties are remnant parcels associated with improvements to the Prospect Avenue industrial collector.

Discussion

See Above.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve community infrastructure and facilities.	2020	2024	Infrastructure		Improve Infrastructure and Facilities	CDBG: $207,254	Citywide ADA Pedestrian Ramp Improvement Project: To be determined
2	Provide Public Services	2020	2024	Public Services		Public Services for LMI-Resident	CDBG: $41,967	Public service activities other than Low/Moderate Income Housing Benefit: 15,494 Persons Assisted Homelessness Prevention: 190 Persons Assisted
3	Support Affordable Housing Opportunities LMI	2020	2024	Affordable Housing		Support Affordable Housing for LMI Residents.	CDBG: $0	Public service activities for Low/Moderate Income Housing Benefit: 45 persons served – Caring Neighbors program suspended due to coronavirus pandemic.
4	Fair Housing	2020	2024	Fair Housing		Fair Housing	CDBG: $15,500	Provide Fair Housing and Tenant\Landlord Mediation Services: 150 persons assisted.

Table 6 – Goals Summary

Goal Descriptions

1	**Goal Name**	Improve community infrastructure and facilities.
	Goal Description	Provision of public facilities/infrastructure maintenance and support via CDBG resources, of which part are comprised of Section 108 loan funding.
2	**Goal Name**	Provide Public Services
	Goal Description	Provide public services and activities to improve the quality of life for residents, including special needs populations and individuals experiencing homelessness - Provision of housing and/or support services to clients of which many are comprised of special needs populations, to include those experiencing homelessness.
3	**Goal Name**	Support Affordable Housing Opportunities LMI
	Goal Description	Assist in facilitation the creation of new affordable rental and homeownership housing through acquisition, preservation, and rehabilitation.
4	**Goal Name**	Fair Housing
	Goal Description	Retain the services of a Fair Housing provider, promote fair housing education, and outreach within Santee.

AP-35 Projects - 91.420, 91.220(d)

Introduction

The following projects are based on the City's identified priority needs and activities. Projects/programs that are operated citywide are noted. The majority of the projects are targeted low- and moderate-income persons, or neighborhoods in census tracts with 51% or more who are low- or moderate-income. All proposed activities are eligible and meet program service targets.

#	Project Name
1	Program Administration
2	Program Administration - Fair Housing – CSA San Diego
3	Public Services - East County Family YMCA
4	Public Services - Crisis House
5	Public Services - ElderHelp San Diego
6	Public Services - Meals on Wheels Greater San Diego
7	Public Services - Santee Food Bank
8	Public Services – Voices for Children
9	Public Facilities – Citywide ADA Pedestrian Ramp Project

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Allocation priorities were established by the City of Santee City Council based on their collective knowledge of the community's needs. The most significant obstacle to addressing underserved needs is the lack of sufficient resources to do so.

AP-38 Project Summary

Project Summary Information

1	**Project Name**	Program Administration
	Target Area	Citywide
	Goals Supported	Public Facilities/Infrastructure Support Affordable Housing Production & Maintenance Public Services Support. Homeless Prevention Services Fair Housing Services
	Needs Addressed	Infrastructure Maintenance & Support Acquisition &r Maintenance of Affordable Housing Support Services for Special Needs Clients Homeless Prevention & Services. Fair Housing Support
	Funding	CDBG: $40,455
	Description	General program administration.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	Citywide
	Planned Activities	City of Santee administrative resources for the FY 2022/2023 CDBG program.
2	**Project Name**	Program Administration - Fair Housing -CSA San Diego
	Target Area	
	Goals Supported	Fair Housing
	Needs Addressed	Fair Housing
	Funding	CDBG: $15,500
	Description	Provide fair housing counseling and referral services. Conduct fair housing testing.
	Target Date	6/30/2023

	Estimate the number and type of families that will benefit from the proposed activities	Up to 150 residents will receive assistance with fair housing issues and landlord/tenant disputes.
	Location Description	Citywide.
	Planned Activities	Provide counseling and referral services to persons alleging violations of Fair Housing laws and persons seeking information and/or resolution regarding conflicts between tenants and landlords.
3	**Project Name**	Public Services - East County Family YMCA
	Target Area	Citywide
	Goals Supported	Provide Public Services
	Needs Addressed	Public Services for LMI-Residents
	Funding	CDBG: $3,750
	Description	Provides class and program fees (scholarships) for low- and moderate-income youth ages 5 to 13.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	This activity will benefit up to 59 low-income and disadvantaged youth and teens (Kindergarten thru 8th Grade) in Santee schools.
	Location Description	East County (Cameron Family) YMCA, 10123 Riverwalk Drive, Santee, CA 92071
4	**Project Name**	Public Services - Crisis House
	Target Area	Citywide
	Goals Supported	Provide Public Services
	Needs Addressed	Public Services for LMI-Residents
	Funding	CDBG: $5,000
	Description	Homeless prevention/resolution through case management, food, shelter and referrals.
	Target Date	6/30/2023

	Estimate the number and type of families that will benefit from the proposed activities	Crisis House anticipates serving approximately 190 City of Santee residents. All will be at or below low- to moderate-income levels.
	Location Description	Citywide.
	Planned Activities	Address homeless issues through case management. Provide food, shelter vouchers and referrals.
5	**Project Name**	Public Services - ElderHelp San Diego
	Target Area	Citywide
	Goals Supported	Provide Public Services
	Needs Addressed	Public Services for LMI-Residents
	Funding	CDBG: $6,500
	Description	Independent living support for Santee Seniors through case management and referrals.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	ElderHelp of San Diego anticipates serving 40 older adults, with an average age of greater than 75, in the City of Santee. Ninety-six percent of those served are either low income or very low-income person, many of which are disabled.
	Location Description	Citywide.
	Planned Activities	Provide grocery delivery and case management and services through a trained social worker to help seniors remain in their homes by providing referrals and information.
6	**Project Name**	Public Services - Meals on Wheels Greater San Diego
	Target Area	Citywide
	Goals Supported	Provide Public Services
	Needs Addressed	Public Services for LMI-Residents
	Funding	CDBG: $5,000
	Description	Administer home delivered meals to elder adults, most of whom are low- to extremely-low income.
	Target Date	6/30/2023

	Estimate the number and type of families that will benefit from the proposed activities	Meals on Wheels anticipates serving 83 unduplicated homebound low-income seniors in the city of Santee.
	Location Description	Citywide.
	Planned Activities	Provide meals to homebound Santee residents, including seniors and persons with special needs.
7	**Project Name**	Public Services - Santee Food Bank
	Target Area	Citywide
	Goals Supported	Provide Public Services
	Needs Addressed	Public Services for LMI-Resident
	Funding	CDBG: $16,717
	Description	Provide emergency food assistance to community residents.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	The Santee Food Bank anticipates serving 15,350 Santee residents in Program Year 2022.
	Location Description	Program serves residents citywide. Santee Food Bank is located at 9715 Halberns Blvd, Santee, CA 92071.
	Planned Activities	Provide an emergency food assistance and commodity distribution.
8	**Project Name**	Public Services - Voices for Children
	Target Area	Citywide
	Goals Supported	Provide Public Services
	Needs Addressed	Public Services for LMI-Resident
	Funding	CDBG: $5,000
	Description	Support Services-Abused and Neglected Foster Children
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	The Voices for Children anticipates serving two foster children with two Court Appointed Special Advocates (CASAs). CASAs are volunteers who provide a single child or sibling group with comprehensive advocacy in court and the community.

	Location Description	Citywide.
	Planned Activities	Provide CASAs for foster children in Santee.
9	**Project Name**	Public Infrastructure – Citywide ADA Pedestrian Ramp Project
	Target Area	Citywide
	Goals Supported	Improve community infrastructure and facilities.
	Needs Addressed	Infrastructure improvements in Low-and Moderate-Income Communities
	Funding	CDBG: $207,254
	Description	Citywide installation of ADA compliant pedestrian ramps at locations where no ramp exists and the retrofitting of existing pedestrian ramps to conform with current ADA Standards.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	The project will benefit 3,557 Santee residents citywide that have "ambulatory difficulties" and 1,232 residents that have "vision difficulties" according to the U.S. Census Bureau's 2019 American Community Survey.
	Location Description	ADA Pedestrian Ramps to be installed or improved citywide. All eligible intersections without pedestrian ramps and all non-ADA compliant pedestrian ramps will be improved in the City's low and moderate-income census block groups.
	Planned Activities	Citywide ADA Pedestrian Ramp Project is planned to start construction in Program Year 2022.

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The geographic priority area for available CDBG resources is the City of Santee in its entirety. Public improvements which may occur in Program Year 2022 will be located within a CDBG-eligible census tract or otherwise qualified area.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The geographic priority area for available CDBG resources is the City of Santee in its entirety. CDBG resources were allocated based on the quality and quantity of applications submitted. The allocation of CDBG in Program Year 2022 to fund public facilities will likely occur citywide with an emphasis on completing all non-ADA compliant pedestrian ramp locations in CDBG-eligible low- and moderate-income areas and this rationale will continue through the Consolidated Plan planning period.

Discussion

The allocation of CDBG in Program Year 2022 to fund public infrastructure will likely occur in CDBG-eligible low- and moderate-income areas and citywide as discussed above and this rationale will continue through the Consolidated Plan planning period.

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

The City of Santee has a long record of supporting affordable housing. The City has adopted numerous provisions in its Zoning Ordinance that facilitate a range of residential development types and encourage affordable housing, including flexible development standards, density bonus provisions, and reasonable accommodation procedures for persons with disabilities. In addition, the City and its former Redevelopment Agency have provided direct financial assistance to support affordable housing projects. The loss of Redevelopment Housing Funds after the dissolution of redevelopment in California in 2012, combined with reductions in federal HOME funds, has impaired the City's ability to provide direct financial for future affordable housing production in the City.

In addition to funding constraints, the primary barrier to the provision of affordable housing in the City of Santee is the lack of vacant land suitable for residential development. Private lands owners hold much of the underdeveloped and residentially zoned land in the City. This calls for alternative policy tools such as lot consolidation and/or demolition of existing older structures to accommodate higher density infill development.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City firmly believes that its policies and current practices do not create barriers to affordable housing. In 2020, the City participated in the update of the Regional Analysis of Impediments to Fair Housing Choice, in which it reviewed various city policies and regulations and has determined that none of these is an impediment to housing.

Discussion

The city will continue to review any new policies and procedures to ensure they do not serve as an actual constraint to development.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

This section of the Program Year 2022 City of Santee Annual Action Plan includes the actions planned to address the obstacles in meeting underserved needs, to foster and maintain affordable housing, reduce lead-based paint hazards, reduce the number of families in poverty, develop the institutional structure and enhance coordination between public and private housing and social services agencies.

Actions planned to address obstacles to meeting underserved needs

The primary obstacle to meeting all of the identified needs, including those identified as priorities, is the general deficiency of funding resources available to the public and private agencies that serve the needs of low- and moderate-income residents. The elimination of redevelopment agencies significantly impacted the city's efforts to maintain infrastructure, expand housing and promote economic development. Furthermore, entitlement grants have leveled off over recent years, further stretching funds available to provide increasing needs for services and meet the City's needs. Santee will seek to remedy obstacles by exploring alternative funding vehicles, leveraging resource investments to the maximum feasible degree and exploring new sources of municipal revenue generation.

Actions planned to foster and maintain affordable housing

Santee will continue efforts to maintain and improve the infrastructure of the city's low- and moderate-income neighborhoods as well as assist residents by helping them acquire and/or maintain affordable housing in the community. The city plans on funding specific activities that will improve the quality of life for seniors and persons with special needs, including those with ambulatory and vision difficulty, as well as strengthen the local provision of homeless services and homeless prevention services.

Additionally, the City is currently in the process of updating its Housing Element. The Housing Element is the City's main housing policy and planning document that identifies housing needs and constraints, sets forth goals and policies that address these needs and constraints, and plans for projected housing needs for all income levels over an eight-year planning period that coincides with a Regional Housing Needs Allocation (RHNA).

Actions planned to reduce lead-based paint hazards

The City of Santee requires that all federally-funded projects be tested for lead-based paint and abate hazards as needed. Lead-based paint warnings are distributed with applications for property related assistance. All applicants are required to sign and return the lead-based paint warning to verify that they have read its contents and are aware of the dangers lead-based paint presents. Factors such as housing age and condition and the age of household members are taken into consideration when

determining lead-based paint danger.

Actions planned to reduce the number of poverty-level families

The City of Santee seeks to reduce the number of people living in poverty by continuing to implement its anti-poverty strategy incorporating housing assistance and supportive services. A major partner in reducing poverty in Santee is the County, which administers the CalWORKs Program. CalWORKs provides cash aid to needy families to cover the cost of essentials like housing, healthcare, and clothing. It also supports job training through the County and the Community College Districts. The County also administers CalFresh, the federally funded food assistance program that is widely regarded as one of the most impactful anti-poverty programs in the country.

As a means of reducing the number of persons with incomes below the poverty line, the City will coordinate its efforts with those of other public and private organizations serving lower income residents.

Actions planned to develop institutional structure

As the administrator of block grant programs, Department of Development Services staff collaborates with City departments and outside agencies to implement the objectives established in the Consolidated Plan. The City conducts annual monitoring visits with grant subrecipients to review administrative practices and activity effectiveness.

Actions planned to enhance coordination between public and private housing and social service agencies

Santee is committed to fostering coordination between public and private housing and social service agencies. The City of Santee regularly deals with residential development entities that are both profit and non-profits. The city will continue to work with such organizations to foster the provision of affordable housing in the region and connect such housing organizations with social service providers operating and serving the City of Santee.

Discussion

In the course of monitoring CDBG-financed public services/resources to local services agencies, the City will endeavor to strengthen coordination with public and private affordable housing organizations and the San Diego County Housing Authority. Santee will continue to address the needs of persons experiencing Homelessness in relation to both physical and mental/behavioral health needs. Santee participates in a regional Continuum of Care plan.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4)

Introduction

The following identifies additional resources available for allocation to Program Year 2021 activities. Also identified are the amount of urgent need and percentage expended on activities that benefit persons of low- and moderate- income are provided.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	**0**

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income.Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Discussion

The City of Santee plans to expend all of its CDBG resources for the benefit of low- and moderate-income persons.

MEETING DATE April 27, 2022

ITEM TITLE **PUBLIC HEARING FOR THE "PROSPECT ESTATES II" MAJOR REVISION (MJR2022-1) TO TENTATIVE MAP (TM2016-3) AND DEVELOPMENT REVIEW PERMIT (DR2016-4) TO WAIVE THE REQUIREMENT OF UNDERGROUNDING OVERHEAD FACILITIES FOR A RESIDENTIAL SUBDIVISION CONSISTING OF 38 CONDOMINIUM UNITS AND 15 SINGLE-FAMILY RESIDENCES LOCATED ON A 6.8-ACRE SITE ON PROSPECT AVENUE AT MARROKAL LANE (APN 383-112-32 AND 383-112-55). APPLICANT: M. GRANT REAL ESTATE, INC. (MICHAEL GRANT)**

DIRECTOR/DEPARTMENT Chris Jacobs / Development Services CJ

SUMMARY

On October 9, 2019, the City Council approved a Tentative Map (TM2016-3) and Development Review Permit (DR2016-4) for a residential subdivision consisting of 38 attached condominiums and 15 single-family dwelling units located on a 6.8-acre site on Prospect Avenue at Marrokal Lane. The project was conditioned to require the undergrounding of utilities in accordance with Santee Municipal Code (SMC) Section 11.24.100. SMC requires that for new construction, all new and all existing overhead utilities within the boundaries of the project and within the half street abutting the project to be placed underground, subject to limited exceptions.

The property owner intends to underground the existing facilities along Prospect Avenue but has requested the City waive the requirement to underground utilities along Marrokal Lane adjacent to the Mission Gorge Villa Mobile Home Park (MHP) located west of the project site.

As part of the tentative map approval, the project was conditioned to "*underground any existing overhead facilities on-site and underground any overhead facilities adjacent to the project to the satisfaction of the Director of Development Services.*" (Reso. No. 096-2019, §3(c)(30).) During the application review process, staff determined that the existing overhead facilities lay within the project boundaries; therefore, staff's recommendation was to require undergrounding of all poles along the project's frontage on Prospect Avenue and the poles along Marrokal Lane which are located on the project site. It should be noted that the owner is not required to underground existing overhead services to the MHP as it is under the jurisdiction of the California Department of Housing and Community Development (HCD).

SMC Section 11.24.100(E) states "In exceptional circumstances the property owner may request that the City defer/waive the requirement to underground utilities. The City Council will conduct a public hearing and allow the applicant to present evidence supporting deferment/waiver." The applicant has submitted a Major Revision request to waive the requirements, but has not provided an itemized cost estimate for the undergrounding, as required under the SMC. The Major Revision request to waive the requirements to underground existing overhead facilities was reviewed by the Department of Development Services. Staff does not support the request

CITY OF SANTEE, CALIFORNIA INCORPORATED 1980

because 1) the requirement to underground overhead utilities is an adopted Construction and Improvement Standard; 2) the project does not meet the limitation or exemption requirements; and 3) allowing the waiver will establish precedent for current and future projects. Therefore, Staff recommends that the Major Revision request be denied.

ENVIRONMENTAL REVIEW

A Mitigated Negative Declaration (AEIS 2016-8) (State Clearinghouse Number 2018051040) was previously adopted. The project would not result in any new additional significant impacts, nor would it substantially increase the severity of previously anticipated significant impacts.

FINANCIAL STATEMENT

Staff costs for Major Revision application processing are fully recovered through payments by the applicant.

CITY ATTORNEY REVIEW ☐ N/A ☒ Completed

RECOMMENDATION MSB

1. Conduct and close the public hearing; and

2. Deny the application for Major Revision MJR2022-1

ATTACHMENTS

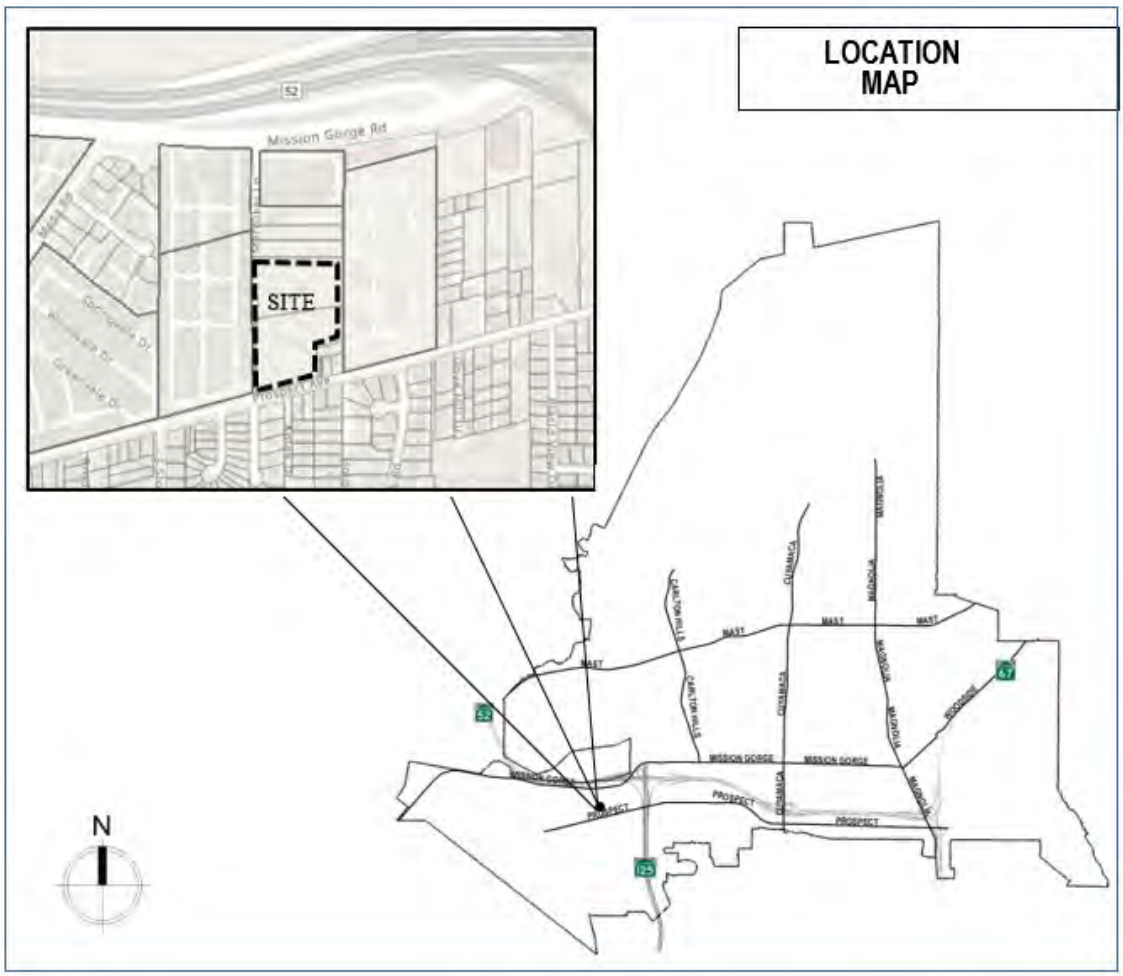
Staff Report
SMC Section 11.24.100 (Exhibit A)
DCI Memo - Waiver Request (Exhibit B)
Utility Plan & Aerial Utility Map (Exhibit C)
Photos (Exhibit D)
Approved Site Plan for reference (Exhibit E)

STAFF REPORT
PUBLIC HEARING FOR THE "PROSPECT ESTATES II" MAJOR REVISION (MJR2022-1) TO TENTATIVE MAP (TM2016-3) AND DEVELOPMENT REVIEW PERMIT (DR2016-4) TO WAIVE THE REQUIREMENT OF UNDERGROUNDING OVERHEAD FACILITIES FOR A RESIDENTIAL SUBDIVISION CONSISTING OF 38 CONDOMINIUM UNITS AND 15 SINGLE-FAMILY RESIDENCES LOCATED ON A 6.8-ACRE SITE ON PROSPECT AVENUE AT MARROKAL LANE (APN 383-112-32 AND 383-112-55).

APPLICANT: M. GRANT REAL ESTATE, INC. (MICHAEL GRANT)

CITY COUNCIL MEETING
APRIL 27, 2022

A Notice of Public Hearing was published in the East County Californian on April 15, 2022. A total of 322 owners and occupants of property within 300 feet of the project site and other interested parties were notified by US Mail on April 14, 2022. Notices were also hand-delivered to the coaches in the Mission Gorge Villa MHP that front the development site and provided to the park management office on April 14, 2022.



A. SITUATION AND FACTS

1.	Requested by	M. Grant Real Estate, Inc. (Michael Grant)
2.	Land Owner.....	Prospect Estates II, LLC (APN: 383-112-32) and M Grant Real Estate, INC (APN: 383-112-55)
3.	Type and Purpose of Request	Major Revision to a Tentative Map and a Development Review Permit
4.	Location	Prospect Avenue at Marrokal Lane (APN: 383-112-32 and 383-112-55)
5.	Site Area	6.8 Acres
6.	Number of lots	2 existing / 1-lot condominium with 38 dwelling units and 15 single-family lots are proposed
7.	Hillside Overlay	No
8.	Existing Zoning	R-2 (Low-Medium Density Residential) & R-7 (Medium Density Residential)
9.	Surrounding Zoning	North: R-7 (Medium Density Residential)
		South: R-2 (Low-Medium Density Residential)
		East: R-2 (Low-Medium Density Residential) / R-7 (Medium Density Residential)
		West: R-2 (Low-Medium Density Residential)
10.	General Plan Designation	R-7 (Medium Density Residential) (APN:383-112-32)
		R-2 (Low-Medium Density Residential) (APN: 383-112-55)
11.	Existing Land Use	APN: 383-112-32 contains a single-family home APN: 383-112-55 is vacant
12.	Surrounding Land Use	North: Vacant
		South: Single family residential
		East: Detached condominiums & single family residential
		West: Mission Gorge Villa Mobile Home Park (MHP)
13.	Terrain.....	The topography on the site slopes from south to north with the lowest point of the site near the northeast corner.
14.	Environmental Status	A Mitigated Negative Declaration (State Clearinghouse Number 2018051040) was previously adopted. The project would not result in any new additional significant impacts, nor would it substantially increase the severity of previously

anticipated significant impacts.

15. APN..... 383-112-32 and 383-112-55

16. Within Airport Influence Area..... The project is within Airport Influence Area 2 and does not require a consistency review with the Gillespie Field Airport Land Use Compatibility Plan (ALUCP).

B. BACKGROUND

On January 28, 2022 the applicant requested a Major Revision to waive the requirement for undergrounding utilities along Marrokal Lane. Santee Municipal Code (SMC) Section 11.24.100 states "In exceptional circumstances the property owner may request that the City defer/waive the requirement to underground utilities. The City Council will conduct a public hearing and allow the applicant to present evidence supporting deferment/waiver." To process the waiver request, the applicant must provide the following for a public hearing:

- A fee in the amount established by resolution of the City Council
  - A Major Revision Application and fee was submitted.
- A letter detailing the extenuating circumstances supporting a deferment/waiver
  - A letter was provided by Development Contractor, Inc. (Exhibit B)
- Written, itemized cost estimates for undergrounding from SDG&E or an undergrounding consultant
  - Not provided.
- A plat map showing size and location of all utility lines and facilities on-site and adjacent to the site
  - A conceptual dry utility plan and aerial utility map (Exhibit C) was provided which identifies the existing overhead lines along Marrokal Lane and Prospect Avenue. The plan indicates "Existing overhead lines (servicing the mobile home park) along Marrokal Lane will not be undergrounded." and identifies a section of existing overhead lines along Prospect Avenue that will be undergrounded.
- Electronic images of all utility lines involved in the request for deferment/waiver
  - Photos are provided (Exhibit D).

C. ANALYSIS

Overview:

The applicant states that undergrounding the utilities along Marrokal Lane is onerous and does not serve the purpose of the City's ordinance. In addition, the applicant states that the requirement to underground is unclear and ambiguous in that it requires partial undergrounding or a portion of existing overhead facilities.

SMC Section 11.24.100 requires all new and all existing utilities within the boundaries of the project and within the half street abutting the project to be placed underground. Limitations and exemptions are allowed under certain circumstances (see text of Section 11.24.100 attached as Exhibit A); however, Staff does not believe the project or applicant has demonstrated they meet the limitation or exemption requirements.

As part of the TM and DR approval in 2019, the project was conditioned to underground the existing utilities along Prospect Avenue abutting the project site (north side only) as required by SMC Section 11.24.100. In addition, the project was conditioned to underground the existing utilities along Marrokal Lane because the utilities are within the boundaries of the project as required by SMC Section 11.24.100. Thus, Resolution 096-2019 was adopted with the following condition of approval:

30. Applicant shall place all new utilities required to serve the project underground. No overhead facilities or extension of overhead facilities is permitted. In addition, the applicant shall underground any existing overhead facilities on-site and underground any overhead facilities adjacent to the project to the satisfaction of the Director of Development Services. Adjacent facilities are defined as existing overhead facilities in the abutting half street and may include extension of the undergrounding to either side of the project to the nearest existing utility pole.

Applicant shall underground all existing power and communication transmission lines, facilities and ancillaries along Marrokal Lane to the maximum extent possible. This may include reduction in height of existing poles and may require the addition of new service poles to provide overhead support of the existing services to the mobile home park (Mission Gorge Villa) units located west of the project site.

It should be noted that the condition was drafted to underground utilities to the maximum extent possible and to the satisfaction of the Director of Development Services. This allows the project to not underground existing overhead services from Marrokal Lane and west to the MHP as it is under the jurisdiction of the California Department of Housing and Community Development (HCD). It also allows for modifications to the ultimate design plan which is also required to comply with San Diego Gas & Electric (SDG&E) requirements.

Staff requested from the applicant but did not receive preliminary plans from SDG&E and / or a utility consultant demonstrating compliance with the condition of approval. In addition, a note was added to the improvement plans to allow for this concern to be deferred until a later date so that undergrounding plans could be properly prepared by SDG&E and or a utility consultant for staff review and approval.

The Rancho Fanita Villas (TM2005-5) project located adjacent to Prospect Estates II is currently under construction and is also required to underground the overhead facilities. The issued grading plans for Rancho Fanita Villas identify the undergrounding requirement with the intention to underground the overhead utilities along the project's property frontage along Marrokal Lane. Staff is concerned that granting a waiver to the Prospect Estates II project will establish a precedent to challenge this requirement on other projects that are, or have been conditioned with this same requirement which has been in effect since 1988.

Environmental Status:
A Mitigated Negative Declaration (AEIS 2016-8) (State Clearinghouse Number 2018051040) was previously adopted in 2019. The project would not result in any new additional significant impacts, nor would it substantially increase the severity of previously anticipated significant impacts.

D STAFF RECOMMENDATION

1. Conduct and close the Public Hearing; and

2. Deny the application for Major Revision MJR2022-1

Santee Municipal Code 11.24.100

11.24.100 Undergrounding of utilities—Required.

All new and all existing overhead utilities within the boundaries of the project and within the half street abutting the project must be placed underground except as indicated below. Undergrounding of electrical lines of 69 kv or greater will not be required.

A. Limitations. At the discretion of the approval authority, undergrounding requirements may be limited to placement of conduit for future undergrounding of utilities in the following situations:

1. Where the value of the building improvement is less than 25% of the current market value of all buildings on the lot in consideration; and

2. Where the length of frontage to be under-grounded is less than 200 feet but more than 50 feet.

B. Exemptions. The following are exempt from undergrounding utilities in the adjacent right-of-way:

1. Single-family dwellings in an area where most utilities have been undergrounded, but the value of the building improvement is less than 50% of the current market value of all buildings on the lot;

2. Single-family dwellings in a built-out area where overhead utilities have not been undergrounded in the neighborhood, and there are no plans for undergrounding these utilities;

3. Any unit or development which has 50 feet or less frontage that includes overhead utilities;

4. Single-family dwelling replacements when the existing residential unit has been completely removed from the lot in a built-out neighborhood, and there are no plans for overhead facilities to be undergrounded in the foreseeable future.

C. Exemption. Utilities which serve properties outside the project boundaries and which are not adjacent to the street frontage.

D. In-Lieu Cash Deposits. Where the City Engineer determines that undergrounding the utilities is impractical, the undergrounding improvements may be deferred and an in-lieu cash deposit collected by the City in the amount equal to the estimated cost of undergrounding of such utilities.

E. Deferment/Waivers. In exceptional circumstances the property owner may request that the City defer/waive the requirement to underground utilities. The City Council will conduct a public hearing and allow the applicant to present evidence supporting deferment/waiver. The owner/applicant must provide the following with the application for a public hearing:

1. A fee in the amount established by resolution of the City Council to cover the cost of the public hearing;

2. A letter detailing the extenuating circumstances supporting a deferment/waiver;

3. Written, itemized cost estimates for undergrounding from the appropriate utility companies or an undergrounding consultant;

Exhibit A

4. A plat map, prepared on 11-inch by 17-inch paper, showing size and location of all utility lines and facilities on-site and adjacent to the site;

5. Electronic images of all utility lines involved in the request for deferment/waiver.

If the Council elects to defer the undergrounding requirement, the applicant must enter into an agreement with the City to accept the establishment of an undergrounding district at a future date and waiving the right to protest against such a district. The agreement must be binding on the heirs, successors, and assigns of the property owner, and must be recorded against the property. (Ord. 564 § 3, 2019)

DCI
DEVELOPMENT CONTRACTOR, INC.

MEMORANDUM

March 10, 2022

Re: Application for Major Modification regarding the Undergrounding of Overhead Utilities along Marrokal Lane for the Prospect Estates II Project.

This Memorandum is offered in support of the application for a Major Modification of the Conditions of Approval requiring the undergrounding of the existing overhead utilities along Marrokel Lane.

Resolution 069-2019 sets forth the conditions to underground existing facilities within the project and along Marrokal Lane.

The applicant intends to underground the existing facilities along Prospect Avenue which is the street which fronts the project and all onsite facilities serving the proposed development.

The applicant believes that the condition requiring undergrounding along Marrokal is onerous and does not serve the purpose of the City's ordinance requiring the undergrounding of existing overhead facilities.

Furthermore, the condition which relates to the requirement to underground along Marrokal is unclear and ambiguous in that is vaguely requires partial undergrounding or a portion of the existing overhead facilities.

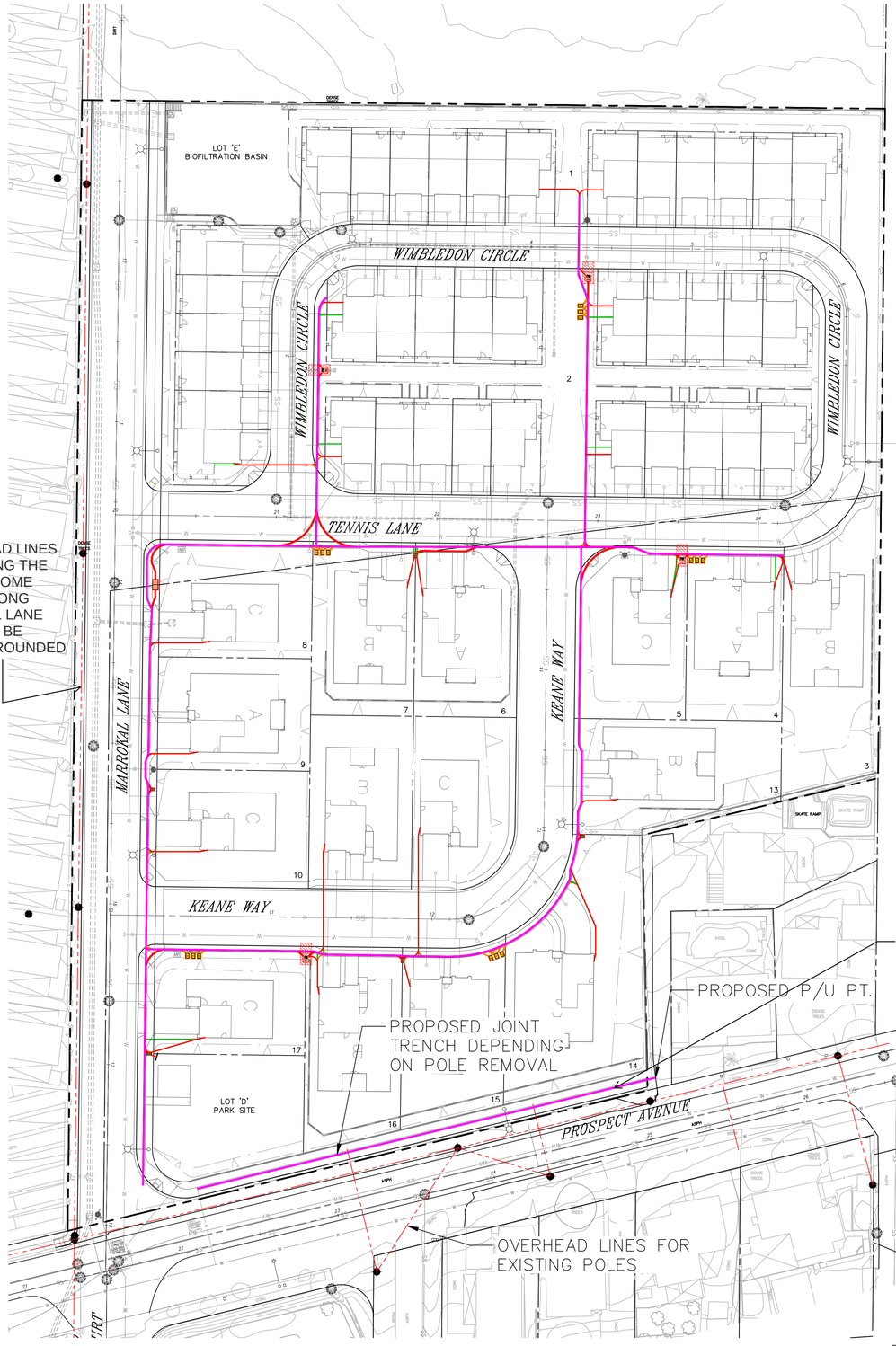
Request is made pursuant to this Application for Major Modification to waive the requirement to underground existing facilities which serve the mobile home park.

Exhibit B

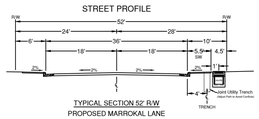
800 Lantern Crest Way · Santee, CA 92071 · (619) 449-0249 FAX: (619) 449-0133

Exhibit C

Utility Plan

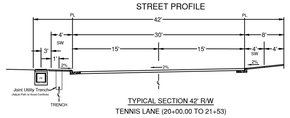


STREET PROFILE



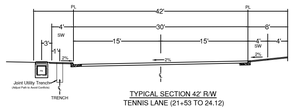
TYPICAL SECTION 52' R/W
PROPOSED MARROKAL LANE

STREET PROFILE



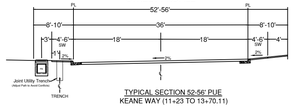
TYPICAL SECTION 42' R/W
TENNIS LANE (20+00.00 TO 21+53)

STREET PROFILE



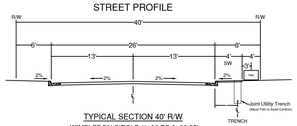
TYPICAL SECTION 42' R/W
TENNIS LANE (21+53 TO 24.12)

STREET PROFILE

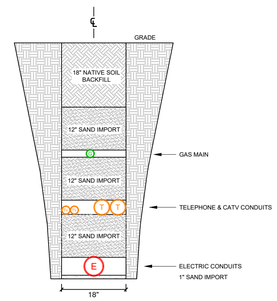


TYPICAL SECTION 52-56' PUE
KEANE WAY (11+23 TO 13+70.11)

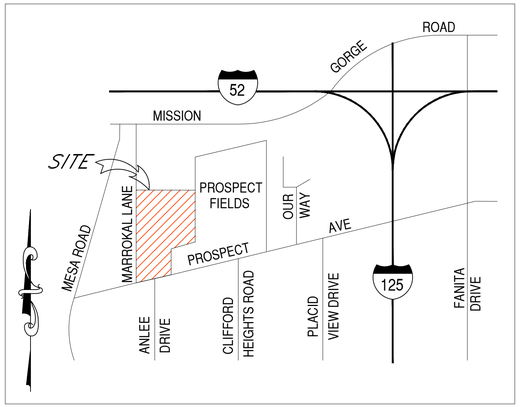
STREET PROFILE



TYPICAL SECTION 40' R/W
WIMBLEDON CIRCLE (1+00 TO 2+68.05)



JOINT TRENCH PROFILE
(ELECTRIC, TELEPHONE, CATV & GAS)
18" WIDE



VICINITY MAP

NOT TO SCALE

LEGEND

- ELEC. 17"X30" PULL BOX
- ELEC. 46"X48" TRANSFORMER
- ELEC. 3'X6' HANDHOLE
- TELCO PULL BOX
- CHARTER PULL BOX
- COMPETITIVE ACCESS PULL BOX
- PROPOSED STREET LIGHT LOCATION
- JOINT TRENCH
- ELECTRIC CONDUIT
- COMMUNICATIONS CONDUIT
- GAS MAINLINE
- WORKING CLEARANCE
- WINDOW CLEARANCE

GENERAL NOTES:

1. DRY UTILITY COMPOSITE EXHIBIT IS FOR DESIGN STUDY AND CONFLICT CHECK ONLY. UTILITIES SHOULD NOT BE INSTALLED BASED ON THIS EXHIBIT. REFER TO RESPECTIVE UTILITY FINAL DESIGN(S) FOR SPECIFIC INSTALLATION REQUIREMENTS
2. THIS PLAN IS FOR BIDDING AND PERMITTING PURPOSES ONLY THIS PLAN WILL BE THE PERMIT SET. CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLATION OF EACH DRY UTILITY SYSTEM IN ACCORDANCE WITH EACH DRY UTILITY AGENCY'S CURRENT SPECIFICATIONS, POLICIES AND PRACTICES OF WHICH THE CONTRACTOR IS TO BE THOROUGHLY FAMILIAR.
3. LOCATIONS OF EXISTING DRY UTILITIES ARE BASED UPON UTILITY MAPS, AS-BUILTS AND FIELD OBSERVATIONS. POT HOLING IS RECOMMENDED TO VERIFY LOCATION OF ANY EXISTING FACILITIES.
4. CONTRACTOR TO CONTACT "UNDERGROUND SERVICE ALERT" (800) 422-4133 PRIOR TO ANY EXCAVATION.

CONCEPTUAL
For Design Study Only
MM007a

DIGALERT
DIAL TOLL FREE
811
AT LEAST TWO DAYS BEFORE YOU DIG
UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA

DRAWING HISTORY			
CREATED	Initial Composite	HT	09/30/21
REVISIONS			
DESCRIPTION		BY	DATE

PREPARED BY
morlow management
1130 Via Callejon
San Clemente, CA 92673
949.218.8500

PREPARED FOR

FOR
Michael Grant Companies
Santee, CA

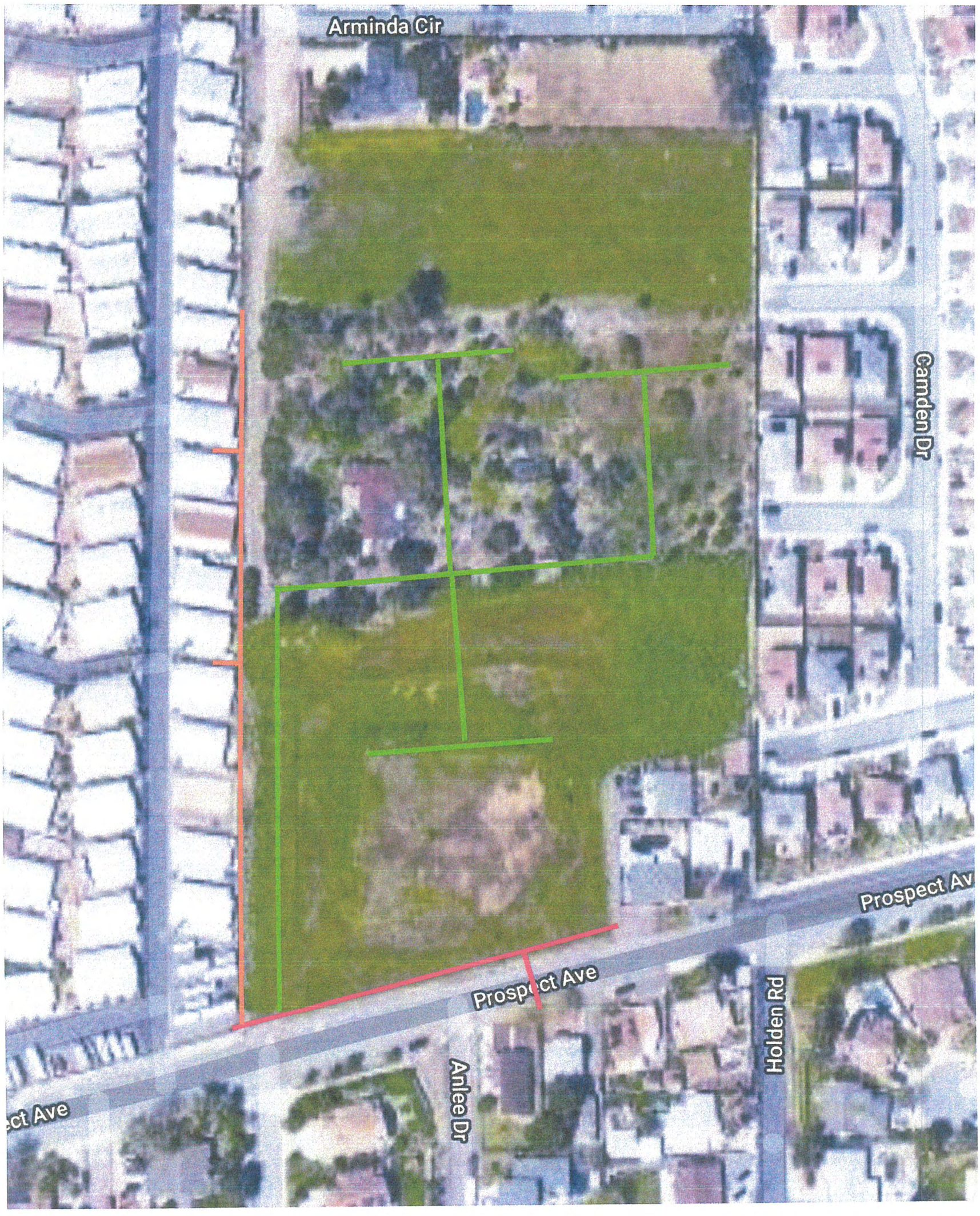
PROJECT
Prospect Estates 2
Santee, California
Tract 2016-03
Dry Utility Composite

DRAWN / PM: HT/KM

JOB NO.	MGC202
STATUS	PRELIMINARY
DATE	10/08/2021
SCALE	1" = 60'
SHEET	1 of 1

Aerial Utility Map

PROSPECT ESTATES 2 PROJEC AERIAL MAP



- RED LINE: Undergrounding existing overhead SDGE utilities.
- GREEN LINE: New SDGE line to feed the project.
- ORANGE LINE: Existing Overhead Facilities to remain.(Serves mobile home park)

RECEIVED
APR 15 2022
BY:_____

Exhibit C

Marrokal Lane

Exhibit D

Prospect Avenue

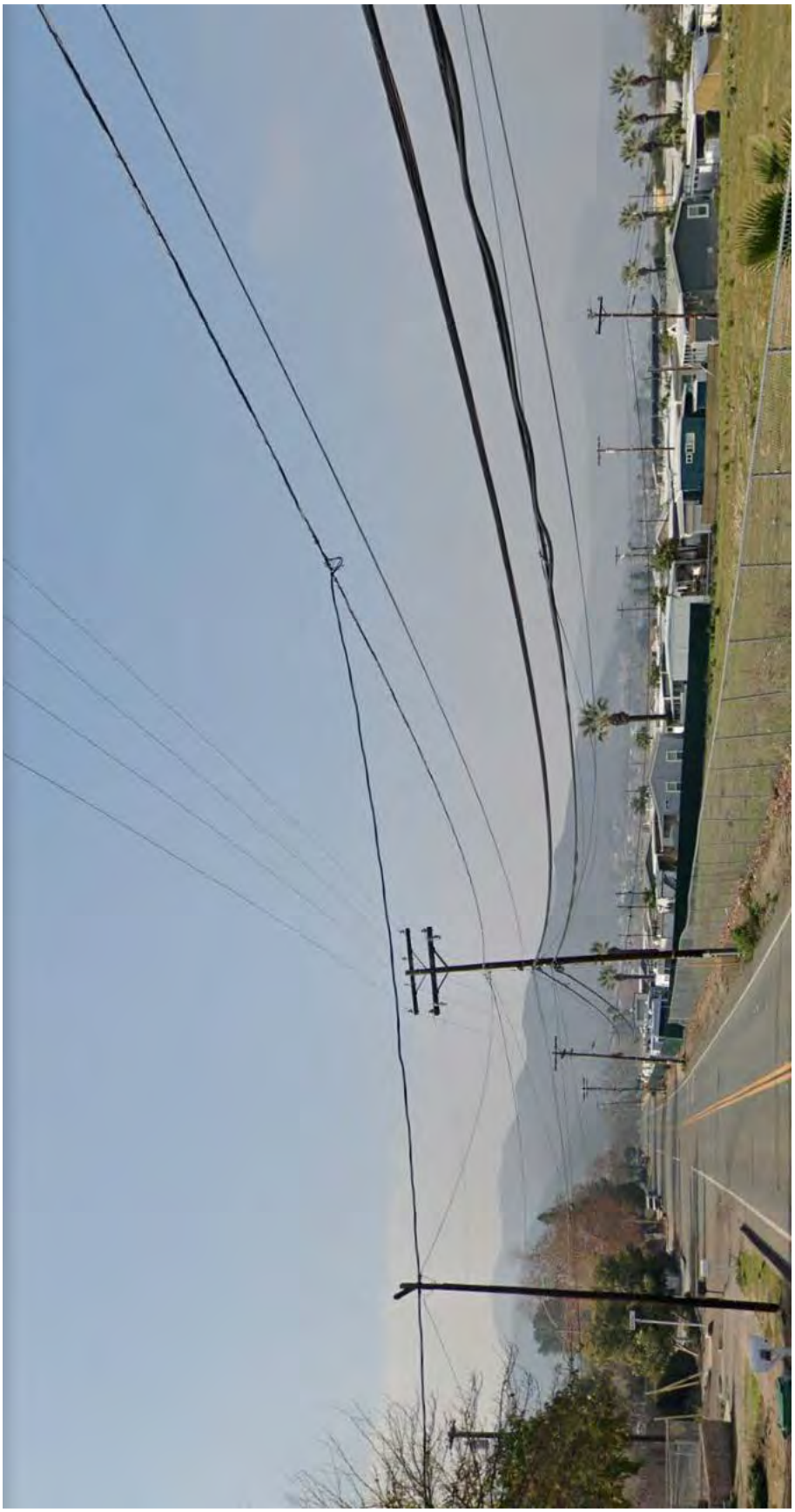


Exhibit D

DEVELOPMENT REVIEW SITE PLAN FOR PROSPECT ESTATES II

Exhibit E

Planning • Engineering • Mapping
POLARIS Development Consultants, Inc.
2514 Jamacha Road, Suite 502-31 • El Cajon, CA 92019 • 619-444-2923

ENGINEER OF WORK
POLARIS DEVELOPMENT CONSULTANTS, INC.
2514 JAMACHA ROAD, SUITE 502-31
EL CAJON, CA 92019
(619) 444-2923
JOEL A. WAYMIRE — DATE 3/1/19
R.C.E. 56258 — EXP. 12-31-2020

REGISTERED PROFESSIONAL ENGINEER — Joel Andrew Waymire — NO. 56258 — EXP. 12-31-2020 — CIVIL — STATE OF CALIFORNIA

OWNER/APPLICANT
PROSPECT ESTATES II, LLC
NAME: MICHAEL GRANT
ADDRESS: 8520 RAILROAD AVENUE, SANTEE, CA 92071
PHONE: (619) 449-0249
MICHAEL GRANT — 3-1-19 — DATE

LEGAL DESCRIPTION

A PORTION OF LOT 14 IN BLOCK "C" OF FANITA RANCHO, IN THE CITY OF SANTEE, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO. 688, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, OCTOBER 22, 1891,

TOGETHER WITH AN EASEMENT FOR RIGHT-OF-WAY AND ROAD PURPOSES OVER THE WESTERLY 20' OF LOTS 3 & 14 OF SAID BLOCK 'C'.

ASSESSOR'S PARCEL NUMBER

383-112-32 & 55

TYPICAL HOUSE PLOTTING

SEE TM SHEET 3

DISTRICT SERVICE

FIRE:	CITY OF SANTEE
WATER:	PADRE DAM MWD
SEWER:	PROSPECT ESTATES II H.O.A.
HIGH SCHOOL:	GROSSMONT UNION HIGH SCHOOL DISTRICT
ELEMENTARY SCHOOL:	SANTEE UNIFIED SCHOOL DISTRICT
STREET LIGHTING:	PROSPECT ESTATES II H.O.A.
LANDSCAPE MAINTENANCE:	PROSPECT ESTATES II H.O.A.

PARKING TABLE

RESIDENT PARKING (R2 & R7 ZONES)

AMOUNT REQUIRED:	2 SPACES IN EACH GARAGE – 2 X 53 = 106
AMOUNT PROVIDED:	2 SPACES IN EACH GARAGE – 2 X 53 = 106

VISITOR PARKING (R7 ZONE)

AMOUNT REQUIRED:	1/4 SPACE FOR EACH UNIT – 1/4 X 38 = 10
AMOUNT PROVIDED:	DRIVEWAY SPACES – 2 X 38 = 76
	OFF-STREET COMMON STALLS – 10
	ON-STREET SPACES – 36
	TOTAL PROVIDED = 122

PROJECT NOTES

1. TOPOGRAPHY PER AERIAL SURVEY BY PHOTO GEODETIC CORP. FLOWN ON AUGUST 21, 2015 (DATUM: NGVD29).
2. PAD ELEVATIONS SHOWN ON TM.
3. FINISH FLOOR ELEVATIONS ARE 8" ABOVE PAD ELEVATION.
4. SURFACES NOT IDENTIFIED AS STREETS, SIDEWALKS, DRIVEWAYS OR HOUSES SHALL BE LANDSCAPED.
5. SEE TM FOR PROPOSED UNIT DIMENSIONS, WALL ELEVATIONS, EASEMENTS, AND STREET SECTIONS.
6. RECYCLED WATER WILL BE USED FOR IRRIGATING ALL H.O.A. MAINTAINED AREAS AND CITY L.M.D.
7. PROJECT PROPOSES A SINGLE H.O.A. FOR THIS ENTIRE SUBDIVISION.
8. CONNECT INTO EXISTING WATERLINE IN COMISKEY WAY.
9. INDIVIDUAL TRASH CONTAINERS TO BE LOCATED IN GARAGES FOR THE MULTI-FAMILY UNITS, AND IN THE SIDEYARDS FOR THE SINGLE-FAMILY UNITS.

DEVELOPMENT SUMMARY

1. GROSS PROJECT AREA: 6.83 AC
2. NET PROJECT AREA: 5.90 AC
3. NUMBER OF EXISTING LOTS: 2
4. NUMBER OF PROPOSED LOTS: 18
5. NUMBER OF PROPOSED RESIDENTIAL UNITS: 53

LEGEND

SYMBOL	DESCRIPTION
	EXISTING RIGHT OF WAY
	EXISTING LOT LINE
	EXISTING EASEMENT
	EXISTING CURB
	EXISTING BUILDING
	EXISTING FENCE
	EXISTING FIRE HYDRANT
	EXISTING POWER POLE
	SUBDIVISION BOUNDARY
	PROPOSED UNIT LINE
	PROPOSED CURB
	PROPOSED EASEMENT LINE
	PROPOSED BUILDING
	PROPOSED CONCRETE PAVING
	PROPOSED BIOFILTRATION AREA
	PROPOSED STREET LIGHT
	PROPOSED FIRE HYDRANT
	PROP. MASONRY RETAINING WALL
	PROP. 6' HIGH MSNRY. SCREEN WALL
	PROPOSED SLOPE (2:1 U.O.N.)
P19	PROP. COMMON USE PARKING STALL
D	PROPOSED DOG WASTE STATION
23 2	BUILDING PLAN TYPE / UNIT NUMBER

APN 383-112-55 DEVELOPMENT SUMMARY

1. GROSS PROJECT AREA: 3.48 AC
2. NET PROJECT AREA: 3.12 AC
3. NUMBER OF EXISTING LOTS: 1
4. NUMBER OF PROPOSED LOTS: 17
5. NUMBER OF PROPOSED RESIDENTIAL UNITS: 15
6. MINIMUM LOT SIZE: 6,392 sf
7. EXISTING ZONING: R-2 LOW DENSITY RESIDENTIAL
8. PROPOSED ZONING: R-2 LOW DENSITY RESIDENTIAL
9. EX. G.P. LAND USE DESIGNATION: LOW DENSITY RES.
10. PROP G.P. LAND USE DESIGNATION: LOW DENSITY RES.
11. EXISTING LAND USE: VACANT LAND/SINGLE FAMILY RES.
12. PROPOSED LAND USE: SINGLE-FAMILY RESIDENTIAL

LOT DATA TABLE

LOT NUMBER	LOT AREA (sf)	HOUSE/ DWY. (sf)	LOT COVERAGE
39	10,218	2,766	27.1%
40	6,480	2,597	40.0
41	7,293	1,741	23.9
42	6,744	2,597	38.5
43	6,912	2,766	40.0
44	6,935	1,741	25.1
45	6,650	2,597	39.1
46	6,935	1,741	25.1
47	6,912	2,766	40.0
48	6,569	1,741	26.5
49	8,368	2,766	33.1
50	11,916	2,597	21.8
51	6,864	2,597	37.8
52	7,292	2,766	37.9
53	6,392	1,741	27.2
'C'	6,735	–	–
'D'	19,652	–	–

PLAN TYPE SUMMARY

PLAN 'A'	5
PLAN 'B'	5
PLAN 'C'	5
TOTAL	15

RECEIVED MAR 04 2019 BY:

APN 383-112-32 DEVELOPMENT SUMMARY

1. GROSS PROJECT AREA: 3.34 AC
2. NET PROJECT AREA: 2.78 AC
3. NUMBER OF EXISTING LOTS: 1
4. NUMBER OF PROPOSED LOTS: 1
5. NUMBER OF PROPOSED RESIDENTIAL UNITS: 38
6. MINIMUM UNIT SIZE: 1,440 sf
7. EXISTING ZONING: R-7 MEDIUM DENSITY RESIDENTIAL
8. PROPOSED ZONING: R-7 MEDIUM DENSITY RESIDENTIAL
9. EX. G.P. LAND USE DESIGNATION: MED. DENSITY RES.
10. PROP G.P. LAND USE DESIGNATION: MED. DENSITY RES.
11. EXISTING LAND USE: VACANT LAND/SINGLE FAMILY RES.
12. PROPOSED LAND USE: MULTI-FAMILY RESIDENTIAL

UNIT DATA TABLE

UNIT NUMBER	UNIT AREA (sf)	UNIT NUMBER	UNIT AREA (sf)
1	2,029	22	1,440
2	1,440	23	1,860
3	1,440	24	1,808
4	1,440	25	1,440
5	1,440	26	1,440
6	1,860	27	1,440
7	1,860	28	1,860
8	1,440	29	1,860
9	1,440	30	1,440
10	1,440	31	1,440
11	1,440	32	1,440
12	1,993	33	1,808
13	2,288	34	1,860
14	1,469	35	1,440
15	1,440	36	1,440
16	1,440	37	1,440
17	1,440	38	1,808
18	1,808	'A'	18,512
19	1,808	'B'	12,532
20	1,440	'D'	25,996
21	1,440		

PLAN TYPE SUMMARY

PLAN ONE	24
PLAN TWO	14
TOTAL	38

SITE COVERAGE

	NET AREA	BLDGS., DWYS., PVT. STS.	SITE COVERAGE
SITE	121,276 sf	75,447 sf	62.2%

PRIVATE OPEN SPACE

AMOUNT REQUIRED: 100sf PER UNIT
AMOUNT PROVIDED: 100sf PER UNIT (MIN.)

SCALE: 1" = 30'
0 15 30 60 90

FEBRUARY 18, 2019

CITY OF SANTEE
DEVELOPMENT REVIEW
SITE PLAN 2016-04
PROSPECT ESTATES II

PROSPECT ESTATES PHASE 1 – TM2015-01

TM2005-05

Site Plan

ARLINGTON WAY
COMISKEY WAY
CAMDEN DRIVE
HOLDEN ROAD
PROSPECT AVENUE
ANLEE DRIVE
PROSPECT COURT
MARROKAL LANE
ST. 'C' (PVT.)
STREET 'A' (PVT.)
STREET 'B' (PVT.)
LOT 'A'
LOT 'B'
LOT 'C' PARK SITE
LOT 'A' BIOFILTRATION BASIN
APN 383-112-66
APN 383-112-68
APN 383-112-67
APN 383-112-03
EASEMENT AREA
EX. LOT LINE
EX. R/W
12' R/W DEDICATION
SEE PROJECT NOTE #8
PROP. ACCESS STAIRWAY
8' HIGH TUBULAR STEEL FENCE
MONUMENT SIGN
N00°36'19"E 416.64'
N89°22'30"W 499.43'
N01°08'52"W 158.91'
N76°22'10"E 348.24'
N00°36'19"E 703.95'

COUNCIL AGENDA STATEMENT
CITY OF SANTEE

Item 17

MEETING DATE April 27, 2022

ITEM TITLE APPROVE THE CITY'S PARTICIPATION IN THE SAN DIEGO COUNTY SHERIFF'S DEPARTMENT'S SAFE SANTEE PROGRAM AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE RELATED MEMORANDUM OF UNDERSTANDING

DIRECTOR/DEPARTMENT Captain Michael McNeill, Sheriff's Department

SUMMARY

The San Diego County Sheriff's Department ("Sheriff") intends to create a video-sharing program, known as the Safe Santee Program ("Safe Santee") in the City of Santee ("City") that would allow local businesses and residents to share live video footage with the Sheriff in order to facilitate the monitoring of various locations throughout the City. Safe Santee would be a strictly voluntary program for local businesses and residents who elect to share either live video footage from their own cameras, or any recordings from those cameras that the Sheriff believes may have evidentiary value in an investigation. If the City Council approves Safe Santee and authorizes the City Manager to execute the MOU, then the Sheriff will be responsible for the administration and operation of Safe Santee, and will defend and indemnify the City from any claim or proceeding to the extent arising out of acts of the Sheriff related to Safe Santee. The City will agree to share the use of the City logo for Safe Santee.

FINANCIAL STATEMENT

The Safe Santee Program will be exclusively operated and administered by the Sheriff's Department so will only result in incidental costs to the City.

CITY ATTORNEY REVIEW ☐ N/A • ☑ Completed

RECOMMENDATION

Approve the City's participation in the Sheriff's Safe Santee Program and authorize the City Manager to execute the related MOU with the Sheriff's Department.

ATTACHMENT

MOU – Safe Santee Program

Memorandum of Understanding
Between
the San Diego County Sheriff's Department
and
the City of Santee

For the Sheriff's Safe Santee Program

Parties

This Memorandum of Understanding ("MOU") is made between the County of San Diego Sheriff's Department ("SHERIFF") and the City of Santee, a California municipal corporation and charter city ("CITY"). The parties to this MOU may be referred to herein collectively as the "Parties" or individually as a "Party".

Recitals

WHEREAS, the SHERIFF has created a video-sharing program, known as the Safe Santee program, that allows local businesses and residents to share live video footage with the SHERIFF in order to facilitate the monitoring of various locations throughout the City of Santee ("PROGRAM"); and

WHEREAS, the City desires to cooperate with the SHERIFF in implementing the PROGRAM.

THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises to set forth below, the Parties hereto agree as follows:

1. **Incorporation of Recitals.** The Recitals set forth above are incorporated herein by this reference.

2. **Responsibility of SHERIFF:** SHERIFF agrees to manage PROGRAM. This includes accessing live video footage from local businesses and residents that choose to voluntarily share live video footage. Video recordings may be voluntarily collected from the individual or business if SHERIFF believes that the video has evidentiary value on an investigation.

3. **Responsibility of CITY:** CITY authorizes SHERIFF to utilize CITY logo for PROGRAM. CITY acknowledges that SHERIFF will manage PROGRAM within CITY.

4. **Administration of MOU:** Each Party identifies the following individual to serve as the authorized administrative representative for that Party. Any Party may change its administrative representative by notifying the other Party in writing of such change. Any such change shall become effective upon the receipt of such written notice by the other Party to this MOU. Notice of the authorized representative shall be sent to each Party as follows:

Sheriff Representative	**City Representative**
Captain Michael Rand Captain 2751 Alpine Blvd. Alpine, CA 91901 Telephone: 619-956-4002 Email Address: Michael.Rand@sdsheriff.org	Marlene Best City Manager 10601 Magnolia Avenue Santee, California 92071 Telephone:619-258-4100 x. 295 Email Address: mbest@CityofSanteeCa.gov

5. **Representation:** The SHERIFF represents that it is operating the PROGRAM in compliance with all applicable federal, State, County, and local laws, rules, and regulations, current and hereinafter enacted.

6. **Public Records Act:** SHERIFF and CITY are public agencies subject to the disclosure requirements of the California Public Records Act ("CPRA"). If either SHERIFF or CITY are subject to a CPRA request from a third party for records related to the PROGRAM, SHERIFF will be solely responsible for responding to the CPRA request for records in SHERIFF's possession and producing the relevant records. As it relates to SHERIFF documents, SHERIFF shall determine, at is sole discretion, whether information requested is or is not subject to disclosure under the CPRA. As it relates to documents solely in the possession of CITY, CITY will determine whether information requested is or is not subject to disclosure under the CPRA and produce the relevant records, after consulting with SHERIFF if necessary.

7. **Indemnity:** SHERIFF hereby agrees to defend and indemnify the CITY, its agents, officers and employees, from any claim, action or proceeding against CITY, to the extent arising out of the acts or omissions of SHERIFF in the performance of this MOU. 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 SHERIFF of any obligation imposed by this MOU. CITY shall notify SHERIFF promptly of any claim, action or proceeding and cooperate fully in the defense. This provision shall in no way modify or supersede the defense and indemnification provisions of Section VI of the Agreement between the City of Santee, the County of San Diego, and the San Diego County Sheriff for General and Specialized Law Enforcement and Traffic Services.

8. **Governing Law:** This MOU shall be governed, interpreted, construed, and enforced in accordance with the laws of the State of California.

9. **Third Party Beneficiaries Excluded:** This MOU is intended solely for the benefit of the SHERIFF and CITY. Any benefit to any third party is incidental and does not confer on any third party to this MOU any rights whatsoever regarding the performance of this MOU. Any attempt to enforce provisions of this MOU by third Parties is specifically prohibited.

10. **Amendments to MOU:** Any party may propose amendments to this MOU by providing written notice of such amendments to the other Party. This MOU may only be amended by a written amendment signed by all Parties.

11. **Severability:** If any terms or provisions of this MOU or the application thereof to any person or circumstance shall, to any extent, be held invalid or unenforceable, the remainder of this MOU, or the application of such term and provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and every other term and provision of this MOU shall be valid and enforced to the maximum extent permitted by law.

12. **Full Agreement:** This MOU represents the full and entire agreement between the Parties and supersedes any prior written or oral agreements that may have existed.

13. **Scope of MOU:** This MOU only applies to the PROGRAM described herein and does not set forth any additional current or future obligations or agreements between the Parties, except that the Parties may by written amendment amend the scope of this MOU.

14. **Term:** This MOU shall become effective on the date all the Parties have signed this MOU and shall continue for five (5) years.

15. **Termination For Convenience.** Any party may, by written notice stating the extent and effective date, terminate this MOU for convenience in whole or in part, with a 30-day advance notice to the respective Parties.

16. **Counterparts:** This MOU may be executed in any number of separate counterparts, each of which shall be deemed an original but all of which when taken together shall constitute one and the same instrument.

17. **Representations and Warranties:** Each of the Parties to this MOU represents and warrants that it has the full right, power, legal capacity, and authority to enter into and perform the Party's respective obligations hereunder and that such obligations shall be binding upon such Party without the requirement of the approval or consent of any other person or entity in connection herewith.

Remainder of this page is intentionally left blank

IN WITNESS WHEREOF, this MOU is entered into by the SHERIFF and CITY by and through the signature of the Parties' authorized representative(s), all as set forth below.

COUNTY OF SAN DIEGO SHERIFF'S DEPARTMENT,
a public agency

By:_____

_____

Date: _____

CITY OF SANTEE,
a California Charter City

By:_____

Date: _____

APPROVED AS TO FORM:

BEST BEST & KRIEGER LLP,

By:_____
Shawn Hagerty
City Attorney

COUNCIL AGENDA STATEMENT
CITY OF SANTEE

Item 18

MEETING DATE April 27, 2022

ITEM TITLE A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE ADOPTING THE CITY OF SANTEE VMT ANALYSIS GUIDELINES CONTAINING "VEHICLE MILES TRAVELED" THRESHOLDS OF SIGNIFICANCE FOR PURPOSES OF ANALYZING TRANSPORTATION IMPACTS UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

DIRECTOR/DEPARTMENT Carl Schmitz, City Engineer

SUMMARY This item requests City Council adopt the Vehicle Miles Traveled (VMT) Analysis Guidelines. California Senate Bill 743 (SB 743) was passed by the legislature and signed into law in 2013. This legislation led to a change in the way that transportation impacts are measured under the California Environmental Quality Act (CEQA). Starting on July 1, 2020, level of service (LOS) based on automobile delay may no longer be used as the performance measure to determine the transportation impacts of projects under CEQA. Instead, an alternative metric that supports the goals of SB 743 will be required. The use of VMT as a metric is recommended by the Governor's Office of Planning and Research.

Santee-specific Guidelines are necessary so that development reviews are conducted in a fair, consistent, and equitable fashion. The attached staff report provides more details as to the background and development of the guidelines.

The use of VMT for evaluating transportation impact is to satisfy CEQA requirements. The City will continue to require development projects to conduct LOS analysis for general plan compliance purposes and to provide necessary improvements to the City's transportation system so that City streets continue to function at an acceptable level of service.

ENVIRONMENTAL REVIEW Adoption of the VMT Analysis Guidelines is not a project under State CEQA Guidelines section 15378(b)(5) because the City is complying with the requirements of State CEQA Guidelines Section 15064.7(b) and no CEQA review is required.

FINANCIAL STATEMENT
N/A

CITY ATTORNEY REVIEW ☐ N/A ☒ Completed

RECOMMENDATION MDB
Adopt Resolution adopting the City of Santee VMT Analysis Guidelines

ATTACHEMENTS
1. Resolution
2. Attachment A – Santee VMT Analysis Guidelines
3. Staff Report
4. Attachment 1 - Office of Planning and Research Technical Advisory on Evaluating Transportation Impact in CEQA
5. Attachment 2 - Guidelines for Transportation Impact Studies in the San Diego Region

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE ADOPTING THE CITY OF SANTEE VMT ANALYSIS GUIDELINES CONTAINING "VEHICLE MILES TRAVELED" THRESHOLDS OF SIGNIFICANCE FOR PURPOSES OF ANALYZING TRANSPORTATION IMPACTS UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, the California Environmental Quality Act Guidelines (Cal. Code Regs., tit. 14, § 15000 et seq. ["State CEQA Guidelines"]) encourage public agencies to develop and publish generally applicable "thresholds of significance" to be used in determining the significance of a project's environmental effects; and

WHEREAS, State CEQA Guidelines section 15064.7(a) defines a threshold of significance as "an identifiable quantitative, qualitative or performance level of a particular environmental effect, non-compliance with which means the effect will normally be determined to be significant by the agency and compliance with which means the effect normally will be determined to be less than significant"; and

WHEREAS, State CEQA Guidelines section 15064.7(b) requires that thresholds of significance must be adopted by ordinance, resolution, rule, or regulations, developed through a public review process, and be supported by substantial evidence; and

WHEREAS, pursuant to State CEQA Guidelines section 15064.7(c), when adopting thresholds of significance, a public agency may consider thresholds of significance adopted or recommended by other public agencies provided that the decision of the agency is supported by substantial evidence; and

WHEREAS, Senate Bill 743, enacted in 2013 and codified in Public Resources Code section 21099, required changes to the State CEQA Guidelines regarding the criteria for determining the significance of transportation impacts of projects; and

WHEREAS, in 2018, the Governor's Office of Planning and Research ("OPR") proposed, and the California Natural Resources Agency certified and adopted, new State CEQA Guidelines section 15064.3 that identifies vehicle miles traveled ("VMT") – meaning the amount and distance of automobile travel attributable to a project – as the most appropriate metric to evaluate a project's transportation impacts; and

WHEREAS, as a result, automobile delay, as measured by "level of service" and other similar metrics, generally no longer constitutes a significant environmental effect under CEQA; and

WHEREAS, State CEQA Guidelines section 15064.3 went into effect on July 1, 2020; and

WHEREAS, the City of Santee, following a public hearing process, wishes to adopt the VMT Analysis Guidelines, which set forth the thresholds of significance for determining the significance of transportation impacts and screening criteria; and

WHEREAS, on April 27, 2022, the City Council held a duly noticed public hearing to consider this Resolution, at which all persons interested were given an opportunity to be heard; and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANTEE:

SECTION 1. The above recitals are true and correct and incorporated herein by reference.

SECTION 2. In its capacity as lead agency, the City of Santee City Council has evaluated the proposed VMT Analysis Guidelines to determine whether the VMT Analysis Guidelines are subject to environmental review under Public Resources Code, section 21000 et seq. ("CEQA"). The City Council for the City of Santee hereby finds and determines that the VMT Analysis Guidelines are not a project within the meaning of Public Resources Code, section 21065 and State CEQA Guidelines, section 15378. The VMT Analysis Guidelines would not lead to a direct or reasonably foreseeable indirect change in the physical environment. The VMT Analysis Guidelines are an administrative activity of the City, providing guidance to property owners, project developers, applicants, and proponents for determining the significance of transportation impacts of land use projects under CEQA. The VMT Analysis Guidelines do not approve any specific development and would not lead to any particular physical change to the environment. Thus, the VMT Analysis Guidelines are not a project under Public Resources Code, section 21065 and State CEQA Guidelines, section 15378(b)(5). For these reasons, the VMT Analysis Guidelines are not subject to further environmental review under CEQA.

SECTION 3. Based upon substantial evidence set forth in the record of proceedings, including but not limited to the April 27, 2022 City Council Staff Report on the VMT Analysis Guidelines, the City of Santee hereby adopts the VMT Analysis Guidelines for measuring project transportation impacts under CEQA, which are attached hereto as **Attachment A** and incorporated herein by this reference.

SECTION 4. This Resolution shall take effect immediately upon its adoption by the City Council, and the Clerk of the Council shall attest to and certify the vote adopting this Resolution.

SECTION 5. The documents and materials that constitute the record of proceedings on which these findings are based are located at City Hall for the City of Santee, located at 10601 Magnolia Avenue, Santee, California 92071. The City Clerk is the custodian of the record of proceedings.

SECTION 6. Staff is directed to file a Notice of Exemption with the County of San Diego within five (5) working days of approval of the VMT Analysis Guidelines.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 27th 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

Attachment A to Resolution

City of Santee VMT Analysis Guidelines

April 13, 2022

Prepared by: FEHR & PEERS

Table of Contents

Appendices

List of Figures

List of Abbreviated Terms

ADT	average daily traffic
Caltrans	California Department of Transportation
CAPCOA	California Air Pollution Control Officers Association
CEQA	California Environmental Quality Act
City	City of Santee
CSTDM	California Statewide Travel Demand Model
EIR	environmental impact report
GHG	greenhouse gas
ITE	Institute of Transportation Engineers
IX	internal-to-external
LOS	level of service
MTS	Metropolitan Transit System
O-D	origin-destination
OPR	Governor's Office of Planning and Research
RTP	Regional Transportation Plan
SANDAG	San Diego Association of Governments
SB	Senate Bill
SCS	Sustainable Communities Strategy
TAZ	transportation analysis zone
TDM	transportation demand management
XI	external-to-internal
XX	external-to-external

1. Introduction

1.1 Background

The City of Santee's (City) goal is to achieve a safe, efficient, accessible, and sustainable transportation system that meets the needs of all users. All transportation improvements and mitigation from proposed land development projects should be consistent with City-adopted plans and policies, as well as regional and state legislative and regulatory requirements.

City of Santee requires proposed land development and transportation projects to conduct a vehicle miles traveled (VMT) transportation impact analysis to assess potential impacts in compliance with the California Environmental Quality Act (CEQA VMT analysis). The City of Santee VMT Guidelines (VMT Guidelines) provide guidance for conducting VMT impact analysis.

1.2 CEQA Changes Related to Evaluating Transportation Impacts

On September 27, 2013, Governor Jerry Brown signed Senate Bill 743 (SB 743) into law which changes transportation impact analysis as part of CEQA compliance. A key element of this law is the elimination of auto delay, LOS, and other similar measures of vehicular capacity or traffic congestion as a basis for determining significant transportation impacts under CEQA. The change was to balance the needs of congestion management with statewide goals related to infill development, promotion of public health through active transportation, and the reduction of greenhouse gas emissions.

As a result, the Governor's Office of Planning and Research (OPR) updated the CEQA Guidelines to establish new criteria for determining the significance of transportation impacts. Based on feedback from the public, public agencies, and various organizations, OPR recommended that VMT be the primary metric for evaluating transportation impacts under CEQA. VMT refers to the amount and distance of automobile travel attributable to a project. Pursuant to CEQA Guidelines section 15064.3 (b) (1) *Vehicle miles traveled exceeding an applicable threshold of significance may indicate a significant impact*. Other relevant considerations may include the effects of the project on transit and non-motorized travel.

SB 743 does not prevent a city or county from continuing to analyze local mobility in terms of delay or LOS as part of other plans (e.g., general plans); studies; congestion management plans; or transportation improvement plans, but these metrics may no longer constitute the basis for CEQA transportation impacts as of July 1, 2020.

1.3 City General Plan Goals and Policies

The City's General Plan (adopted by City Council on October 25, 2017 via Resolution No. 114-2017) forms the foundation upon which all land use decisions in the City are based. The General Plan includes goals and policies that guide the City's growth, and many of these policies relate to and support the intent of SB 743. The City has also adopted specific greenhouse gas (GHG) reduction targets and has completed the

Sustainable Santee Plan: The City's Roadmap to Greenhouse Gas Reductions that identifies policies and programs designed to meet those targets. Among other things, approaches for reducing GHGs in the transportation sector address vehicle efficiency and low-carbon fuels, as well as measures designed to reduce annual VMT. VMT-reduction measures include alternatives to passenger vehicle travel, land use policies that incentivize compact development, and incentives and disincentives aimed at changing individual behavior through transportation demand management (TDM) practices.

SB743-Related General Plan Policies

The General Plan goals and policies that are most consistent with the intent of SB 743 are those regarding planned improvements, including districts that contain a mix of uses, an accessible and integrated multi-modal network, and improvements that enhance connectivity to major transit stations[1]. For example, promoting integrated transportation and land use decisions that enhance smart growth development, requiring sidewalks along all classified streets designated on the Circulation Plan, requiring larger new developments to provide connections to existing and proposed bicycle routes, and encouraging employers to offer incentives to their employees to promote carpooling and other alternative modes are among the existing City's policies that align with SB 743.

1.4 VMT Guidelines Purpose

The purpose of the VMT Analysis Guidelines is to provide thresholds of significance and analysis methodologies for analyzing the significance of transportation impacts under CEQA Guidelines sections 15064.3 and 15064.7. A threshold of significance is an identifiable quantitative, qualitative or performance level of a particular environmental effect, non-compliance with which means the effect will normally be determined to be significant by the agency and compliance with which means the effect normally will be determined to be less than significant. The intent of the VMT Guidelines is to provide consistency in significance determinations to integrate environmental review with other environmental program planning and regulation.

The City may update the VMT Analysis Guidelines on an as-needed basis to reflect the state of practice methodologies and changes in CEQA requirements. As such, City staff will continually review the guidelines for applicability and coordinate with other jurisdictions and professionals to ensure the most recent guidance and best practices are being applied for project evaluation.

The VMT Analysis Guidelines are not binding on any decision maker and should not be substituted for the use of independent professional judgment and evaluation of evidence in the record. The City also reserves the right to request further, project-specific information in its evaluation that may not be identified or described in this document.

[1] Based on OPR Technical Advisory on evaluating transportation impacts in CEQA (2018), Major transit station is defined as a site containing an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.

1.5 SB743 Guidelines Objectives

The following objectives are intended to provide consistency between local, regional, and state policies in forecasting, describing, and analyzing the effects of land development on transportation and circulation for all transportation modes and users:

- Provide clear direction to applicants and consultants to better meet expectations, increase the efficiency of the review process, and minimize delays.
- Provide scoping procedures and recommendations for early coordination during the planning/ discretionary phases of a land development project.
- Provide guidance in determining when, what type, and how to prepare VMT transportation impact analysis.
- Help achieve consistency, uniformity, and accuracy in the preparation of VMT transportation impact analysis.
- Provide consistency and equity in the identification of mitigation measures for the transportation impacts generated by land development.
- Assist City staff in developing objective recommendations and project conditions of approval as part of the land development discretionary review process.

1.6 City Review and Outside Agency Coordination

VMT analysis studies will be reviewed by appropriate City of Santee staff. If a project will affect another agency or jurisdiction, such as the California Department of Transportation (Caltrans), San Diego Association of Governments (SANDAG), San Diego Metropolitan Transit System (MTS), or neighboring cities, coordination with that agency or jurisdiction may be required and will be identified during the scoping process. City of Santee staff can provide guidance and contact information for other agencies or jurisdictions.

To assist the City with the review process, each applicant should submit a Scoping Agreement (**Appendix A**) before conducting a VMT analysis study.

2. CEQA Requirements for VMT Analysis

2.1 Overview

In December 2018, the California Natural Resources Agency adopted amendments to the CEQA Guidelines, including the incorporation of SB 743 modifications. OPR also published an update to its Technical Advisory on Evaluating Transportation Impacts in CEQA (Technical Advisory) to assist professional planners, land use officials, and CEQA practitioners. The Technical Advisory provides recommendations on how to evaluate transportation impacts under SB743 that agencies and other entities may use at their discretion. The Technical Advisory recommends the use of VMT as the preferred CEQA transportation metric. SB743 includes the following two legislative intent statements:

1. Ensure that the environmental impacts of traffic, such as noise, air pollution, and safety concerns, continue to be properly addressed and mitigated through the California Environmental Quality Act.
2. More appropriately balance the needs of congestion management with statewide goals related to infill development, promotion of public health through active transportation, and reduction of GHG emissions.

VMT is a metric that accounts for the number of vehicle trips generated and the length or distance of those trips. VMT does not directly measure traffic operations but instead is a measure of network use or efficiency, especially if expressed as a function of population or employment (e.g., VMT/capita). VMT tends to increase as land use density decreases and travel becomes more reliant on the use of the automobile due to the long distances between origins and destinations. VMT can also serve as a proxy for impacts related to energy use, air pollution emissions, GHG emissions, safety, and roadway maintenance. The relationship between VMT and energy or emissions is based on fuel consumption. The traditional use of VMT in environmental impact analysis is to estimate mobile air pollution emissions, GHGs, and energy consumption, and the type of VMT metric reported for these additional impact areas typically differs from the metrics used for the transportation analysis.

2.2 Metrics and Methodology for Calculating VMT

In general, transportation VMT analysis for CEQA should be conducted using the SANDAG Regional Travel Demand Model. The model outputs can be used to produce VMT/capita, VMT/employee, and Total VMT.

There may be circumstances under which other tools and techniques should be used to perform VMT analysis. There are unique land uses that are not appropriately modeled using the SANDAG model, such as uses that have the majority of their activity on the weekends (the SANDAG Model produces weekday results) or projects that generate less than 2,400[2] average daily trips (ADT). The applicant's traffic

[2] The ITE San Diego Task Force *Guidelines for Transportation Impact Studies in the San Diego Region*, May 2019 recommend that projects with an estimated ADT of 2,400 or more run SANDAG model to calculate VMT impact.

consultant should coordinate with City staff if a VMT estimate tool other than the SANDAG Model is proposed for use. Use of a tool other than the SANDAG Model should be discussed and approved by City staff in advance.

Appendix B includes additional tools that produce VMT forecasts or test VMT reduction strategies. Big data may also be used to validate model outputs.

Summary of Metrics by Project Type

The following summarizes the appropriate metric for various types of projects. Detailed definitions of the metrics follow.

- **Residential**: VMT/capita
- **General Employment**: Work Tour VMT/employee (office and other miscellaneous employment)
- **Industrial Employment**: Work Tour VMT/employee
- **Regional Retail, Regional Recreational, or Regional Public Facilities**: Change in total VMT (using the boundary method)
- **Mixed-Use**: Each project component is evaluated per the appropriate metric based on land use type (e.g., residential, employment, and retail)
- **Transportation Project**: Change in total VMT (using the boundary method)
- ***Unique circumstances may require alternate metrics***

VMT per Capita

VMT/capita is established by summing up the total daily VMT generated by residents of a geographic area and dividing it by the population of that geographic area. Total daily VMT includes all trip tours made by residents: home-based and non-home-based trip tours (i.e., all VMT for a resident for the entire day regardless of trip purpose or origin/destination). To analyze the VMT/capita for a proposed project, the total daily VMT generated by project residents is divided by the project resident population.

SANDAG has a procedure to produce VMT/capita; however, the SANDAG procedure to produce this metric only includes VMT generated within the SANDAG region by residents of the SANDAG region. For example, if a resident of San Diego County shops in Riverside County, the trip from their home to the shopping would only be included up to the County boundary. If a project is expected to produce consistent travel outside of the SANDAG region, the VMT outside of the region should be included in the analysis. To account for VMT generated by residents of the SANDAG region traveling outside of the region, the SANDAG model data should be appended with the VMT that occurs by SANDAG region residents outside of the region. Steps necessary to include VMT from all trips that enter or exit the SANDAG region are explained in the ITE White Paper: *A Proposed Methodology for Adjustments to SANDAG Model-Produced VMT/Capita and VMT/Employee Due to VMT Generated Outside the San Diego Region*[3].

[3] ITE White Paper: A Proposed Methodology for Adjustments to SANDAG Model-Produced VMT/Capita and VMT/Employee Due to VMT Generated Outside the San Diego Region, https://sandiegoite.org/tcm-task-force, March 22, 2021

Work Tour VMT per Employee

Work Tour VMT/employee is established by summing the total daily work related VMT generated by resident employees[4] of a geographic area divided by the number of employees of that geographic area. Total daily work related VMT includes all trip tours made by employees that are associated with work (, for example a worker's commute trips and trips to/from lunch or other work related destinations). To analyze the Work Tour VMT/employee for a proposed project, the total daily work related VMT produced by the project's employees is divided by the total number of employees. Note that "work tour VMT/employee" is simply called VMT/employee throughout this guidelines document.

The procedure developed by SANDAG to calculate VMT/employee by TAZ only accounts for VMT generated within the SANDAG region by employees who are also residents of the SANDAG region. Employees that live outside of the region and travel into the SANDAG region for work are not accounted for because of the nature of the procedures used in the SANDAG model. If a project is expected to generate employees that live outside of the SANDAG region, or if directed by City staff, VMT associated with employees that live outside of SANDAG region can be accounted for using a manual method and adding the VMT to the SANDAG model output. Steps necessary to include VMT from all trips that enter or exit the SANDAG region are explained in the ITE White Paper: *A Proposed Methodology for Adjustments to SANDAG Model-Produced VMT/Capita and VMT/Employee Due to VMT Generated Outside the San Diego Region*[5].

Total VMT

Total VMT can be calculated by either of two methods – the Boundary Method or the Origin-Destination Method.

Boundary Method

Total daily VMT (Boundary Method) within a given area can be measured by multiplying the daily volume on every roadway segment by the length of every roadway segment within the area. This is called Boundary Method VMT. Examples of Total VMT (Boundary Method) are VMT within the SANDAG region, VMT within a defined planning area, or VMT within the market area to be served by the project.

This metric is used to analyze regional retail, service, recreational, regional public facilities, and transportation infrastructure projects.

Origin-Destination Method

Total daily VMT (Origin-Destination Method) within a given area can be calculated directly from model outputs by multiplying the origin-destination (O-D) trip matrix by the final assignment skims (O-D

[4] Resident employees both live and work in the SANDAG region.

[5] ITE White Paper: A Proposed Methodology for Adjustments to SANDAG Model-Produced VMT/Capita and VMT/Employee Due to VMT Generated Outside the San Diego Region, https://sandiegoite.org/tcm-task-force, March 22, 2021

Method VMT). The total VMT value should be appended to include VMT from all trips that enter or exit the SANDAG region.

This metric is used to evaluate a regional project if that project is expected to draw trips from outside the region (e.g., an amusement park). In addition, the origin-destination method for calculating VMT is commonly used with analysis of other CEQA resource areas such as air quality, energy, and GHG.

2.3 VMT Analysis for Land Use Projects

2.3.1 Screening Criteria for CEQA VMT Analysis

The requirements to prepare a detailed transportation VMT analysis apply to all discretionary land development projects that are not exempt from CEQA, except those that meet at least one of the transportation screening criteria described below. A project that meets at least one of the screening criteria below would be presumed to have a less than significant VMT impact due to project characteristics and/or location. If evidence suggest that the project might have a significant impact despite meeting the below screening criteria, City staff reserves the discretion to request VMT analysis.

Appendix C provides context and justification/rationale for the screening criteria

1. Projects Located in a Transit-Accessible Area

Projects located within a half-mile radius of an existing major transit stop or an existing stop along a high-quality transit corridor[6] may be presumed to have a less-than-significant impact absent substantial evidence to the contrary. A map of existing major transit stops and existing stops along high-quality transit corridors is provided in **Appendix D**.

The presumption of a less-than-significant impact near these transit stops may **not** be appropriate if the project:

- Has a Floor Area Ratio of less than 0.75
- Includes more parking for use by residents, customers, or employees of the project than required by the City's Municipal Code.
- Is inconsistent with SANDAG's most recent Sustainable Communities Strategy or the land use growth assumption accommodated by the Land Use Element portion of the General Plan
- Replaces affordable residential units with a smaller number of moderate- or high-income residential units
- Does not have basic walking and biking access to transit (e.g., sidewalks connecting to transit stops)

[6] Major transit stop: a site containing an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods. High quality transit corridor: a corridor with fixed route bus service with service intervals no longer than 15 minutes during peak commute periods.

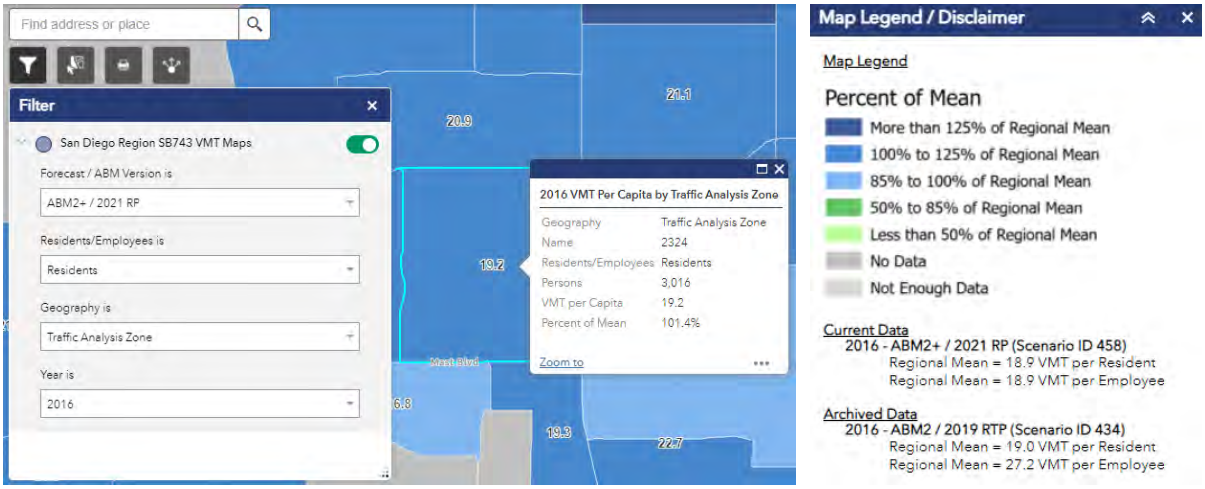
2. Small Projects

Projects generating 500 or fewer net new daily vehicle trips may be presumed to have a less-than-significant impact absent substantial evidence to the contrary. Trips are based on the number of vehicle trips calculated using SANDAG's (Not So) Brief Guide of Vehicular Traffic Generation Rates for the San Diego Region or ITE trip generation rates with any alternative modes/location-based adjustments applied.

For information regarding the process for establishing the small project screening criteria see Appendix C.

3. Projects in a VMT-Efficient Area

A VMT-efficient area is any area within the City with an average VMT/capita or VMT/employee below the thresholds as compared to the baseline City/Regional VMT per capita for the TAZ that the project is located within. VMT efficient areas could be accessed through SANDAG's SB743 VMT Webmaps[7]. Note that the TAZ maps consider the minimum amount of data necessary as a population of 300 residents or 500 employees per TAZ. If minimum data is not available in the desired TAZ, census tract data may be used for comparison. Image below demonstrate a snapshot of the SB743 VMT Webmap that shows VMT/Capita for Residents on a TAZ level using the 2016 Baseline Model.



Residential projects located within a VMT-efficient area may be presumed to have a less-than-significant impact absent substantial evidence to the contrary. A VMT-efficient area for residential projects is any area with an average VMT/capita 15% below the baseline City average for the TAZ that the project is located within.

General Employment projects located within a VMT-efficient area may be presumed to have a less-than-significant impact absent substantial evidence to the contrary. A VMT-efficient area for employment projects (excluding industrial employment projects) is any area with an average VMT/employee 15% below the baseline regional average for the TAZ that the project is located within.

[7] San Diego Region SB743 VMT Maps (arcgis.com): https://sandag.maps.arcgis.com/apps/webappviewer/index.html?id=bb8f938b625c40cea14c825835519a2b

Industrial Employment projects located within a VMT-efficient area may be presumed to have a less-than-significant impact absent substantial evidence to the contrary. A VMT-efficient area for industrial employment projects is any area with an average VMT/employee at or below the baseline regional average for the TAZ that the project is located within.

Mixed-Use projects located within a VMT-efficient area for each of its land uses may be presumed to have a less-than-significant impact absent substantial evidence to the contrary. Refer to the appropriate section for each land use included as a part of the mixed-use project to determine the definition of a VMT-efficient area for each land use.

4. Locally-Serving Retail Projects

Local serving retail generally improves the convenience of shopping close to home and has the effect of reducing vehicle travel. Local serving retail projects less than 50,000 square feet that are expected to draw approximately 75% of customers from the local area (roughly 3-miles) are presumed to have a less than significant impact absent substantial evidence to the contrary. Retail projects that are between 50,000 square feet and 125,000 square feet with similar customer attraction (approximately 75% from local area) may also be presumed locally-serving; however, the city may require the applicant to provide a market analysis as evidence that the project is locally serving. Retail projects that are more than 125,000 square foot are required to conducted a VMT analysis unless the applicant provides market surveys to demonstrate that at least 75% of customers are attracted from the local population.

5. Locally-Serving Public Facilities

Public facilities that serve the surrounding community or public facilities that are passive use may be presumed to have a less-than-significant impact absent substantial evidence to the contrary. The following are considered locally serving public facilities:

- Transit centers
- Public schools
- Libraries
- Post offices
- Park-and-ride lots
- Police and fire facilities
- Parks and trailheads
- Government offices
- Passive public uses, including communication and utility buildings, water sanitation, and waste management
- Other public uses as shown in **Appendix E** or determined by City staff

6. Redevelopment Projects with Lower Total VMT

A redevelopment project may be presumed to have a less-than-significant impact absent substantial evidence to the contrary if the proposed project's total project VMT is less than the existing land use's total VMT and the CEQA action includes closing the existing land use.

7. Infill affordable housing

California's Public Resources Code (PRC) §21061.3 defines infill as:

> *"Infill site" means a site in an urbanized area that meets either of the following criteria:*
>
> *(a) The site has not been previously developed for urban uses and both of the following apply:*
>
> > *(1) The site is immediately adjacent to parcels that are developed with qualified urban uses, or at least 75 percent of the perimeter of the site adjoins parcels that are developed with qualified urban uses, and the remaining 25 percent of the site adjoins parcels that have previously been developed for qualified urban uses.*
> >
> > *(2) No parcel within the site has been created within the past 10 years unless the parcel was created as a result of the plan of a redevelopment agency.*
>
> *(b) The site has been previously developed for qualified urban uses.*

Based on the ITE 11th Edition of the Trip Generation Manual, the affordable housing trip generation rate is approximately 30% lower than the multi-family (low-rise) rate. Adding affordable housing to infill locations generally improves jobs-housing balance, in turn, shortening commutes and reducing VMT. This suggests that it is possible to presume a blended affordable and market-rate residential project as having less than significant VMT impact.

City of Santee presumes deed-restricted affordable housing projects that meet the following conditions meet the City's screening criteria and would not require a VMT analysis.

- Is an infill project (note that most of the City of Santee is presumed to be an infill location);
- Consists of a minimum of 52% affordable housing;
- Is within ½ mile radius of a transit stop or station; and
- Project-provided parking does not exceed parking required by the City's Municipal Code.

2.3.2 VMT Thresholds of Significance

Projects that DO NOT meet the above screening criteria must include a detailed evaluation of the VMT produced by the project. The significant thresholds and specific VMT metrics used to measure VMT are described by land use type below.

- **Residential**: 15% below the City average VMT/capita
- **General Employment**: 15% below the regional average VMT/employee
- **Industrial Employment**: At or below regional average VMT/employee
- **Mixed-Use**: Each project component is evaluated per the appropriate metric based on land use type (e.g., residential, employment, and retail)
- **Regional Retail, Regional Recreational, or Regional Public Facilities**: A net increase in total regional VMT using the boundary method

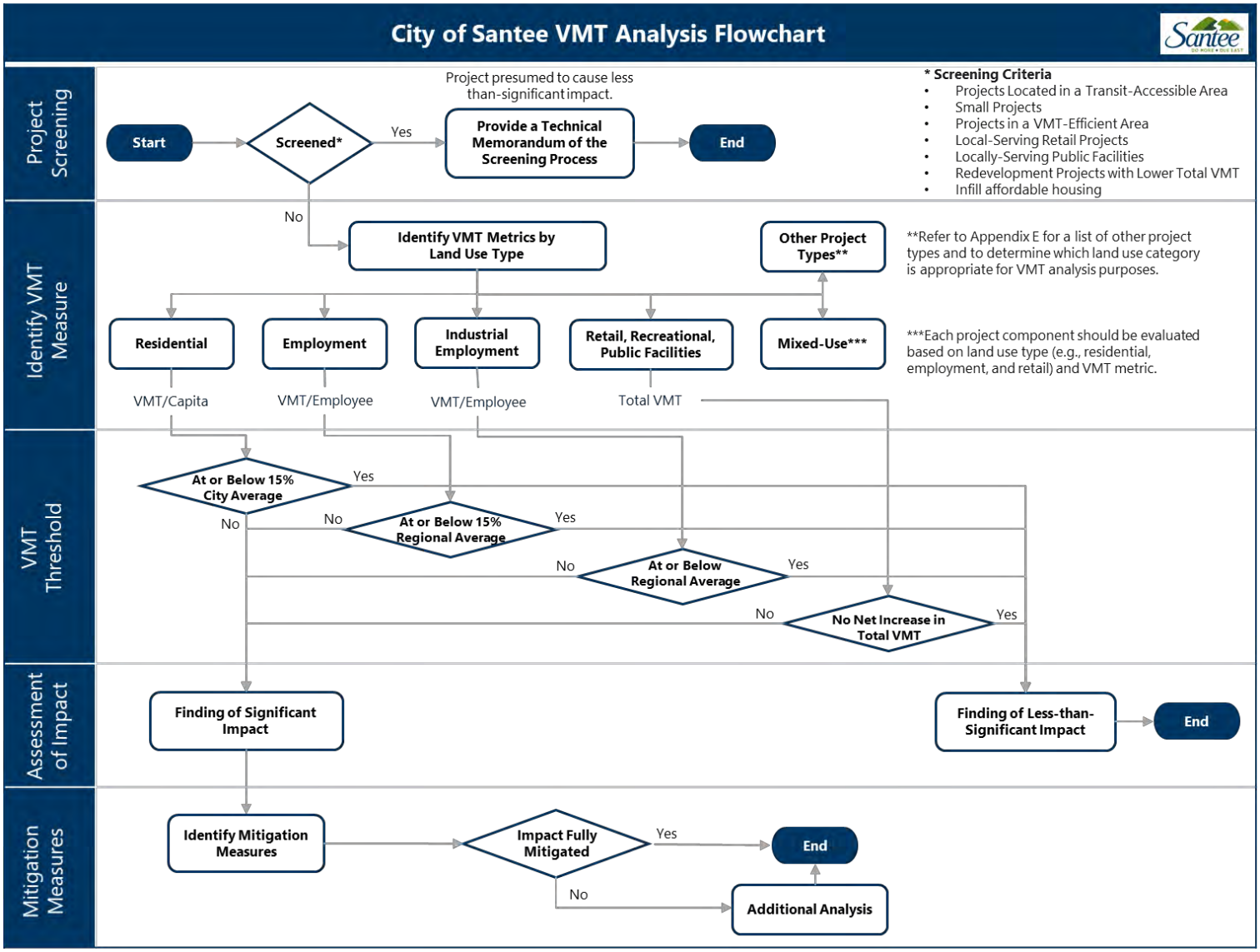
Appendix E provides land use designations to the primary land use categories above as well as unique project types and which land use category is appropriate for VMT analysis purposes.

Specific Plans or General Plan Amendments: The land use plan should be compared to the region overall. Comparison to the region is appropriate because large land use plans can have an effect on regional VMT (akin to how a regional retail project affects regional VMT). The significance thresholds described above apply to specific plans or General Plan Amendments. In addition, plan buildout/cumulative analysis is needed.

2.3.3 VMT Analysis Procedures

Projects that are not screened out must provide a detailed evaluation of the VMT produced by the project. In addition, **Figure 1** displays how to conduct transportation VMT analysis by project type.

Figure 1: VMT Analysis Process



Residential Projects

For projects that generate fewer than 2,400 daily unadjusted[8] driveway trips: Identify the location of the project on the City's VMT/capita map. The project's VMT/capita will be considered the same as the VMT/capita of the TAZ as shown on the VMT/capita map. Compare the project's VMT/capita to the threshold to determine if the impact is significant, or, if desired or requested by the City, input the project into the SANDAG Regional Travel Demand Model to determine the project's VMT/capita.

[8] Unadjusted trips is defined as total number of generated trips before any credits are taken for internal capture, alternative modes, or other credits.

For projects that generate 2,400 or greater daily unadjusted driveway trips: Larger projects will typically be analyzed using a custom model run by inputting the project into the SANDAG Regional Travel Demand Model. To perform the analysis, all project land uses should be inputted, and the VMT/capita should be determined using the same method/scripts that SANDAG utilizes to calculate the VMT/capita threshold. Note that there may be some circumstances where the use of screening maps or other sketch modeling tools are appropriate for larger projects, especially if the project has the same characteristics of the land uses that are already contained in the TAZ where the project is located or if the project is unique in nature and project specific travel behavior information is available.

Employment Projects (Non-Industrial and Industrial)

For projects that generate fewer than 2,400 daily unadjusted driveway trips: Identify the location of the project on the City's VMT/employee map. The project's VMT/employee will be considered the same as the VMT/capita of the TAZ as shown on the VMT/employee map. Compare the project's VMT/employee to the threshold to determine if the impact is significant, or, if desired or requested by the City, input the project into the SANDAG Regional Travel Demand Model to determine the project's VMT/employee.

For projects that generate 2,400 or greater daily unadjusted driveway trips: Larger projects will typically be analyzed using a custom model run by inputting the project into the SANDAG Regional Travel Demand Model. To perform the analysis, all project land uses should be inputted, and the VMT/employee should be determined using the same method/scripts that SANDAG utilizes to calculate the VMT/employee threshold. There may be some circumstances where the use of screening maps or other sketch modeling tools are appropriate for larger projects, especially if the project has the same characteristics of the land uses that are already contained in the TAZ where the project is located or if the project is unique in nature and project specific travel behavior information is available.

Regional Retail Projects

Calculate the change to area VMT using the SANDAG Travel Demand Model (or other appropriate sketch models as coordinated with City Staff). To calculate the change in area VMT, the regional retail component of the project should be inputted into the travel demand model. The "with project regional retail" area VMT produced by the model run is compared to the "no project" area VMT.

If specific data exists about the travel behavior for the project such as big data[9] or a detailed market study, this information may be used to conduct the VMT analysis because it typically provides more specificity than the SANDAG Travel Demand Model.

Mixed-Use Projects

Evaluate each project component per the appropriate metric based on land use type (e.g., residential, employment, and retail) as described above.

[9] Big data is referred to the use of crowdsourced data such as GPS or Location-Based data collected from smartphones, connected vehicles, or similar data sources to estimate number of trips, trip length, duration, etc.

Other Projects

Input the project into the SANDAG Regional Travel Demand Model for SANDAG to provide the project's applicable VMT metric. To perform the analysis, all project land uses should be inputted, and the VMT metric that is appropriate based on the land use type should be determined using the methodology described in **Section 2.2**.

VMT Reductions

If the project includes transportation demand management (TDM) measures, the reduction in VMT due to each measure should be calculated and can be applied to the project VMT analysis. See **Section 2.5** for resources for determining the reduction in VMT due to TDM measures.

The VMT reductions associated with project feature TDM should be applied to the appropriate metrics based on the project land uses. If the project does not include any TDM, then no reduction is taken.

The resulting VMT values should be compared to the appropriate threshold (described previously under **VMT Thresholds of Significance**) to determine whether the project results in a significant CEQA transportation impact due to VMT.

2.4 VMT Analysis for Transportation Projects

Projects that result in an increase in additional motor vehicle capacity (such as constructing a new roadway or adding more vehicle travel lanes to an existing roadway) have the potential to increase vehicle travel, referred to as "induced vehicle travel."

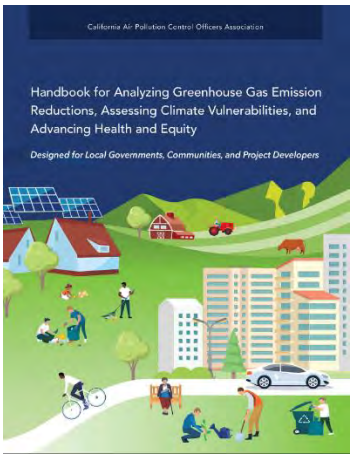
Appendix F contains a list of transportation projects that, absent substantial evidence to the contrary, do not require an induced travel/VMT analysis since they typically do not cause substantial or measurable increases in VMT.

For all other projects, a VMT analysis must be done. To calculate the change in area VMT (boundary method), the project should be inputted into the travel demand model. The "with project" area VMT produced by the model run is compared to the "no project" area VMT. A net increase in area VMT indicates that the project has a significant impact.

2.5 VMT Reduction and Mitigation Measures

To mitigate VMT impacts, the project applicant must reduce VMT, which can be done by either reducing the number of automobile trips generated by the project or by reducing the distance that people drive. The following strategies are available to achieve this:

1. Modify the project's built-environment characteristics to reduce VMT generated by the project.
2. Implement TDM measures to reduce VMT generated by the project.



Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity

SANDAG Mobility Management Guidebook, which includes recommendations of VMT-reducing measures.

Strategies that reduce single-occupant automobile trips or reduce travel distances are called TDM strategies. There are several resources for determining the reduction in VMT due to TDM measures, such as the California Air Pollution Control Officers Association ("CAPCOA") *Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity* (2021) (GHG Reduction Handbook) and the SANDAG *Mobility Management Guidebook*/VMT Reduction Calculator Tool. Both resources include equations that address the diminishing value or decreased effectiveness of TDM measures when those measures are used in combination. The equations below should be used by applicants to accurately quantify the effectiveness of a proposed TDM program.

Step 1: Calculate VMT Reduction under each sub-sector (A,B,C, …):

$$P_A = 1 - [(1 - S_1) * (1 - S_2) * (1 - S_3) * \ldots]$$

P_A *Combined VMT reduction for sub-sector A*

$S_{1,2,3,\ldots}$ *VMT reduction from each individual strategy in sub-sector A*

Step 2: Calculate combined effectiveness of all sub-sectors:

$$P_{TOTAL} = 1 - [(1 - P_A) * (1 - P_B) * (1 - P_C) * \ldots]$$

$P_{A,B,C,\ldots}$ *Combined VMT reduction for each sub-sector from Step 1*

For a TDM Program consisting of many measures, care must be taken to verify that the calculated VMT reductions account for maximums allowed within each sub-sector and combined effectiveness across multiple sub-sectors. In addition, Projects that are in urban areas have a higher limit of effectiveness (i.e., they can result in higher VMT reductions) than those in suburban areas. Therefore, TDM measures must be selected based on the project's size, location, and land uses for varying levels of implementation.

Note that the GHG Reduction Handbook also identifies measures appropriate at the project/site level and plan/community level to be combined separately. It is not appropriate to combine measures from the two categories together. The project/site level measures are appropriate for use for most applicants. If a plan/community level measure is desired, the applicant/consultant should coordinate with City staff.

Special attention should also be given to ensuring that measures are not double-counted through the transportation analysis process. For example, if a project identifies telecommuting as a reduction strategy, care should be taken to identify the level of telecommuting that has already been assumed as part of the travel demand model through coordination with SANDAG modeling staff or review of SANDAG model documentation available on SANDAG's website.

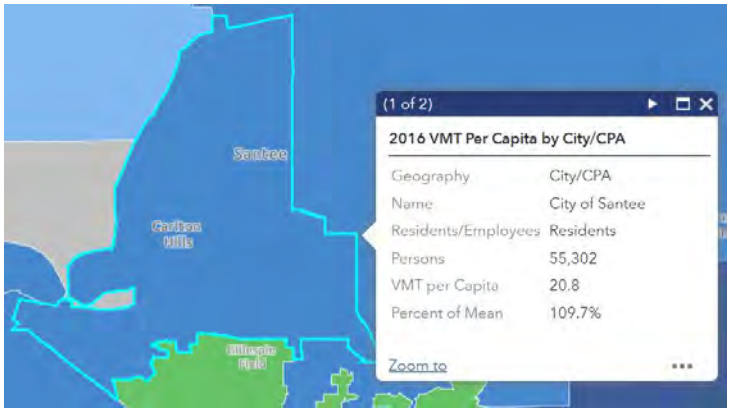
An example VMT reduction calculation is provided showing quantified TDM measures for a sample mixed-use development project in **Appendix G**.

2.6 Cumulative VMT Impacts

Because VMT is a composite metric that will continue to be generated over time, a key consideration for cumulative scenarios is whether the rate of VMT generation gets better or worse in the long term. If the rate is trending down over time consistent with expectations for air pollutants and GHGs, then the project-level analysis may suffice. However, the trend direction must be supported using substantial evidence. Review of the SANDAG Regional Travel Model reveals that VMT/capita and VMT/employee are anticipated to trend down over time. . **Figure 2** demonstrates VMT/capita and VMT/employee trends based on the latest SANDAG Regional Travel Model (ABM2+, 2021 Regional Plan) and shows that both metrics trend down over time. Therefore; if a project is consistent with the assumptions in the SANDAG 2021 Regional Plan, the existing conditions project-level analysis is sufficient to determine cumulative impacts.

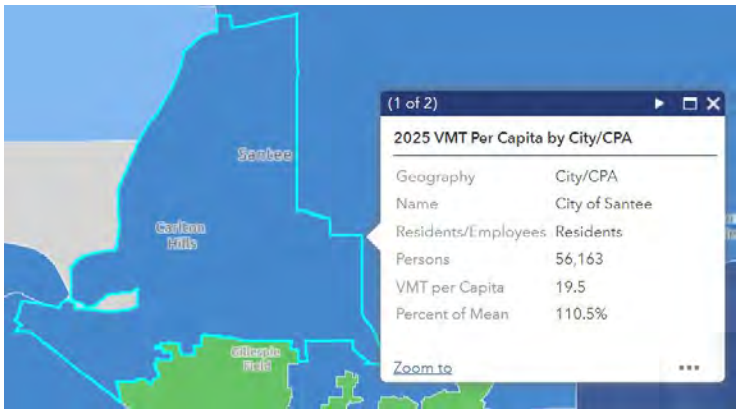
Figure 2: Santee VMT/Capita and VMT/Employee Trends Based on SANDAG Regional Travel Model (ABM2+, Regional Plan 2021)

Residents



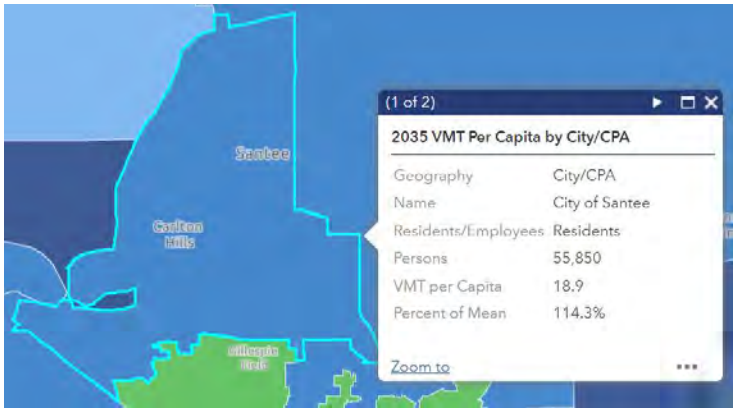
Year 2016

VMT/Capita = 20.8



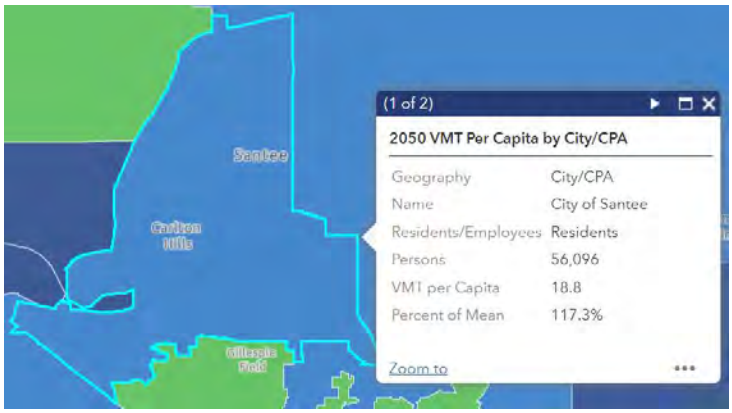
Year 2025

VMT/Capita = 19.5



Year 2035

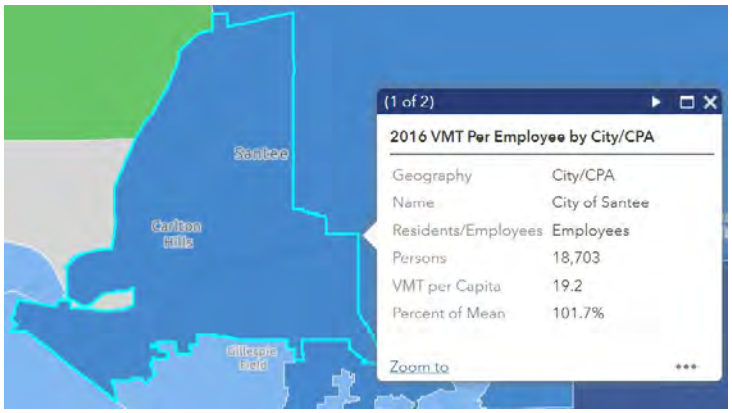
VMT/Capita = 18.9



Year 2050

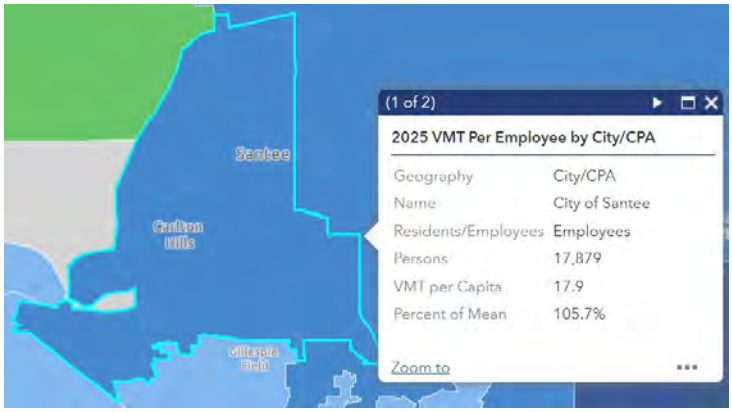
VMT/Capita = 18.8

Employees



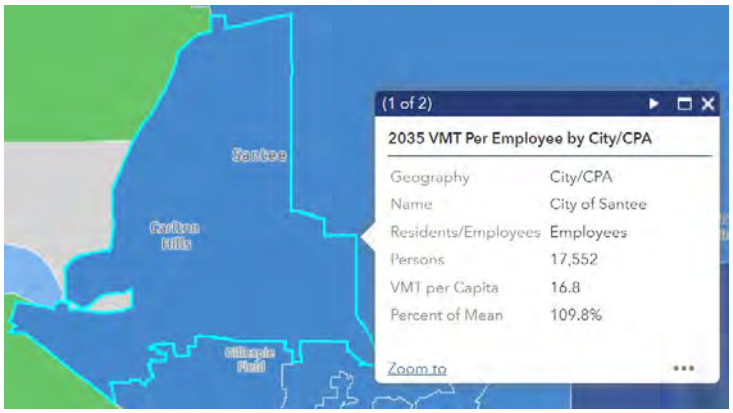
Year 2016

VMT/Employee = 19.2



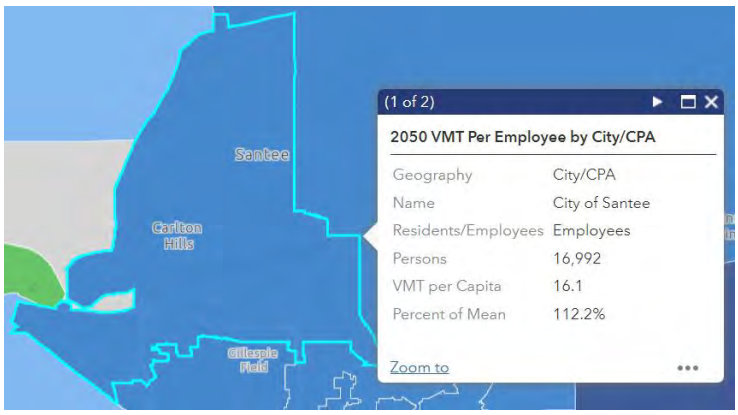
Year 2025

VMT/Employee = 17.9



Year 2035

VMT/Employee = 16.8



Year 2050

VMT/Employee = 16.1

If a project is not consistent with the assumptions in the SANDAG 2021 Regional Plan, a cumulative analysis may be necessary. A project effect on VMT under cumulative conditions would be considered significant if the cumulative VMT/capita or VMT/employee under the future year "plus project" condition exceeds the base year thresholds identified under section 2.3.2.

Please note that the cumulative "no project" condition shall reflect the adopted Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS); as such, if a project is consistent with the regional RTP/SCS, then the cumulative impacts shall be considered less than significant.

Appendix A: CEQA Transportation Analysis Screening Form

CEQA Transportation Analysis Screening

The Project Information Form (PIF) is to be completed by the applicant. The PIF is subject to change as new project information arises.

General Project Information and Description

Owner/Applicant Information

Name:	
Address:	
Phone Number:	
Email:	

Project Information

Project Name:		
Project Address:		
APN:		
Land Use Designation:	Zoning Designation:	

CEQA Transportation Analysis Screening

To determine if your project is screened from VMT analysis, review the Project Type Screening and the Project Location Screening tables below. If no "Yes" is checked for any project type or land use applicable to your project, the project is not screened out and must complete VMT analysis in accordance with the analysis requirements outline in the City of Santee *SB 743 Guidelines*. Trip generation should be supported by a memo prepared by a traffic engineer.

Project Type Screening

	1. Select the Screening Criteria that applies to your project 2. Answer the questions for each screening criteria that applies to your project *(if "Yes" is indicated in any land use category below, then that land use (or a portion of the land use) is screened from CEQA Transportation Analysis)* *Note: All responses must be documented and supported by substantial evidence.*	Screened Out Yes	Not Screened Out No
☐	**1. Project located in a transit accessible area** a. Is the project in a transit priority area or within ½ mile of a stop along a high-quality transit corridor, and has the following project characteristics? i. Has a Floor Area Ratio (FAR) of more than 0.75 ii. Includes no more than the minimum parking for use by residents, customers, or employees of the project than required by the jurisdiction iii. Is consistent with the City of Santee General Plan iv. Does not replace affordable residential units with moderate- or high-income residential units. v. Have basic walking and biking access to transit	☐	☐
☐	**2. Small Project** a. The project generates 500 or fewer net new daily vehicle trips	☐	☐

☐	3. Projects in VMT-Efficient area (Provide SANDAG screening map showing project location) a. Residential Projects: Is the project located in a VMT-efficient area (15% or more below the baseline citywide average) using the SANDAG screening maps for VMT/Capita? b. Employment Projects: Is the project located in a VMT-efficient area (15% or more below the baseline citywide average) using the SANDAG screening maps for VMT/Employee? c. Industrial Projects: Is the project located in a VMT-efficient area (at or below the baseline citywide average) using the SANDAG screening maps for VMT/Employee? d. Mixed-use Projects: refer to the appropriate section for each land-use included as part of the mixed-use project	☐	☐
☐	4. Locally Serving Retail Projects a. Is the project less than 125 ksf and serving the local community?The City may request a market capture study that identifies local market capture to the City's satisfaction. (for Retail Projects above 50 ksf, market studies may be required to demonstrate that at least 75% of customers are local customers)	☐	☐
☐	5. Locally Serving Public Facility or Community Purpose Facility a. Is the project a public facility or Community Purpose Facility that serves the local community? (see section 2.3 of VMT analysis guidelines for a list of public facilities)	☐	☐
☐	6. Redevelopment Project a. Is the proposed project's total project VMT less than the existing land use's total VMT? And the CEQA action includes closing the existing land use?	☐	☐
☐	7. Infill affordable housing a. Is the proposed project a deed restricted affordable housing project that meet the following criteria? i. Is an infill project; ii. Consists of a minimum of 52% affordable housing; iii. Is within ½ mile radius of a transit stop or station; and iv. Project provided parking does not exceed parking required by the City of Santee	☐	☐

Appendix B: Additional VMT Analysis Tools

Other VMT Analysis Tools

California Statewide Travel Demand Model (CSTDM)

The CSTDM was developed by Caltrans and produces passenger travel demand forecasts. Details about the model may be found at the following website.

- http://www.dot.ca.gov/hq/tpp/offices/omsp/statewide_modeling/cstdm.html

In addition, Caltrans has produced VMT output data of the CSTDM by traffic analysis zone (TAZ) for purposes of SB 743 implementation, and that data may be accessed at the following website.

- http://www.dot.ca.gov/hq/tpp/offices/omsp/SB743.html

As a statewide model, the level of detail for local project applications may not be sufficient to produce reasonable results, as the model was not validated at a local scale. The TAZs are large; therefore, the resulting VMT outputs would have limited sensitivity to small scale land use projects and the influences of land use context.

California Household Travel Survey (CHTS) Data

The CHTS is distributed by Caltrans to gather data needed to update the statewide database of household travel behavior. This database is used to model and forecast travel throughout the State of California. The last CHTS started in 2010 and ended in 2013.

CHTS data provides residential trip length by trip purpose. This data can be used to determine the home-based VMT/Resident. In order to complete this calculation, the average trip length in the project's census tract is multiplied by the number of expected residents.

As CHTS data is inherently associated with residences, a VMT/Employee or VMT/Service Population can't be calculated using this data source.

Data Sources Summary

Table 1 below identifies which of the VMT data sources produce data for each VMT efficiency metric.

Table 1: VMT Data Source Features at a Glance

Features	CSTDM	SANDAG Travel Model (Current SB743 Information)*	CHTS
Accounts for ***External Trips***	**X**	-	**X**
Can Calculate ***VMT/Service Population***	**X**	**X**	-
Can Calculate ***VMT/Resident***	**X**	**X**	**X** *(Home-based trips ONLY)*
Can Calculate ***VMT/Employee***	**X**	**X**	
Can be updated manually with new data	-	-	**X**

Notes: *The SANDAG model does have external trips; however, the step in the modeling process that was used to develop the current VMT/Resident and Employee VMT/Employee results was not able to utilize the external trips portion of the model. Additional modeling or an alternate process would be needed to incorporate the external trips.
Source: Fehr & Peers, 2018

Big Data

Big data is defined as data gathered from cell phones and other devices that is used to reveal patterns, trends, and associations of travel. It can be useful in validating data source information, including trip lengths and origins and destinations (O/D). Data provided by companies such as StreetLight Data, Teralytics, and INRIX can be used to determine the validity of results produced by the Caltrans or SANDAG travel models or CHTS data analysis. It is recommended that big data is used in combination with a VMT data source. Big data can provide the existing VMT conditions; however, it should not on its own be used to establish a VMT threshold because it is not a tool that can be used to estimate a project's VMT or effect on VMT. As described previously, the threshold and project analysis must be established using the same VMT tool and methodology.

For the City of Santee, this validation process could determine that due to the unique nature of City communities, using the SANDAG model without modification for these unique features would create unrealistic VMT results. For example, big data can be used to help understand commute patterns from Riverside County, Orange County, and Imperial County.

Appendix C: Screening Criteria and Threshold Evidence

Screening Criteria and Threshold Evidence

This appendix provides context and justification/rationale for the screening criteria and thresholds for performing transportation VMT CEQA impact analysis.

Screening Criteria

Development projects are presumed to have less-than-significant impacts to the transportation system, and therefore would not be required to conduct a VMT analysis, if any of the following criteria are satisfied.

1. Projects Located in a Transit-Accessible Area

Projects located within a half mile of an existing major transit stop or an existing stop along a high-quality transit corridor[10] may be presumed to have a less-than-significant impact. The presumption of a less-than-significant impact near these transit stops may not be appropriate if the project:

- Has a Floor Area Ratio of less than 0.75
- Includes more parking for use by residents, customers, or employees of the project than required by the City
- Is inconsistent with SANDAG's most recent Sustainable Communities Strategy or the land use growth assumption accommodated by the Land Use Element portion of the General Plan
- Replaces affordable residential units with a smaller number of moderate- or high-income residential units
- Does not have basic walking and biking access to transit (e.g., sidewalks connecting to transit stops)

Evidence – Projects located within a half mile of an existing major transit stop or a half mile from stops along high-quality transit corridors can help reduce VMT by increasing capacity for transit-supportive residential and/or employment densities in low VMT areas. The increased density that is associated with projects in a transit-accessible area can increase transit ridership and therefore justify enhanced transit service, which would in turn increase the number of destinations that are accessible by transit and further increase transit ridership and decrease VMT.

[10] "Major transit stop" means a site containing an existing rail or bus rapid transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods. (See Public Resources Code § 21064.3.) "High-quality transit corridor" means a corridor with fixed route bus service with service intervals no longer than 15 minutes during peak commute hours. (See Public Resources Code § 21155(b).)

Additionally, CEQA Guidelines section 15064.3(b) states, "Generally, projects within one-half mile of either an existing major transit stop or a stop along an existing high quality transit corridor should be presumed to cause a less than significant transportation impact."

2. Small Projects

Projects generating 500 or fewer net new daily vehicle trips may be presumed to have a less-than-significant impact absent substantial evidence to the contrary.

Evidence – According to findings from the *CEQA & Climate Change white paper (Evaluating and addressing Greenhouse Gas Emissions from Projects Subject to the California Environmental Quality Act , CAPCOA, January 2008)*, small developments that generate less than 900 MTCO2 per year are considered to have de minimis impact on the GHG Emissions.

In April 2020, the Sacramento Metropolitan Air Quality Management District (SMAQMD) published updated project screening levels and determined that projects estimated to generate less than 1,100 MT MTCO2 per year would not result in a significant, cumulative impact (SMAQMD 2020). This threshold was developed to demonstrate compliance with the statewide reduction targets in 2030 and the threshold was determined by SMAQMD to capture 98 percent of total GHG emissions.

The CAPCOA screening level threshold of 900 MT CO2e is more conservative than the SMAQMD screening level; therefore, the CAPCOA threshold is in line with the post-2020 reduction goals established by SB 32. Thus, for the purposes of this analysis, the 900 MTCO2 per year screening level was used in accordance with CAPCOA guidance. The screening level does not indicate impact significance; rather, it is intended to be used to screen out smaller projects that do not generate substantial amounts of GHG emissions and allows regulatory and discretionary actions to focus on the more significant sources of GHG emissions. Projects that emit less than 900 MTCO2 per year would not likely be considered cumulatively considerable and would not interfere with the ability of the state to achieve its GHG reduction targets.

Based on the 2019 Sustainable Santee Plan, approximately 60% of all GHG emissions are associated with the transportation sector. It is therefore assumed that GHG emissions from the transportation sector associated to a development to be assumed as de minimis is estimated at approximately 540 MTCO2 per year. Based on outputs from the California Emissions Estimator Model (CalEEMod), it is estimated that a project generating approximately 1,000 trips per day results in nearly 540 MTCO2 per year related to transportation sector (see table for details). To be more conservative, the City of Santee has selected 500 daily trips as the threshold to screen out a project as a small development.

Trips	Average Trip Length (mile) City of Santee ABM 2+	GHG Grams (g) per year	GHG Metric Tons (MT) per year
100	5.65	54,073,500	54.07
200	5.65	108,147,000	108.15
300	5.65	162,220,500	162.22
400	5.65	216,294,000	216.29
500	5.65	270,367,500	270.37
600	5.65	324,441,000	324.44
700	5.65	378,514,500	378.51
800	5.65	432,588,000	432.59
900	5.65	486,661,500	486.66
1,000	**5.65**	**540,735,000**	**540.74**
1,100	5.65	594,808,500	594.81
1,200	5.65	648,882,000	648.88

1. *Average Trip Length (ATL) for the City of Santee per SANDAG Regional Travel Model 2021 ABM 2+ Regional Travel Model*
2. *GHG Grams per year = [Trips x ATL x 260 days x 355 CO2 g/VMT] + [Trips x 260 days x 74 CO2 g/trip]*
3. *Per California Emissions Estimator Model (CalEEMod) version 2020.4.0, May 2021:*
   Source: San Diego County 2019 Annual CO2 Running ≈ 355 g/VMT for Light Duty Passenger (LDA) travel
   Source: San Diego County 2019 Annual CO2 Starting ≈ 74 g/trip for Light Duty Passenger (LDA) starting
4. *900 MTCO2/year is assumed as de minimis amount of GHG produced by small developments (CEQA & Climate Change - Evaluating and addressing Greenhouse Gas Emissions from Projects Subject to the California Environmental Quality Act (CAPCOA, January 2008)*
5. *Based on the Sustainable Santee Plan (December 2019) nearly 60% of the GHG Emissions are generated by the on-road transportation sector. The de minimis amount of GHG from the on-road transportation sector is calculated as: [900 MTCO2/year x 60%] = 540 MTCO2/year, the amount is estimated to be generated by approximately 1,000 daily trips.*

3. Projects in a VMT-Efficient Area

If a residential development is located in an area where VMT/capita is 15% or more below the city average, or a general employment development is located in an area where VMT/employee is 15% or more below the regional average, or an industrial employment development is located in an area where the VMT per employee is at or below the regional average, the project is presumed to result in a less-than-significant CEQA impact.

Evidence – This presumption is consistent with the Office of Planning and Research Technical Advisory on Evaluating Transportation Impacts in CEQA (December 2018) (OPR Technical Advisory), which provides that, "residential and office projects that locate in areas with low VMT, and that incorporate similar features (i.e., density, mix of uses, transit accessibility), will tend to exhibit similarly low VMT. Maps created with data from a travel survey or travel demand model can illustrate areas that are currently below threshold. Because new development in such locations would likely result in a similar level of VMT, such maps can be used to screen out residential and office projects from needing to prepare a detailed VMT analysis."

Evidence – Purely industrial uses are desired to be located in less VMT-efficient, higher-VMT areas in the City of Santee. Placing these land intensive uses in areas with less efficient VMT allows land in efficient VMT areas to be more effectively utilized as high density residential and commercial uses. This threshold

will encourage industrial uses to develop in locations appropriate for industrial and agricultural uses, further reducing other potential impacts to sensitive land uses, leaving infill and more VMT-efficient areas available for more dense uses.

Specifically, the OPR Technical Advisory states, "Of land use projects, residential, office, and retail projects tend to have the greatest influence on VMT. For that reason, OPR recommends the quantified thresholds described above for purposes of analysis and mitigation. Lead agencies, using more location-specific information, may develop their own more specific thresholds, which may include other land use types."

4. Locally-Serving Retail Projects

Locally serving retail generally improves the convenience of shopping close to home and has the effect of reducing vehicle travel. The 125,000 square foot of total gross floor area threshold for local serving retail is consistent with the upper square footage threshold of the Neighborhood Shopping Center land use from the SANDAG (Not So) Brief Guide of Vehicular Traffic Generation Rates for the San Diego Region. The Neighborhood Shopping Center land use is by definition locally serving.

Evidence – The OPR Technical Advisory states, "Because new retail development typically redistributes shopping trips rather than creating new trips,[11] estimating the total change in VMT (i.e., the difference in total VMT in the area affected with and without the project) is the best way to analyze a retail project's transportation impacts." Local serving retail generally shortens trips as longer trips from regional retail are redistributed to new local retail.

5. Locally-Serving Public Facilities

Community-purpose facilities serve the community and either produce very low VMT or divert existing trips from established local facilities. A replacement/remodel of an existing local serving public facility with no net increase in VMT would not require a VMT analysis for CEQA.

Evidence – Similar to locally serving retail, locally serving community-purpose facilities would redistribute trips and would not create new trips.[12] Thus, similar to locally serving retail, trips are generally shortened as longer trips from a regional facility are redistributed to the locally serving public facility.

6. Redevelopment Projects with Lower Total VMT

A redevelopment project that demonstrates that the total project VMT is less than the existing land use's total VMT is not required to complete a VMT analysis.

11 Lovejoy, et al., Measuring the Impacts of Local Land-Use Policies on Vehicle Miles of Travel: The Case of the First Big-Box Store in Davis, California, Journal of Transport and Land Use, 2013.
12 Lovejoy, et al., Measuring the Impacts of Local Land-Use Policies on Vehicle Miles of Travel: The Case of the First Big-Box Store in Davis, California, Journal of Transport and Land Use, 2013.

Evidence – Consistent with the OPR Technical Advisory, "[w]here a project replaces existing VMT-generating land uses, if the replacement leads to a net overall decrease in VMT, the project would lead to a less-than-significant transportation impact."

If a residential or office project leads to a net increase in VMT, then the project's VMT/capita (residential) or VMT/employee (office) should be compared to thresholds recommended. Per capita and per employee VMT are efficiency metrics, and, as such, apply only to the proposed project without regard to the VMT generated by the previously existing land use.

"If the project leads to a net increase in provision of locally-serving retail, transportation impacts from the retail portion of the development should be presumed to be less than significant. If the project consists of regionally-serving retail, and increases overall VMT compared to existing uses, then the project would lead to a significant transportation impact." – OPR Technical Advisory on Evaluating Transportation Impacts in CEQA (December 2018).

7. Infill affordable housing

Residents of affordable residential projects typically generate less VMT than residents in market rate residential projects. This pattern is particularly evident in affordable residential projects near transit[13]. In recognition of this effect, and in accordance with the OPR Technical Advisory, deed-restricted affordable housing projects that meet the following conditions meet the City's screening criteria and would not require a VMT analysis.

- Is an infill project;
- Consists 52% affordable housing or more;
- Is within ½ mile radius of a transit stop or station; and
- Project-provided parking does not exceed parking required by the City of Santee Municipal Code.

The City has discretion to review the project's characteristics to confirm that the screening criteria is appropriate and may disallow use of screening criteria if the project characteristics do not meet the screening criteria definitions.

Evidence – Affordable residential projects generate fewer trips than market rate residential projects[14]. This research also supports the assumption that the rate of vehicle ownership is expected to be less for people that qualify for affordable housing.

[13] Newmark and Hass, "Income, Location Efficiency, and VMT: Affordable Housing as a Climate Strategy," The California Housing Partnership, 2015.
[14] Newmark and Hass, "Income, Location Efficiency, and VMT: Affordable Housing as a Climate Strategy," The California Housing Partnership (2015).

Additionally, the OPR Technical Advisory states, "Adding affordable housing to infill locations generally improves jobs-housing match, in turn shortening commutes and reducing VMT."

A recent study[15] by Fehr & Peers was conducted to determine the difference in trip rates between affordable housing units and market-rate units within the County of San Diego. According to ITE Trip Generation Manual 11th edition, a Multi-Family unit (Low rise and not close to rail transit, category 220) generates an average of 6.74 trips per day and an affordable housing unit (category 223) generates an average of 4.81 trips per day. Because the OPR recommended threshold is 15% below average, it is reasonable to use 15% below average trip generation rate for market-rate Multi-Family (Low rise) calculated at 5.73 trips per unit as impact threshold. The blend of affordable housing and market rate housing that results in a trip generation rate of 5.73 trips/unit is 52% affordable and 48% market rate.

[15] Fehr & Peers, Affordable Housing and SB 743 VMT – Screening Considerations, Memorandum prepared for the County of San Diego dated December 3, 2018. https://www.sandiegocounty.gov/content/dam/sdc/pds/advance/SB743/County%20of%20San%20Diego%20Trip%20Generation%20at%20Affordable%20Housing%20Developments%20Final%2012032021.pdf

Thresholds

If a project is required to complete a VMT analysis, the project's impacts to the transportation system would be significant if the VMT would exceed any of the thresholds below.

Residential

Threshold – 15% below the City Average VMT/capita

Evidence – The OPR Technical Advisory provides that, "residential development that would generate vehicle travel that is 15 or more percent below the existing residential VMT per capita, measured against the region or city, may indicate a less-than-significant transportation impact."

General Employment

Threshold – 15% below the Regional Average VMT/employee

Evidence – The OPR Technical Advisory provides that, "office projects that would generate vehicle travel exceeding 15 percent below existing VMT per employee for the region may indicate a significant transportation impact."

Industrial Employment

Threshold – At or below regional average VMT/employee

Evidence – The OPR Technical Advisory states, " Of land use projects, residential, office, and retail projects tend to have the greatest influence on VMT. For that reason, OPR recommends the quantified thresholds described above for purposes of analysis and mitigation. Lead agencies, using more location-specific information, may develop their own more specific thresholds, which may include other land use types." Purely industrial uses are desired to be located in locations that are less dense and not within urban areas, which typically have higher VMT/employee. Industrial land uses are land intensive; therefore, placing industrial land uses in less urban areas characterized by having higher VMT/employee allows land in efficient VMT areas to be more effectively utilized as high density residential and commercial uses. This threshold is consistent with achieving an overall reduction in Regional VMT as it recognizes that industrial uses, which are relatively lower total VMT generating uses, are most appropriate in areas that have a lower potential to reduce VMT because it results in more available land within areas with a high potential to achieve VMT reductions for more dense development.

Regional Retail, Regional Recreational, or Regional Public Facilities

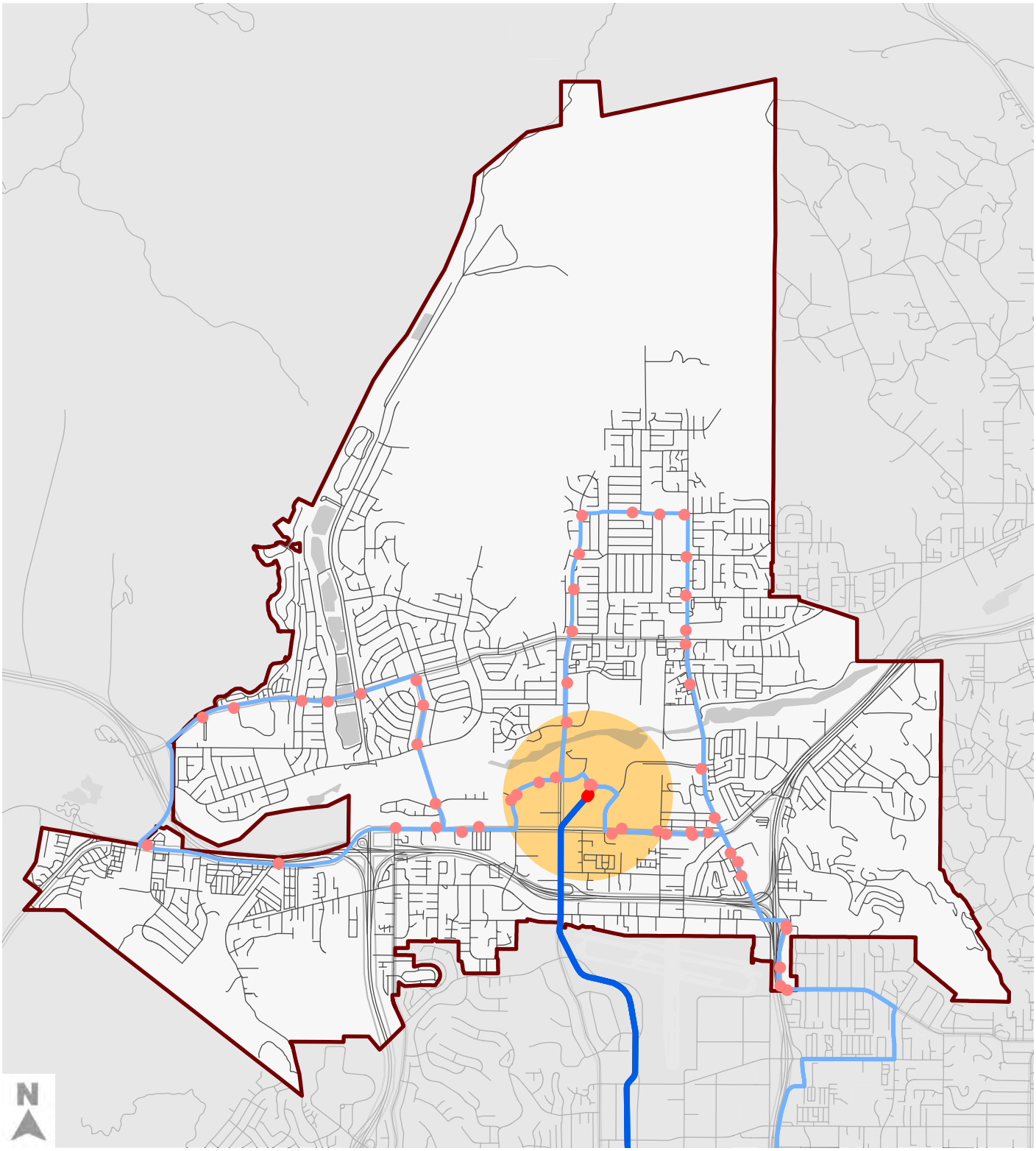
Threshold – A net increase in total regional VMT using the boundary method

Evidence – The OPR Technical Advisory states, "Because new retail development typically redistributes shopping trips rather than creating new trips, estimating the total change in VMT (i.e., the difference in total VMT in the area affected with and without the project) is the best way to analyze a retail project's transportation impacts… Regional-serving retail development… which can lead to substitution of longer trips for shorter ones, may tend to have a significant impact. Where such development decreases VMT, lead agencies should consider the impact to be less than significant."

Regional Retail within the City of Santee will be analyzed consistent with the OPR Technical Advisory. Regional Retail uses that attract customers from the region and beyond are defined in the SANDAG *(Not So) Brief Guide of Vehicular Traffic Generation Rates for the San Diego Region* as "Regional Shopping Center," and "Super Regional Shopping Center."

The recommendations for regional retail uses can also be applied to regional recreational and regional public facilities since these types of facilities operate in a similar way from a transportation/customer attraction perspective.

Appendix D: Existing Major Transit Stops and Existing High-Quality Transit Corridors



High-Quality Transit Corridors and Transit Stops

Appendix E: Land Use Designations

Table E1 provides a list of unique project types and the land use type they should be considered under for SB 743 screening and analysis.

Table E1: Land Use Categories

Land Use Category for SB 743 Analysis for all Project Types	
1. Residential Projects	
• Estate, Urban, or Rural • Single Family Detached • Condominium • Apartment • Transitional Housing	• Military Housing (off-base, multi-family) • Mobile Home • Retirement Community • Congregate/Recuperative Care Facility
2. General Employment Projects	
• Agriculture • Hospital: General • Hospital: Convalescent/Nursing • Industrial/Business Park (commercial included) • Science Research & Development • Hotel (with convention facilities/restaurant) • Motel • Resort Hotel • Business Hotel	• Military • Standard Commercial Office • Large (High-Rise) Commercial Office • Office Park • Single Tenant Office • Corporate Headquarters (without commercial) • Government Offices (Use is primarily office with employees; no substantial in-person service) • Medical/Dental
3. Industrial Employment Projects	
• Industrial Park (no commercial) • Industrial Plant (multiple shifts) • Manufacturing/Assembly	• Warehousing • Storage
4. Regional Retail Projects (includes Recreational Uses): Not Locally-Serving	
• Super Regional Shopping Center • Regional Shopping Center • Community Shopping Center	• Parks: Amusement • Golf Course (includes driving ranges)

Table E1: Land Use Categories

Land Use Category for SB 743 Analysis for all Project Types	
5. Retail Projects (includes Recreational Uses): May qualify for locally-serving based on size/market study	
• Bars/Wine Bars • Car Wash • Gasoline • Auto Sales (Dealer & Repair) • Auto Repair Center • Auto Parts Sales • Quick Lube • Tire Store • Neighborhood Shopping Center • Commercial Shops • Mixed Use: Commercial (with supermarket)/ Residential: *consider each land use type separately for screening*	• Bowling Center • Multi-purpose (miniature golf, video arcade, batting cage, etc.) • Racquetball/Health Club • Tennis Courts • Sports Facilities (indoor/outdoor) • Theaters (multiplex with matinee) • Restaurant • Financial (Bank or Savings & Loan)
6. Regional Public Facilities: Generally Not Locally-Serving	
• Airport: Commercial • Airport: General Aviation • Airport: Heliports • Regional House of Worship/Cemetery • University (4 years) • Junior College (2 years) • High School: Private • Middle/Junior High School: Private	• Elementary School: Private • Parks: Regional (developed) • Parks: State • Bus Depot • Truck Terminal • Landfill & Recycling Center
7. Locally-Serving Public Facilities	
• High School: Public • Middle/Junior High School: Public • Elementary School: Public • Day Care (Public or Private) • Library • Park: City • Park: Neighborhood/County	• Post Office • Department of Motor Vehicles • Government Offices (Providing primarily in-person customer service) • Transit Station (light rail with parking) • Park & Ride Lots • House of Worship/Cemetery

* Land use designations match the categories in SANDAG's *(Not So) Brief Guide of Vehicular Traffic Generation Rates for the San Diego Region*.

Appendix F: Transportation Project Screening

Transportation Project Screening Criteria

The following complete list is provided in the OPR Technical Advisory (December 2018, Pages 20-21) and refined for the City of Santee for transportation projects that, "would not likely lead to a substantial or measurable increase in vehicle travel, and therefore generally should not require an induced travel analysis."

- Rehabilitation, maintenance, replacement, safety, and repair projects designed to improve the condition of existing transportation assets (e.g., highways; roadways; bridges; culverts; Transportation Management System field elements such as cameras, message signs, detection, or signals; tunnels; transit systems; and assets that serve bicycle and pedestrian facilities) and that do not add additional motor vehicle capacity
- Roadside safety devices or hardware installation, such as median barriers and guardrails
- Roadway shoulder enhancements to provide "breakdown space," dedicated space for use only by transit vehicles, to provide bicycle access, or to otherwise improve safety, but which will not be used as automobile vehicle travel lanes
- Addition of an auxiliary lane of less than one mile in length designed to improve roadway safety
- Installation, removal, or reconfiguration of traffic lanes that are not for through traffic, such as left, right, and U-turn pockets, two-way left-turn lanes, or emergency breakdown lanes that are not utilized as through lanes
- Addition of roadway capacity on local or collector streets, provided the project also substantially improves conditions for pedestrians, cyclists, and, if applicable, transit
- Closing gaps in the transportation network in conformance with the Mobility Element of the General Plan where the project also substantially improves conditions for pedestrians, cyclists, and, if applicable, transit.
- Conversion of existing general purpose lanes (including ramps) to managed lanes or transit lanes, or changing lane management in a manner that would not substantially increase vehicle travel
- Addition of a new lane that is permanently restricted to use only by transit vehicles
- Reduction in number of through lanes
- Grade separation to separate vehicles from rail, transit, pedestrians or bicycles, or to replace a lane in order to separate preferential vehicles (e.g., HOV, HOT, or trucks) from general vehicles
- Installation, removal, or reconfiguration of traffic control devices, including Transit Signal Priority (TSP) features
- Installation of traffic metering systems, detection systems, cameras, changeable message signs, and other electronics designed to optimize vehicle, bicycle, or pedestrian flow
- Timing of signals to optimize vehicle, bicycle, or pedestrian flow
- Installation of roundabouts, or traffic circles
- Traffic signal modifications and new traffic signals where warrants are met by existing levels of traffic and the project improves accessibility for active transportation.

- Installation or reconfiguration of traffic calming devices
- Adoption of or increase in tolls
- Addition of tolled lanes, where tolls are sufficient to mitigate VMT increase
- Initiation of new transit service
- Conversion of streets from one-way to two-way operation with no net increase in number of traffic lanes
- Removal or relocation of off-street or on-street parking spaces
- Adoption or modification of on-street parking or loading restrictions (including meters, time limits, accessible spaces, and preferential/reserved parking permit programs)
- Addition of traffic wayfinding signage
- Rehabilitation and maintenance projects that do not add motor vehicle capacity
- Addition of new or enhanced bike or pedestrian facilities on existing streets/highways or within existing public rights-of-way
- Addition of Class I bike paths, trails, multi-use paths, or other off-road facilities that serve non-motorized travel
- Installation of publicly available alternative fuel/charging infrastructure
- Addition of passing lanes, truck climbing lanes, or truck brake-check lanes in rural areas that do not increase overall vehicle capacity along the corridor

Appendix G: VMT Mitigation Sample Calculation

VMT Mitigation Sample Calculation

The following provides a sample TDM calculation (it is not intended to demonstrate the only measures that would be available to projects). For this example, each VMT reduction strategy is calculated individually then combined in the equation to determine the overall VMT reduction. The direct sum of all strategies results in a total of (2% + 1% + 4% + 1% =) 8.0%; however, the overall VMT reduction is calculated at 7.8% using the multiplicative formula to account for the fact that some strategies could be redundant or duplicative in nature.

- **Trip Reduction Program**
    - T-9 : Implement Subsidized or Discounted Transit Program = 2%
    - T-10: Provide End-of-Trip bicycle facilities = 1%
    - Combined sub-sector %VMT reduction = $1 - (1 - 2\%) \times (1 - 1\%) = \mathbf{2.9\%}$
- **Parking or Road Pricing/Management**
    - T-15: Limit Residential Parking Supply = 4%
    - T-16: Unbundle residential parking cost from property cost = 1%
    - Combined sub-sector %VMT reduction = $1 - (1 - 4\%) \times (1 - 1\%) = \mathbf{4.9\%}$

Total VMT Reduction = $1 - [(1 - \mathbf{2.9\%}) \times (1 - \mathbf{4.9\%})] = \mathbf{7.8\%}$

STAFF REPORT

CITY OF SANTEE VMT ANALYSIS GUIDELINES

APRIL 27, 2022

Background

California Senate Bill 743 was passed by the legislature and signed into law in the fall of 2013. This legislation led to a change in the way that transportation impacts are measured under the California Environmental Quality Act (CEQA). Starting on July 1, 2020, level of service (LOS) based on automobile delay may no longer be used as the performance measure to determine the transportation impacts of projects under CEQA. Instead, an alternative metric that supports the goals of the SB 743 legislation will be required. Although there is no requirement to use any specific metric in the law, the use of vehicle miles traveled (VMT) as a metric is recommended by the Governor's Office of Planning and Research (OPR).

Each public agency is encouraged to develop and publish thresholds of significance that the agency uses in the determination of the significance of environmental effects. Thresholds of significance to be adopted for use as part of the lead agency's environmental review process must be adopted by ordinance, resolution, rule, or regulation, and be supported by substantial evidence. Staff is proposing new screening criteria and thresholds of significance for transportation impacts for adoption by resolution. The proposed VMT thresholds and guidelines largely follow OPRs guidelines with minor deviations as explained in this staff report.

The use of VMT for evaluating transportation impact is to satisfy CEQA requirements. The City will continue to require development projects to conduct LOS analysis for general plan compliance purposes and to provide necessary improvements to the City's transportation system so that city streets continue to function at an acceptable level of service.

Discussion

Policy Background

California Senate Bill (SB) 743 initiated a significant departure from past policy and national practice regarding analysis of transportation impacts. SB 743 was a response to state emissions targets established in various senate bills and executive orders, such as Senate Bill 32 and Executive Order B-30-15. These legislative mandates set aggressive greenhouse gas emissions reduction targets, and they established unique emissions benchmarks for various years in the future.

SB 743 directed the OPR to develop criteria for determining the significance of transportation impacts of projects to align with statewide emission reduction goals. Specifically, the criteria, as stated in SB 743, shall promote the reduction of greenhouse gas emissions, the development of multimodal transportation networks, and a diversity of land uses. Measures of vehicular capacity or traffic delay (Level of Service or LOS) is no longer to be considered a measure of transportation impact on the environment, according to SB 743.

OPR identified the use of VMT as the most appropriate metric to evaluate a project's transportation impact that aligns with the goals of SB 743. VMT refers to the amount and distance of automobile travel attributable to a project or a geographical region over a given period of time. The California Natural Resources Agency certified and adopted revisions to the State CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 *et seq*.) based on OPR's recommendations in December 2018. According to the adopted guidelines, the use of VMT to determine transportation impacts went into effect on July 1, 2020.

What are the State CEQA Guidelines?

The California Environmental Quality Act (CEQA) generally requires state and local government agencies to inform decision makers and the public about the potential environmental impacts of proposed projects, and to reduce those environmental impacts to the extent feasible. The State CEQA Guidelines are administrative regulations governing implementation of the California Environmental Quality Act (Public Resources Code § 21000 *et seq.*). The State CEQA Guidelines reflect the requirements set forth in the Public Resources Code, as well as court decisions interpreting the statute and practical planning considerations. Among other things, the State CEQA Guidelines explain how to determine whether an activity is subject to environmental review, what steps are involved in the environmental review process, and the required content of environmental documents.

What is a Threshold of Significance?

A threshold of significance for a given environmental impact defines the level of effect above which the impacts are considered significant, and below which impacts are considered less than significant. Thresholds of significance may be defined either as quantitative or qualitative standards, or sets of criteria, whichever is most applicable to each specific type of environmental impact. For example, quantitative criteria are often applied to traffic, air quality, and noise impacts, while aesthetics impacts are typically evaluated using qualitative thresholds. Screening criteria may also be used to determine a project's environmental impact. Screening criteria are certain project characteristics that, if exhibited by a proposed project, allow presumption of no significant impact without having to perform a detailed analysis.

Lead Agencies, such as Santee, have discretion to formulate their own significance thresholds including screening criteria. Setting thresholds requires the Lead Agency to make a judgment about how to distinguish significant impacts from less-than-significant impacts based on substantial evidence. Substantial evidence means that a fair argument, based on enough relevant information and reasonable inferences, can be made to support a conclusion, even though other conclusions might also be reached.

How is VMT evaluated?

Evaluation of vehicle miles traveled can be completed using various methods. To achieve the state's long-term goals, the recommended methodology for evaluating residential and office projects is through the efficiency metrics of VMT per capita and VMT per employee. For residential projects, VMT per capita represents the average VMT per resident associated with a project. For general employment projects, VMT per employee represents the average VMT per employee associated with a project. These metrics are independent of project size and an indication of how efficient a project's VMT characteristics are. For residential and general employment projects, a project's VMT per capita or VMT per employee must be compared to the corresponding average for a larger geographical area or citywide average.

The recommended methodology for evaluating retail and other types of projects is the change in total VMT on the roadway network. The threshold is based on the change in VMT in the affected area.

Screening criteria may be applied to evaluate project VMT. For example, a project may be presumed to not have a significant impact if it is near transit, comprised of certain percentage of affordable housing, or can be considered a small project. Any project that does not meet screening criteria is subject to completing a detailed VMT analysis and must compare its project VMT to the appropriate threshold of significance.

If a project is determined to have a significant transportation impact, the project can apply VMT reduction measures, or mitigation measures, to lower its calculated VMT values. Typically, VMT is reduced by implementing strategies that reduce the number of automobile trips generated or reducing the distance that people drive. Measures that reduce single occupant automobile trips are called Transportation Demand Management (TDM) strategies which may include such measures as ride-sharing programs, transit passes, and telecommuting.

OPR's Technical Advisory

OPR's Technical Advisory on Evaluating Transportation Impacts in CEQA (Attachment 1) contains recommendations regarding evaluation of VMT, thresholds of significance, and mitigation measures, and also provides substantial evidence for its recommendations.

OPR recommends that a per capita or per employee VMT that is fifteen percent (15%) below that of existing development may be a reasonable threshold. For residential projects, a proposed project exceeding a level of 15 percent (15%) below existing regional or citywide VMT per capita may indicate a significant transportation impact. For general employment projects, a proposed project exceeding a level of 15 percent (15%) below existing regional VMT per employee may indicate a significant transportation impact. Retail projects may have a significant transportation impact if there is a net increase in total VMT in the affected area.

The Technical Advisory lists examples of potential mitigation measures and alternatives to reducing VMT, but selection of particular measures is left to the discretion of the agency and no recommendations are provided regarding calculation of the VMT reductions associated with particular measures.

The Technical Advisory is provided as a resource for lead agencies to use at their discretion, and it is intended to assist lead agencies in selecting thresholds of significance for evaluating particular projects. However, lead agencies may consider alternative thresholds of significance provided they are supported by substantial evidence.

Transportation Projects

OPR's Technical Advisory also contains guidance on the analysis of transportation projects, and it states that for roadway capacity projects lead agencies have discretion to choose which metric to use to evaluate transportation impacts. However, as required by SB 743, criteria for determining the significance of transportation impacts must promote the reduction of greenhouse gas emissions, the development of multimodal transportation networks, and a diversity of land uses. Transit, bicycle, pedestrian, and maintenance projects can generally be presumed to have a less than significant impact, and the OPR Technical Advisory contains a list of project types that may be screened out from completing a VMT analysis.

The effect of a project on vehicle travel should be estimated based on total change in VMT over the region where driving patterns are expected to change, and it should account for a project's growth-inducing impacts such as induced travel. OPR's Technical Advisory states that a threshold of significance for transportation projects should be based on the three main goals of SB 743 stated above. It also requires the analysis to address direct, indirect, and cumulative effects of the project, and near-term and long-term effects of the project.

Proposed VMT Screening Criteria and Guidelines

City staff have developed City-specific VMT screening criteria and analysis guidelines (Attachment A of the resolution – City of Santee VMT Analysis Guidelines, referred to as "VMT Analysis Guidelines"), which comply with CEQA recommendations for thresholds of significance, to encourage consistency in VMT analysis across projects, and to balance recommendations presented in OPR with City of Santee values. The VMT Analysis Guidelines are based largely on recommendations presented in OPR's Technical Advisory, with some refinements to reflect regional and local conditions. The VMT Analysis Guidelines contain background on the use of VMT to evaluate transportation impacts, screening criteria, methodologies for evaluating VMT for individual projects, thresholds of significance, and guidance on VMT mitigation.

For large projects (over 2,400 average daily trips), a model run of the regional travel demand model operated by the San Diego Association of Governments (SANDAG) is used to determine the project's VMT/capita or VMT/employee. For smaller projects (under 2,400 average daily trips), VMT/capita and VMT/employee are also based on the regional travel demand model. However, rather than using an individual model run for each

project, VMT/capita and VMT/employee are determined from maps prepared by SANDAG using output from the model. The VMT analysis maps show VMT/capita and VMT/employee for each traffic analysis zone (TAZ) in the city. TAZ's are geographical areas of varying sizes set up in the regional travel demand model.

The assumption for small projects is that project VMT/capita or VMT/employee can be estimated based on the average VMT/capita or VMT/employee for the TAZ in which it is located. The analysis maps are available through SANDAG web page.

The VMT Analysis Guidelines contain guidance on methods for calculating VMT reductions for mitigation measures, as well as appropriate applications of each mitigation measure. Generally, projects may choose to use methodologies described in California Air Pollution Control Officers Association ("CAPCOA") *Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity* (2021) (GHG Reduction Handbook) or the SANDAG Mobility Management Guidebook/VMT Reduction Calculator Tool. Other methodologies may be used to quantify VMT reductions provided there is substantial evidence to justify the calculated reduction.

Tables 1 and 2, below, summarize the screening criteria and CEQA thresholds proposed in the VMT Analysis Guidelines. As you will see, most of the screening criteria come directly from OPR; an explanation for those areas that deviate are identified. Additional support and explanation are provided in the VMT Analysis Guidelines. Projects identified in the Screening Criteria column are screen out, meaning they are presumed to cause less than significant impact, and no VMT analysis is required.

Table 1: Proposed Screening Criteria

Screening Criteria	Substantial Evidence
Projects that generate less than 500 ADT are screened out	Provided substantial evidence based on GHG production
Residential, general employment or retail uses located within one-half mile of a major transit stop or a stop along a high-quality transit corridor	OPR recommendation
Projects in a VMT-efficient area	OPR recommendation
Locally serving retail uses	OPR recommendation
Locally serving public facility	Adopted by City of San Diego and City of Carlsbad, locally serving public facilities will have similar effect as locally serving retail
Redevelopment projects that result in a net overall decrease in VMT for the site	OPR recommendation
Infill affordable housing	OPR recommendation
Certain transportation projects	OPR Guidelines and the Guidelines for Transportation Impact Studies in the San Diego Region (Attachment 1 and 2)

Table 2: Proposed Thresholds of Significance

Threshold of Significance	Substantial Evidence
Residential Projects: A significant transportation impact occurs if the project VMT per capita exceeds a level 15% below the City average VMT per capita	OPR recommendation
General Employment Projects: A significant transportation impact occurs if the project VMT per employee exceeds a level 15% below the regional average VMT per employee	OPR recommendation
Regional Retail Projects: A significant transportation impact occurs if the project results in a net increase in total regional VMT	OPR recommendation
Industrial Projects: A significant transportation impact occurs if the project VMT per employee exceeds the average regional VMT per employee	OPR recommendation
Transportation Projects: A significant transportation impact occurs if the project creates a net VMT increase in the affected area	Guidelines for Transportation Impact Studies in the San Diego Region (Attachment 2); OPR did not give a specific recommendation

Environmental Evaluation (CEQA)

State CEQA Guidelines Section 15064.7(b) requires "thresholds of significance to be adopted for general use as part of the lead agency's environmental review process by ordinance, resolution, rule or regulation, and developed through a public review process and supported by substantial evidence." The City is meeting the requirement for public review by providing notice of the City Council public hearing.

The VMT Analysis Guidelines are not a project within the meaning of Public Resources Code section 21065 and CEQA Guidelines section 15378. The VMT Analysis Guidelines would not lead to a direct or a reasonably foreseeable indirect change in the physical environment. The VMT Analysis Guidelines are an administrative activity of the City. Specifically, the VMT Analysis Guidelines provide guidance to property owners, project developers, applicants, and proponents for determining the significance of transportation impacts of land use projects under CEQA. The VMT Analysis Guidelines do not approve any specific development and would not lead to any particular physical change to the environment. Thus, the VMT Analysis Guidelines are not a project under Public Resources Code section 21065 and CEQA Guidelines section 15378(b)(5). For these

reasons, the VMT Analysis Guidelines are not subject to further environmental review under CEQA.

Recommendation

Staff recommends City Council adopt the Resolution adopting the VMT Analysis Guidelines along with the proposed thresholds contained therein.

Attachments

1. Office of Planning and Research Technical Advisory on Evaluating Transportation Impact in CEQA
2. Guidelines for Transportation Impact Studies in the San Diego Region

TECHNICAL ADVISORY

ON EVALUATING TRANSPORTATION IMPACTS IN CEQA

December 2018

Contents

A. Introduction

This technical advisory is one in a series of advisories provided by the Governor's Office of Planning and Research (OPR) as a service to professional planners, land use officials, and CEQA practitioners. OPR issues technical assistance on issues that broadly affect the practice of land use planning and the California Environmental Quality Act (CEQA) (Pub. Resources Code, § 21000 et seq.). (Gov. Code, § 65040, subds. (g), (l), (m).) The purpose of this document is to provide advice and recommendations, which agencies and other entities may use at their discretion. This document does not alter lead agency discretion in preparing environmental documents subject to CEQA. This document should not be construed as legal advice.

Senate Bill 743 (Steinberg, 2013), which was codified in Public Resources Code section 21099, required changes to the guidelines implementing CEQA (CEQA Guidelines) (Cal. Code Regs., Title 14, Div. 6, Ch. 3, § 15000 et seq.) regarding the analysis of transportation impacts. As one appellate court recently explained: "During the last 10 years, the Legislature has charted a course of long-term sustainability based on denser infill development, reduced reliance on individual vehicles and improved mass transit, all with the goal of reducing greenhouse gas emissions. Section 21099 is part of that strategy . . . ." (*Covina Residents for Responsible Development v. City of Covina* (2018) 21 Cal.App.5th 712, 729.) Pursuant to Section 21099, the criteria for determining the significance of transportation impacts must "promote the reduction of greenhouse gas emissions, the development of multimodal transportation networks, and a diversity of land uses." (*Id.*, subd. (b)(1); see generally, adopted CEQA Guidelines, § 15064.3, subd. (b) [Criteria for Analyzing Transportation Impacts].) To that end, in developing the criteria, OPR has proposed, and the California Natural Resources Agency (Agency) has certified and adopted, changes to the CEQA Guidelines that identify vehicle miles traveled (VMT) as the most appropriate metric to evaluate a project's transportation impacts. With the California Natural Resources Agency's certification and adoption of the changes to the CEQA Guidelines, automobile delay, as measured by "level of service" and other similar metrics, generally no longer constitutes a significant environmental effect under CEQA. (Pub. Resources Code, § 21099, subd. (b)(3).)

This advisory contains technical recommendations regarding assessment of VMT, thresholds of significance, and mitigation measures. Again, OPR provides this Technical Advisory as a resource for the public to use at their discretion. OPR is not enforcing or attempting to enforce any part of the recommendations contained herein. (Gov. Code, § 65035 ["It is not the intent of the Legislature to vest in the Office of Planning and Research any direct operating or regulatory powers over land use, public works, or other state, regional, or local projects or programs."].)

This December 2018 technical advisory is an update to the advisory it published in April 2018. OPR will continue to monitor implementation of these new provisions and may update or supplement this advisory in response to new information and advancements in modeling and methods.

B. Background

VMT and Greenhouse Gas Emissions Reduction. Senate Bill 32 (Pavley, 2016) requires California to reduce greenhouse gas (GHG) emissions 40 percent below 1990 levels by 2030, and Executive Order B-16-12 provides a target of 80 percent below 1990 emissions levels for the transportation sector by 2050. The transportation sector has three major means of reducing GHG emissions: increasing vehicle efficiency, reducing fuel carbon content, and reducing the amount of vehicle travel. The California Air Resources Board (CARB) has provided a path forward for achieving these emissions reductions from the transportation sector in its 2016 Mobile Source Strategy. CARB determined that it will not be possible to achieve the State's 2030 and post-2030 emissions goals without reducing VMT growth. Further, in its 2018 Progress Report on California's Sustainable Communities and Climate Protection Act, CARB found that despite the State meeting its 2020 climate goals, "emissions from statewide passenger vehicle travel per capita [have been] increasing and going in the wrong direction," and "California cannot meet its [long-term] climate goals without curbing growth in single-occupancy vehicle activity."[1] CARB also found that "[w]ith emissions from the transportation sector continuing to rise despite increases in fuel efficiency and decreases in the carbon content of fuel, California will not achieve the necessary greenhouse gas emissions reductions to meet mandates for 2030 and beyond without significant changes to how communities and transportation systems are planned, funded, and built."[2]

Thus, to achieve the State's long-term climate goals, California needs to reduce per capita VMT. This can occur under CEQA through VMT mitigation. Half of California's GHG emissions come from the transportation sector[3], therefore, reducing VMT is an effective climate strategy, which can also result in co-benefits.[4] Furthermore, without early VMT mitigation, the state may follow a path that meets GHG targets in the early years, but finds itself poorly positioned to meet more stringent targets later. For example, in absence of VMT analysis and mitigation in CEQA, lead agencies might rely upon verifiable offsets for GHG mitigation, ignoring the longer-term climate change impacts resulting from land use development and infrastructure investment decisions. As stated in CARB's 2017 Scoping Plan:

> "California's future climate strategy will require increased focus on integrated land use planning to support livable, transit-connected communities, and conservation of agricultural and other lands. Accommodating population and economic growth through travel- and energy-efficient land use provides GHG-efficient growth, reducing GHGs from both transportation and building energy use. GHGs can be further reduced at the project level through implementing energy-efficient construction and travel demand management approaches."[5] (*Id.* at p. 102.)

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[1] California Air Resources Board (Nov. 2018) *2018 Progress Report on California's Sustainable Communities and Climate Protection Act*, pp. 4, 5, available at https://ww2.arb.ca.gov/sites/default/files/2018-11/Final2018Report_SB150_112618_02_Report.pdf.
[2] *Id.*, p. 28.
[3] See https://ca50million.ca.gov/transportation/
[4] Fang et al. (2017) *Cutting Greenhouse Gas Emissions Is Only the Beginning: A Literature Review of the Co-Benefits of Reducing Vehicle Miles Traveled*.
[5] California Air Resources Board (Nov. 2017) *California's 2017 Climate Change Scoping Plan*, p. 102, available at https://www.arb.ca.gov/cc/scopingplan/scoping_plan_2017.pdf.

In light of this, the 2017 Scoping Plan describes and quantifies VMT reductions needed to achieve our long-term GHG emissions reduction goals, and specifically points to the need for statewide deployment of the VMT metric in CEQA:

> "Employing VMT as the metric of transportation impact statewide will help to ensure GHG reductions planned under SB 375 will be achieved through on-the-ground development, and will also play an important role in creating the additional GHG reductions needed beyond SB 375 across the State. Implementation of this change will rely, in part, on local land use decisions to reduce GHG emissions associated with the transportation sector, both at the project level, and in long-term plans (including general plans, climate action plans, specific plans, and transportation plans) and supporting sustainable community strategies developed under SB 375."[6]

VMT and Other Impacts to Health and Environment. VMT mitigation also creates substantial benefits (sometimes characterized as "co-benefits" to GHG reduction) in both in the near-term and the long-term. Beyond GHG emissions, increases in VMT also impact human health and the natural environment. Human health is impacted as increases in vehicle travel lead to more vehicle crashes, poorer air quality, increases in chronic diseases associated with reduced physical activity, and worse mental health. Increases in vehicle travel also negatively affect other road users, including pedestrians, cyclists, other motorists, and many transit users. The natural environment is impacted as higher VMT leads to more collisions with wildlife and fragments habitat. Additionally, development that leads to more vehicle travel also tends to consume more energy, water, and open space (including farmland and sensitive habitat). This increase in impermeable surfaces raises the flood risk and pollutant transport into waterways.[7]

VMT and Economic Growth. While it was previously believed that VMT growth was a necessary component of economic growth, data from the past two decades shows that economic growth is possible without a concomitant increase in VMT. (Figure 1.) Recent research shows that requiring development projects to mitigate LOS may actually reduce accessibility to destinations and impede economic growth.[8,9]

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[6] *Id.* at p. 76.

[7] Fang et al. (2017) *Cutting Greenhouse Gas Emissions Is Only the Beginning: A Literature Review of the Co-Benefits of Reducing Vehicle Miles Traveled*, available at https://ncst.ucdavis.edu/wp-content/uploads/2017/03/NCST-VMT-Co-Benefits-White-Paper_Fang_March-2017.pdf.

[8] Haynes et al. (Sept. 2015) *Congested Development: A Study of Traffic Delays, Access, and Economic Activity in Metropolitan Los Angeles*, available at http://www.its.ucla.edu/wp-content/uploads/sites/6/2015/11/Haynes_Congested-Development_1-Oct-2015_final.pdf.

[9] Osman et al. (Mar. 2016) *Not So Fast: A Study of Traffic Delays, Access, and Economic Activity in the San Francisco Bay Area*, available at http://www.its.ucla.edu/wp-content/uploads/sites/6/2016/08/Taylor-Not-so-Fast-04-01-2016_final.pdf.

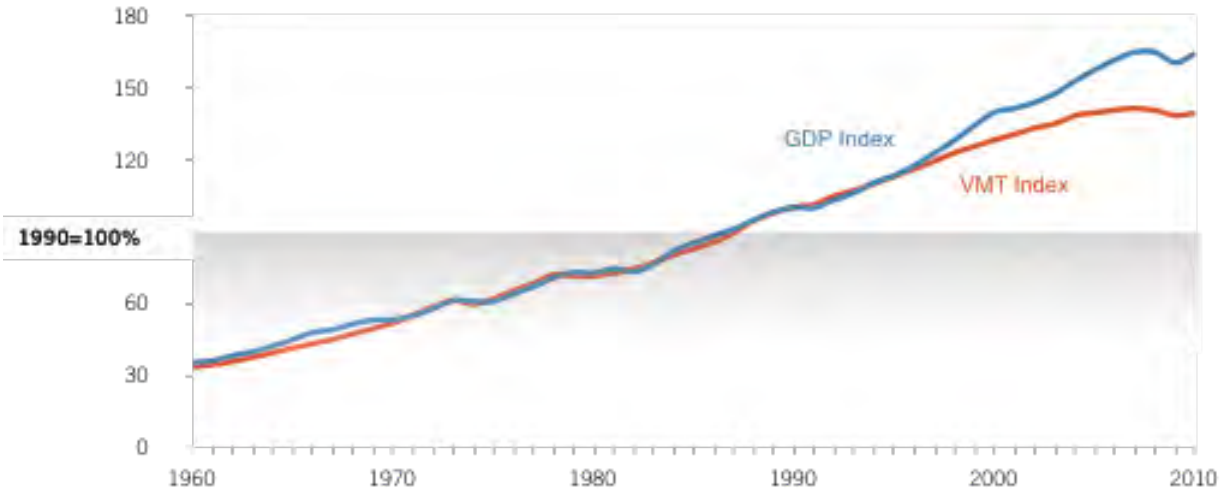

Figure 1. Kooshian and Winkelman (2011) *VMT and Gross Domestic Product (GDP), 1960-2010*.

C. Technical Considerations in Assessing Vehicle Miles Traveled

Many practitioners are familiar with accounting for VMT in connection with long-range planning, or as part of the CEQA analysis of a project's greenhouse gas emissions or energy impacts. This document provides technical information on how to assess VMT as part of a transportation impacts analysis under CEQA. Appendix 1 provides a description of which VMT to count and options on how to count it. Appendix 2 provides information on induced travel resulting from roadway capacity projects, including the mechanisms giving rise to induced travel, the research quantifying it, and information on additional approaches for assessing it.

1. Recommendations Regarding Methodology

Proposed Section 15064.3 explains that a "lead agency may use models to estimate a project's vehicle miles traveled . . . ." CEQA generally defers to lead agencies on the choice of methodology to analyze impacts. (*Santa Monica Baykeeper v. City of Malibu* (2011) 193 Cal.App.4th 1538, 1546; see *Laurel Heights Improvement Assn. v. Regents of University of California* (1988) 47 Cal.3d 376, 409 ["the issue is not whether the studies are irrefutable or whether they could have been better" … rather, the "relevant issue is only whether the studies are sufficiently credible to be considered" as part of the lead agency's overall evaluation].) This section provides suggestions to lead agencies regarding methodologies to analyze VMT associated with a project.

Vehicle Types. Proposed Section 15064.3, subdivision (a), states, "For the purposes of this section, 'vehicle miles traveled' refers to the amount and distance of automobile travel attributable to a project." Here, the term "automobile" refers to on-road passenger vehicles, specifically cars and light trucks. Heavy-duty truck VMT could be included for modeling convenience and ease of calculation (for example, where models or data provide combined auto and heavy truck VMT). For an apples-to-apples

comparison, vehicle types considered should be consistent across project assessment, significance thresholds, and mitigation.

Residential and Office Projects. Tour- and trip-based approaches[10] offer the best methods for assessing VMT from residential/office projects and for comparing those assessments to VMT thresholds. These approaches also offer the most straightforward methods for assessing VMT reductions from mitigation measures for residential/office projects. When available, tour-based assessment is ideal because it captures travel behavior more comprehensively. But where tour-based tools or data are not available for all components of an analysis, a trip-based assessment of VMT serves as a reasonable proxy.

Models and methodologies used to calculate thresholds, estimate project VMT, and estimate VMT reduction due to mitigation should be comparable. For example:

- A tour-based assessment of project VMT should be compared to a tour-based threshold, or a trip-based assessment to a trip-based VMT threshold.
- Where a travel demand model is used to determine thresholds, the same model should also be used to provide trip lengths as part of assessing project VMT.
- Where only trip-based estimates of VMT reduction from mitigation are available, a trip-based threshold should be used, and project VMT should be assessed in a trip-based manner.

When a trip-based method is used to analyze a residential project, the focus can be on home-based trips. Similarly, when a trip-based method is used to analyze an office project, the focus can be on home-based work trips.

When tour-based models are used to analyze an office project, either employee work tour VMT or VMT from all employee tours may be attributed to the project. This is because workplace location influences overall travel. For consistency, the significance threshold should be based on the same metric: either employee work tour VMT or VMT from all employee tours.

For office projects that feature a customer component, such as a government office that serves the public, a lead agency can analyze the customer VMT component of the project using the methodology for retail development (see below).

Retail Projects. Generally, lead agencies should analyze the effects of a retail project by assessing the change in total VMT[11] because retail projects typically re-route travel from other retail destinations. A retail project might lead to increases or decreases in VMT, depending on previously existing retail travel patterns.

[10] See Appendix 1, *Considerations About Which VMT to Count,* for a description of these approaches.
[11] See Appendix 1, *Considerations About Which VMT to Count, "*Assessing Change in Total VMT" section, for a description of this approach.

Considerations for All Projects. Lead agencies should not truncate any VMT analysis because of jurisdictional or other boundaries, for example, by failing to count the portion of a trip that falls outside the jurisdiction or by discounting the VMT from a trip that crosses a jurisdictional boundary. CEQA requires environmental analyses to reflect a "good faith effort at full disclosure." (CEQA Guidelines, § 15151.) Thus, where methodologies exist that can estimate the full extent of vehicle travel from a project, the lead agency should apply them to do so. Where those VMT effects will grow over time, analyses should consider both a project's short-term and long-term effects on VMT.

Combining land uses for VMT analysis is not recommended. Different land uses generate different amounts of VMT, so the outcome of such an analysis could depend more on the mix of uses than on their travel efficiency. As a result, it could be difficult or impossible for a lead agency to connect a significance threshold with an environmental policy objective (such as a target set by law), inhibiting the CEQA imperative of identifying a project's significant impacts and providing mitigation where feasible. Combining land uses for a VMT analysis could streamline certain mixes of uses in a manner disconnected from policy objectives or environmental outcomes. Instead, OPR recommends analyzing each use separately, or simply focusing analysis on the dominant use, and comparing each result to the appropriate threshold. Recommendations for methods of analysis and thresholds are provided below. In the analysis of each use, a mixed-use project should take credit for internal capture.

Any project that includes in its geographic bounds a portion of an existing or planned Transit Priority Area (i.e., the project is within a ½ mile of an existing or planned major transit stop or an existing stop along a high quality transit corridor) may employ VMT as its primary metric of transportation impact for the entire project. (See Pub. Resources Code, § 21099, subds. (a)(7), (b)(1).)

Cumulative Impacts. A project's cumulative impacts are based on an assessment of whether the "incremental effects of an individual project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects." (Pub. Resources Code, § 21083, subd. (b)(2); see CEQA Guidelines, § 15064, subd. (h)(1).) When using an absolute VMT metric, i.e., total VMT (as recommended below for retail and transportation projects), analyzing the combined impacts for a cumulative impacts analysis may be appropriate. However, metrics such as VMT per capita or VMT per employee, i.e., metrics framed in terms of efficiency (as recommended below for use on residential and office projects), cannot be summed because they employ a denominator. A project that falls below an efficiency-based threshold that is aligned with long-term goals and relevant plans has no cumulative impact distinct from the project impact. Accordingly, a finding of a less-than-significant project impact would imply a less than significant cumulative impact, and vice versa. This is similar to the analysis typically conducted for greenhouse gas emissions, air quality impacts, and impacts that utilize plan compliance as a threshold of significance. (See *Center for Biological Diversity v. Department of Fish & Wildlife* (2015) 62 Cal.4th 204, 219, 223; CEQA Guidelines, § 15064, subd. (h)(3).)

D. General Principles to Guide Consideration of VMT

SB 743 directs OPR to establish specific "criteria for determining the significance of transportation impacts of projects[.]" (Pub. Resources Code, § 21099, subd. (b)(1).) In establishing this criterion, OPR was guided by the general principles contained within CEQA, the CEQA Guidelines, and applicable case law.

To assist in the determination of significance, many lead agencies rely on "thresholds of significance." The CEQA Guidelines define a "threshold of significance" to mean "an identifiable **quantitative, qualitative[12] or performance level** of a particular environmental effect, non-compliance with which means the effect will ***normally*** be determined to be significant by the agency and compliance with which means the effect ***normally*** will be determined to be less than significant." (CEQA Guidelines, § 15064.7, subd. (a) (emphasis added).) Lead agencies have discretion to develop and adopt their own, or rely on thresholds recommended by other agencies, "provided the decision of the lead agency to adopt such thresholds is supported by substantial evidence." (*Id*. at subd. (c); *Save Cuyama Valley v. County of Santa Barbara* (2013) 213 Cal.App.4th 1059, 1068.) Substantial evidence means "enough relevant information and reasonable inferences from this information that a fair argument can be made to support a conclusion, even though other conclusions might also be reached." (*Id*. at § 15384 (emphasis added); *Protect the Historic Amador Waterways v. Amador Water Agency* (2004) 116 Cal.App.4th 1099, 1108-1109.)

Additionally, the analysis leading to the determination of significance need not be perfect. The CEQA Guidelines describe the standard for adequacy of environmental analyses:

> An EIR should be prepared with a sufficient degree of analysis to provide decision makers with information which enables them to **make a decision which intelligently takes account of environmental consequences**. An evaluation of the environmental effects of a proposed project need not be exhaustive, but the sufficiency of an EIR is to be reviewed in the light of what is **reasonably feasible**. Disagreement among experts does not make an EIR inadequate, but the EIR should summarize the main points of disagreement among the experts. The **courts have looked not for perfection** but for **adequacy**, **completeness**, and a **good faith effort** at full disclosure.

(CEQA Guidelines, § 15151 (emphasis added).)

These general principles guide OPR's recommendations regarding thresholds of significance for VMT set forth below.

[12] Generally, qualitative analyses should only be conducted when methods do not exist for undertaking a quantitative analysis.

E. Recommendations Regarding Significance Thresholds

As noted above, lead agencies have the discretion to set or apply their own thresholds of significance. (*Center for Biological Diversity v. California Dept. of Fish & Wildlife* (2015) 62 Cal.4th 204, 218-223 [lead agency had discretion to use compliance with AB 32's emissions goals as a significance threshold]; *Save Cuyama Valley v. County of Santa Barbara* (2013) 213 Cal.App.4th at p. 1068.) However, Section 21099 of the Public Resources Code states that the criteria for determining the significance of transportation impacts must promote: (1) reduction of greenhouse gas emissions; (2) development of multimodal transportation networks; and (3) a diversity of land uses. It further directed OPR to prepare and develop criteria for determining significance. (Pub. Resources Code, § 21099, subd. (b)(1).) This section provides OPR's suggested thresholds, as well as considerations for lead agencies that choose to adopt their own thresholds.

The VMT metric can support the three statutory goals: "the reduction of greenhouse gas emissions, the development of multimodal transportation networks, ***and*** a diversity of land uses." (Pub. Resources Code, § 21099, subd. (b)(1), emphasis added.) However, in order for it to promote and support all three, lead agencies should select a significance threshold that aligns with state law on all three. State law concerning the development of multimodal transportation networks and diversity of land uses requires planning for and prioritizing increases in complete streets and infill development, but does not mandate a particular depth of implementation that could translate into a particular threshold of significance. Meanwhile, the State has clear quantitative targets for GHG emissions reduction set forth in law and based on scientific consensus, and the depth of VMT reduction needed to achieve those targets has been quantified. Tying VMT thresholds to GHG reduction also supports the two other statutory goals. Therefore, to ensure adequate analysis of transportation impacts, OPR recommends using quantitative VMT thresholds linked to GHG reduction targets when methods exist to do so.

Various legislative mandates and state policies establish quantitative greenhouse gas emissions reduction targets. For example:

- Assembly Bill 32 (2006) requires statewide GHG emissions reductions to 1990 levels by 2020 and continued reductions beyond 2020.

- Senate Bill 32 (2016) requires at least a 40 percent reduction in GHG emissions from 1990 levels by 2030.

- Pursuant to Senate Bill 375 (2008), the California Air Resources Board GHG emissions reduction targets for metropolitan planning organizations (MPOs) to achieve based on land use patterns and transportation systems specified in Regional Transportation Plans and Sustainable Community Strategies (RTP/SCS). Current targets for the State's largest MPOs call for a 19 percent reduction in GHG emissions from cars and light trucks from 2005 emissions levels by 2035.

- Executive Order B-30-15 (2015) sets a GHG emissions reduction target of 40 percent below 1990 levels by 2030.

- Executive Order S-3-05 (2005) sets a GHG emissions reduction target of 80 percent below 1990 levels by 2050.

- Executive Order B-16-12 (2012) specifies a GHG emissions reduction target of 80 percent below 1990 levels by 2050 specifically for transportation.

- Executive Order B-55-18 (2018) established an additional statewide goal of achieving carbon neutrality as soon as possible, but no later than 2045, and maintaining net negative emissions thereafter. It states, "The California Air Resources Board shall work with relevant state agencies to develop a framework for implementation and accounting that tracks progress toward this goal."

- Senate Bill 391 requires the California Transportation Plan to support 80 percent reduction in GHGs below 1990 levels by 2050.

- The *California Air Resources Board Mobile Source Strategy* (2016) describes California's strategy for containing air pollutant emissions from vehicles, and quantifies VMT growth compatible with achieving state targets.

- The California Air Resources Board's *2017 Climate Change Scoping Plan Update: The Strategy for Achieving California's 2030 Greenhouse Gas Target* describes California's strategy for containing GHG emissions from vehicles, and quantifies VMT growth compatible with achieving state targets.

Considering these various targets, the California Supreme Court observed:

> Meeting our statewide reduction goals does not preclude all new development. Rather, the Scoping Plan … assumes continued growth and depends on increased efficiency and conservation in land use and transportation from all Californians.

(*Center for Biological Diversity v. California Dept. of Fish & Wildlife*, *supra*, 62 Cal.4th at p. 220.) Indeed, the Court noted that when a lead agency uses consistency with climate goals as a way to determine significance, particularly for long-term projects, the lead agency must consider the project's effect on meeting long-term reduction goals. (*Ibid*.) And more recently, the Supreme Court stated that "CEQA requires public agencies . . . to ensure that such analysis stay in step with evolving scientific knowledge and state regulatory schemes." (*Cleveland National Forest Foundation v. San Diego Assn. of Governments* (2017) 3 Cal.5th 497, 504.)

Meeting the targets described above will require substantial reductions in existing VMT per capita to curb GHG emissions and other pollutants. But targets for overall GHG emissions reduction do not translate directly into VMT thresholds for individual projects for many reasons, including:

- Some, but not all, of the emissions reductions needed to achieve those targets could be accomplished by other measures, including increased vehicle efficiency and decreased fuel carbon content. The CARB's *First Update to the Climate Change Scoping Plan* explains:

"Achieving California's long-term criteria pollutant and GHG emissions goals will require four strategies to be employed: (1) improve vehicle efficiency and develop zero emission technologies, (2) reduce the carbon content of fuels and provide market support to get these lower-carbon fuels into the marketplace, (3) **plan and build communities to reduce vehicular GHG emissions and provide more transportation options, and (4) improve the efficiency and throughput of existing transportation systems.**"[13] CARB's *2018 Progress Report on California's Sustainable Communities and Climate Protection Act* states on page 28 that "California cannot meet its climate goals without curbing growth in single-occupancy vehicle activity." In other words, vehicle efficiency and better fuels are necessary, but insufficient, to address the GHG emissions from the transportation system. Land use patterns and transportation options also will need to change to support reductions in vehicle travel/VMT.

- New land use projects alone will not sufficiently reduce per-capita VMT to achieve those targets, nor are they expected to be the sole source of VMT reduction.

- Interactions between land use projects, and also between land use and transportation projects, existing and future, together affect VMT.

- Because location within the region is the most important determinant of VMT, in some cases, streamlining CEQA review of projects in travel efficient locations may be the most effective means of reducing VMT.

- When assessing climate impacts of some types of land use projects, use of an efficiency metric (e.g., per capita, per employee) may provide a better measure of impact than an absolute numeric threshold. (*Center for Biological Diversity*, *supra*.)

Public Resources Code section 21099 directs OPR to propose criteria for determining the significance of transportation impacts. In this Technical Advisory, OPR provides its recommendations to assist lead agencies in selecting a significance threshold that may be appropriate for their particular projects. While OPR's Technical Advisory is not binding on public agencies, CEQA allows lead agencies to "consider thresholds of significance . . . recommended by other public agencies, provided the decision to adopt those thresholds is supported by substantial evidence." (CEQA Guidelines, § 15064.7, subd. (c).) Based on OPR's extensive review of the applicable research, and in light of an assessment by the California Air Resources Board quantifying the need for VMT reduction in order to meet the State's long-term climate goals, **OPR recommends that a per capita or per employee VMT that is fifteen percent below that of existing development may be a reasonable threshold**.

Fifteen percent reductions in VMT are achievable at the project level in a variety of place types.[14]

Moreover, a fifteen percent reduction is consistent with SB 743's direction to OPR to select a threshold that will help the State achieve its climate goals. As described above, section 21099 states that the

[13] California Air Resources Board (May 2014) *First Update to the Climate Change Scoping Plan*, p. 46 (emphasis added).
[14] CAPCOA (2010) *Quantifying Greenhouse Gas Mitigation Measures*, p. 55, available at http://www.capcoa.org/wp-content/uploads/2010/11/CAPCOA-Quantification-Report-9-14-Final.pdf.

criteria for determining significance must "promote the reduction in greenhouse gas emissions." In its document *California Air Resources Board 2017 Scoping Plan-Identified VMT Reductions and Relationship to State Climate Goals*[15], CARB assesses VMT reduction per capita consistent with its evidence-based modeling scenario that would achieve State climate goals of 40 percent GHG emissions reduction from 1990 levels by 2030 and 80 percent GHG emissions reduction levels from 1990 by 2050. Applying California Department of Finance population forecasts, CARB finds per-capita light-duty vehicle travel would need to be approximately 16.8 percent lower than existing, and overall per-capita vehicle travel would need to be approximately 14.3 percent lower than existing levels under that scenario. Below these levels, a project could be considered low VMT and would, on that metric, be consistent with 2017 Scoping Plan Update assumptions that achieve climate state climate goals.

CARB finds per capita vehicle travel would need to be kept below what today's policies and plans would achieve.

CARB's assessment is based on data in the 2017 Scoping Plan Update and 2016 Mobile Source Strategy. In those documents, CARB previously examined the relationship between VMT and the state's GHG emissions reduction targets. The Scoping Plan finds:

> "While the State can do more to accelerate and incentivize these local decisions, local actions that reduce VMT are also necessary to meet transportation sector-specific goals and achieve the 2030 target under SB 32. Through developing the Scoping Plan, CARB staff is more convinced than ever that, in addition to achieving GHG reductions from cleaner fuels and vehicles, California must also reduce VMT. Stronger SB 375 GHG reduction targets will enable the State to make significant progress toward needed reductions, but alone will not provide the VMT growth reductions needed; there is a gap between what SB 375 can provide and what is needed to meet the State's 2030 and 2050 goals."[16]

Note that, at present, consistency with RTP/SCSs does not necessarily lead to a less-than-significant VMT impact.[17] As the Final 2017 Scoping Plan Update states,

> VMT reductions are necessary to achieve the 2030 target and must be part of any strategy evaluated in this Plan. Stronger SB 375 GHG reduction targets will enable the State to make significant progress toward this goal, but alone will not provide all of the VMT growth reductions that will be needed. There is a gap between what SB 375 can provide and what is needed to meet the State's 2030 and 2050 goals."[18]

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[15] California Air Resources Board (forthcoming) *California Air Resources Board 2017 Scoping Plan-Identified VMT Reductions and Relationship to State Climate Goals*.
[16] California Air Resources Board (Nov. 2017) *California's 2017 Climate Change Scoping Plan*, p. 101.
[17] California Air Resources Board (Feb. 2018) *Updated Final Staff Report: Proposed Update to the SB 375 Greenhouse Gas Emission Reduction Targets*, Figure 3, p. 35, available at https://www.arb.ca.gov/cc/sb375/sb375_target_update_final_staff_report_feb2018.pdf.
[18] California Air Resources Board (Nov. 2017) *California's 2017 Climate Change Scoping Plan*, p. 75.

Also, in order to capture the full effects of induced travel resulting from roadway capacity projects, an RTP/SCS would need to include an assessment of land use effects of those projects, and the effects of those land uses on VMT. (See section titled "*Estimating VMT Impacts from Transportation Projects"* below.) RTP/SCSs typically model VMT using a collaboratively-developed land use "vision" for the region's land use, rather than studying the effects on land use of the proposed transportation investments.

In summary, achieving 15 percent lower per capita (residential) or per employee (office) VMT than existing development is both generally achievable and is supported by evidence that connects this level of reduction to the State's emissions goals.

1. Screening Thresholds for Land Use Projects

Many agencies use "screening thresholds" to quickly identify when a project should be expected to cause a less-than-significant impact without conducting a detailed study. (See e.g., CEQA Guidelines, §§ 15063(c)(3)(C), 15128, and Appendix G.) As explained below, this technical advisory suggests that lead agencies may screen out VMT impacts using project size, maps, transit availability, and provision of affordable housing.

Screening Threshold for Small Projects

Many local agencies have developed screening thresholds to indicate when detailed analysis is needed. Absent substantial evidence indicating that a project would generate a potentially significant level of VMT, or inconsistency with a Sustainable Communities Strategy (SCS) or general plan, projects that generate or attract fewer than 110 trips per day[19] generally may be assumed to cause a less-than-significant transportation impact.

Map-Based Screening for Residential and Office Projects

Residential and office projects that locate in areas with low VMT, and that incorporate similar features (i.e., density, mix of uses, transit accessibility), will tend to exhibit similarly low VMT. Maps created with VMT data, for example from a travel survey or a travel demand model, can illustrate areas that are currently below threshold VMT (see recommendations below). Because new development in such

[19] CEQA provides a categorical exemption for existing facilities, including additions to existing structures of up to 10,000 square feet, so long as the project is in an area where public infrastructure is available to allow for maximum planned development and the project is not in an environmentally sensitive area. (CEQA Guidelines, § 15301, subd. (e)(2).) Typical project types for which trip generation increases relatively linearly with building footprint (i.e., general office building, single tenant office building, office park, and business park) generate or attract an additional 110-124 trips per 10,000 square feet. Therefore, absent substantial evidence otherwise, it is reasonable to conclude that the addition of 110 or fewer trips could be considered not to lead to a significant impact.

locations would likely result in a similar level of VMT, such maps can be used to screen out residential and office projects from needing to prepare a detailed VMT analysis.

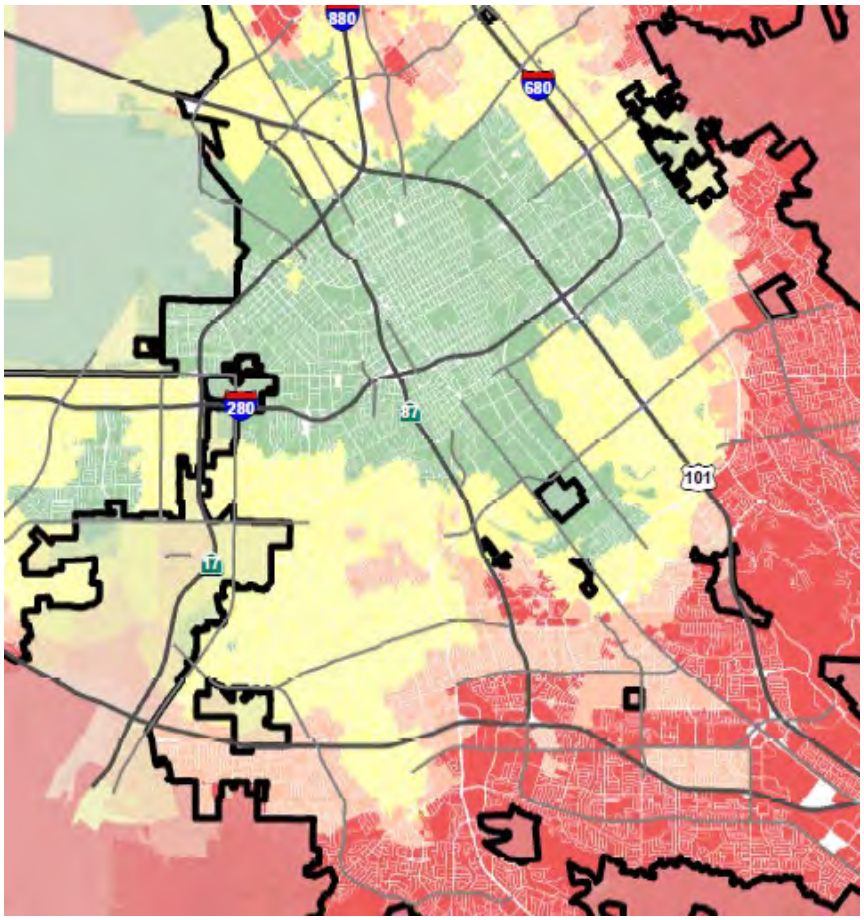

Figure 2. Example map of household VMT that could be used to delineate areas eligible to receive streamlining for VMT analysis. (Source: City of San José, Department of Transportation, draft output of City Transportation Model.)

Presumption of Less Than Significant Impact Near Transit Stations

Proposed CEQA Guideline Section 15064.3, subdivision (b)(1), states that lead agencies generally should presume that certain projects (including residential, retail, and office projects, as well as projects that are a mix of these uses) proposed within ½ mile of an existing major transit stop[20] or an existing stop

[20] Pub. Resources Code, § 21064.3 ("'Major transit stop' means a site containing an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.").

along a high quality transit corridor[21] will have a less-than-significant impact on VMT. This presumption would not apply, however, if project-specific or location-specific information indicates that the project will still generate significant levels of VMT. For example, the presumption might not be appropriate if the project:

- Has a Floor Area Ratio (FAR) of less than 0.75
- Includes more parking for use by residents, customers, or employees of the project than required by the jurisdiction (if the jurisdiction requires the project to supply parking)
- Is inconsistent with the applicable Sustainable Communities Strategy (as determined by the lead agency, with input from the Metropolitan Planning Organization)
- Replaces affordable residential units with a smaller number of moderate- or high-income residential units

A project or plan near transit which replaces affordable residential units[22] with a smaller number of moderate- or high-income residential units may increase overall VMT because the increase in VMT of displaced residents could overwhelm the improvements in travel efficiency enjoyed by new residents.[23]

If any of these exceptions to the presumption might apply, the lead agency should conduct a detailed VMT analysis to determine whether the project would exceed VMT thresholds (see below).

Presumption of Less Than Significant Impact for Affordable Residential Development

Adding affordable housing to infill locations generally improves jobs-housing match, in turn shortening commutes and reducing VMT.[24,25] Further, "… low-wage workers in particular would be more likely to choose a residential location close to their workplace, if one is available."[26] In areas where existing jobs-housing match is closer to optimal, low income housing nevertheless generates less VMT than market-

[21] Pub. Resources Code, § 21155 ("For purposes of this section, a high-quality transit corridor means a corridor with fixed route bus service with service intervals no longer than 15 minutes during peak commute hours.").
[22] Including naturally-occurring affordable residential units.
[23] Chapple et al. (2017) *Developing a New Methodology for Analyzing Potential Displacement,* Chapter 4, pp. 159-160, available at https://www.arb.ca.gov/research/apr/past/13-310.pdf.
[24] Karner and Benner (2016) *The convergence of social equity and environmental sustainability: Jobs-housing fit and commute distance* ("[P]olicies that advance a more equitable distribution of jobs and housing by linking the affordability of locally available housing with local wage levels are likely to be associated with reduced commuting distances").
[25] Karner and Benner (2015) *Low-wage jobs-housing fit: identifying locations of affordable housing shortages.*
[26] Karner and Benner (2015) *Low-wage jobs-housing fit: identifying locations of affordable housing shortages.*

rate housing.[27,28] Therefore, a project consisting of a high percentage of affordable housing may be a basis for the lead agency to find a less-than-significant impact on VMT. Evidence supports a presumption of less than significant impact for a 100 percent affordable residential development (or the residential component of a mixed-use development) in infill locations. Lead agencies may develop their own presumption of less than significant impact for residential projects (or residential portions of mixed use projects) containing a particular amount of affordable housing, based on local circumstances and evidence. Furthermore, a project which includes any affordable residential units may factor the effect of the affordability on VMT into the assessment of VMT generated by those units.

2. Recommended Numeric Thresholds for Residential, Office, and Retail Projects

Recommended threshold for residential projects: A proposed project exceeding a level of 15 percent below existing VMT per capita may indicate a significant transportation impact. Existing VMT per capita may be measured as regional VMT per capita or as city VMT per capita. Proposed development referencing a threshold based on city VMT per capita (rather than regional VMT per capita) should not cumulatively exceed the number of units specified in the SCS for that city, and should be consistent with the SCS.

Residential development that would generate vehicle travel that is 15 or more percent below the existing residential VMT per capita, measured against the region or city, may indicate a less-than-significant transportation impact. In MPO areas, development measured against city VMT per capita (rather than regional VMT per capita) should not cumulatively exceed the population or number of units specified in the SCS for that city because greater-than-planned amounts of development in areas above the region-based threshold would undermine the VMT containment needed to achieve regional targets under SB 375.

For residential projects in unincorporated county areas, the local agency can compare a residential project's VMT to (1) the region's VMT per capita, or (2) the aggregate population-weighted VMT per capita of all cities in the region. In MPO areas, development in unincorporated areas measured against aggregate city VMT per capita (rather than regional VMT per capita) should not cumulatively exceed the population or number of units specified in the SCS for that city because greater-than-planned amounts of development in areas above the regional threshold would undermine achievement of regional targets under SB 375.

[27] Chapple et al. (2017) *Developing a New Methodology for Analyzing Potential Displacement*, available at https://www.arb.ca.gov/research/apr/past/13-310.pdf.
[28] CAPCOA (2010) *Quantifying Greenhouse Gas Mitigation Measures*, pp. 176-178, available at http://www.capcoa.org/wp-content/uploads/2010/11/CAPCOA-Quantification-Report-9-14-Final.pdf.

These thresholds can be applied to either household (i.e., tour-based) VMT or home-based (i.e., trip-based) VMT assessments.[29] It is critical, however, that the agency be consistent in its VMT measurement approach throughout the analysis to maintain an "apples-to-apples" comparison. For example, if the agency uses a home-based VMT for the threshold, it should also be use home-based VMT for calculating project VMT and VMT reduction due to mitigation measures.

Recommended threshold for office projects: A proposed project exceeding a level of 15 percent below existing regional VMT per employee may indicate a significant transportation impact.

Office projects that would generate vehicle travel exceeding 15 percent below existing VMT per employee for the region may indicate a significant transportation impact. In cases where the region is substantially larger than the geography over which most workers would be expected to live, it might be appropriate to refer to a smaller geography, such as the county, that includes the area over which nearly all workers would be expected to live.

Office VMT screening maps can be developed using tour-based data, considering either total employee VMT or employee work tour VMT. Similarly, tour-based analysis of office project VMT could consider either total employee VMT or employee work tour VMT. Where tour-based information is unavailable for threshold determination, project assessment, or assessment of mitigation, home-based work trip VMT should be used throughout all steps of the analysis to maintain an "apples-to-apples" comparison.

Recommended threshold for retail projects: A net increase in total VMT may indicate a significant transportation impact.

Because new retail development typically redistributes shopping trips rather than creating new trips,[30] estimating the total change in VMT (i.e., the difference in total VMT in the area affected with and without the project) is the best way to analyze a retail project's transportation impacts.

By adding retail opportunities into the urban fabric and thereby improving retail destination proximity, local-serving retail development tends to shorten trips and reduce VMT. Thus, lead agencies generally may presume such development creates a less-than-significant transportation impact. Regional-serving retail development, on the other hand, which can lead to substitution of longer trips for shorter ones, may tend to have a significant impact. Where such development decreases VMT, lead agencies should consider the impact to be less-than-significant.

Many cities and counties define local-serving and regional-serving retail in their zoning codes. Lead agencies may refer to those local definitions when available, but should also consider any project-

[29] See Appendix 1 for a description of these approaches.
[30] Lovejoy, et al. (2013) *Measuring the impacts of local land-use policies on vehicle miles of travel: The case of the first big-box store in Davis, California, The Journal of Transport and Land Use*.

specific information, such as market studies or economic impacts analyses that might bear on customers' travel behavior. Because lead agencies will best understand their own communities and the likely travel behaviors of future project users, they are likely in the best position to decide when a project will likely be local-serving. Generally, however, retail development including stores larger than 50,000 square feet might be considered regional-serving, and so lead agencies should undertake an analysis to determine whether the project might increase or decrease VMT.

Mixed-Use Projects

Lead agencies can evaluate each component of a mixed-use project independently and apply the significance threshold for each project type included (e.g., residential and retail). Alternatively, a lead agency may consider only the project's dominant use. In the analysis of each use, a project should take credit for internal capture. Combining different land uses and applying one threshold to those land uses may result in an inaccurate impact assessment.

Other Project Types

Of land use projects, residential, office, and retail projects tend to have the greatest influence on VMT. For that reason, OPR recommends the quantified thresholds described above for purposes of analysis and mitigation. Lead agencies, using more location-specific information, may develop their own more specific thresholds, which may include other land use types. In developing thresholds for other project types, or thresholds different from those recommended here, lead agencies should consider the purposes described in section 21099 of the Public Resources Code and regulations in the CEQA Guidelines on the development of thresholds of significance (e.g., CEQA Guidelines, § 15064.7).

Strategies and projects that decrease local VMT but increase total VMT should be avoided. Agencies should consider whether their actions encourage development in a less travel-efficient location by limiting development in travel-efficient locations.

Redevelopment Projects

Where a project replaces existing VMT-generating land uses, if the replacement leads to a net overall decrease in VMT, the project would lead to a less-than-significant transportation impact. If the project leads to a net overall increase in VMT, then the thresholds described above should apply.

As described above, a project or plan near transit which replaces affordable[31] residential units with a smaller number of moderate- or high-income residential units may increase overall VMT, because

[31] Including naturally-occurring affordable residential units.

displaced residents' VMT may increase.[32] A lead agency should analyze VMT for such a project even if it otherwise would have been presumed less than significant. The assessment should incorporate an estimate of the aggregate VMT increase experienced by displaced residents. That additional VMT should be included in the numerator of the VMT per capita assessed for the project.

If a residential or office project leads to a net increase in VMT, then the project's VMT per capita (residential) or per employee (office) should be compared to thresholds recommended above. Per capita and per employee VMT are efficiency metrics, and, as such, apply only to the existing project without regard to the VMT generated by the previously existing land use.

If the project leads to a net increase in provision of locally-serving retail, transportation impacts from the retail portion of the development should be presumed to be less than significant. If the project consists of regionally-serving retail, and increases overall VMT compared to with existing uses, then the project would lead to a significant transportation impact.

RTP/SCS Consistency (All Land Use Projects)

Section 15125, subdivision (d), of the CEQA Guidelines provides that lead agencies should analyze impacts resulting from inconsistencies with regional plans, including regional transportation plans. For this reason, if a project is inconsistent with the Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS), the lead agency should evaluate whether that inconsistency indicates a significant impact on transportation. For example, a development may be inconsistent with an RTP/SCS if the development is outside the footprint of development or within an area specified as open space as shown in the SCS.

3. Recommendations Regarding Land Use Plans

As with projects, agencies should analyze VMT outcomes of land use plans across the full area over which the plan may substantively affect travel patterns, including beyond the boundary of the plan or jurisdiction's geography. And as with projects, VMT should be counted in full rather than split between origin and destination. (Emissions inventories have sometimes spit cross-boundary trips in order to sum to a regional total, but CEQA requires accounting for the full impact without truncation or discounting). Analysis of specific plans may employ the same thresholds described above for projects. A general plan, area plan, or community plan may have a significant impact on transportation if proposed new residential, office, or retail land uses would in aggregate exceed the respective thresholds recommended above. Where the lead agency tiers from a general plan EIR pursuant to CEQA Guidelines sections 15152 and 15166, the lead agency generally focuses on the environmental impacts that are specific to the later project and were not analyzed as significant impacts in the prior EIR. (Pub. Resources Code, § 21068.5; Guidelines, § 15152, subd. (a).) Thus, in analyzing the later project, the lead agency

[32] Chapple et al. (2017) *Developing a New Methodology for Analyzing Potential Displacement,* Chapter 4, pp. 159-160, available at https://www.arb.ca.gov/research/apr/past/13-310.pdf.

would focus on the VMT impacts that were not adequately addressed in the prior EIR. In the tiered document, the lead agency should continue to apply the thresholds recommended above.

Thresholds for plans in non-MPO areas may be determined on a case-by-case basis.

4. Other Considerations

Rural Projects Outside of MPOs

In rural areas of non-MPO counties (i.e., areas not near established or incorporated cities or towns), fewer options may be available for reducing VMT, and significance thresholds may be best determined on a case-by-case basis. Note, however, that clustered small towns and small town main streets may have substantial VMT benefits compared to isolated rural development, similar to the transit oriented development described above.

Impacts to Transit

Because criteria for determining the significance of transportation impacts must promote "the development of multimodal transportation networks" pursuant to Public Resources Code section 21099, subd. (b)(1), lead agencies should consider project impacts to transit systems and bicycle and pedestrian networks. For example, a project that blocks access to a transit stop or blocks a transit route itself may interfere with transit functions. Lead agencies should consult with transit agencies as early as possible in the development process, particularly for projects that are located within one half mile of transit stops.

When evaluating impacts to multimodal transportation networks, lead agencies generally should not treat the addition of new transit users as an adverse impact. An infill development may add riders to transit systems and the additional boarding and alighting may slow transit vehicles, but it also adds destinations, improving proximity and accessibility. Such development also improves regional vehicle flow by adding less vehicle travel onto the regional network.

Increased demand throughout a region may, however, cause a cumulative impact by requiring new or additional transit infrastructure. Such impacts may be adequately addressed through a fee program that fairly allocates the cost of improvements not just to projects that happen to locate near transit, but rather across a region to all projects that impose burdens on the entire transportation system, since transit can broadly improve the function of the transportation system.

F. Considering the Effects of Transportation Projects on Vehicle Travel

Many transportation projects change travel patterns. A transportation project which leads to additional vehicle travel on the roadway network, commonly referred to as "induced vehicle travel," would need to quantify the amount of additional vehicle travel in order to assess air quality impacts, greenhouse gas emissions impacts, energy impacts, and noise impacts. Transportation projects also are required to

examine induced growth impacts under CEQA. (See generally, Pub. Resources Code, §§ 21065 [defining "project" under CEQA as an activity as causing either a direct or reasonably foreseeable indirect physical change], 21065.3 [defining "project-specific effect" to mean all direct or indirect environmental effects], 21100, subd. (b) [required contents of an EIR].) For any project that increases vehicle travel, explicit assessment and quantitative reporting of the amount of additional vehicle travel should not be omitted from the document; such information may be useful and necessary for a full understanding of a project's environmental impacts. (See Pub. Resources Code, §§ 21000, 21001, 21001.1, 21002, 21002.1 [discussing the policies of CEQA].) A lead agency that uses the VMT metric to assess the transportation impacts of a transportation project may simply report that change in VMT as the impact. When the lead agency uses another metric to analyze the transportation impacts of a roadway project, changes in amount of vehicle travel added to the roadway network should still be analyzed and reported.[33]

While CEQA does not require perfection, it is important to make a reasonably accurate estimate of transportation projects' effects on vehicle travel in order to make reasonably accurate estimates of GHG emissions, air quality emissions, energy impacts, and noise impacts. (See, e.g., *California Clean Energy Com. v. City of Woodland* (2014) 225 Cal.App.4th 173, 210 [EIR failed to consider project's transportation energy impacts]; *Ukiah Citizens for Safety First v. City of Ukiah* (2016) 248 Cal.App.4th 256, 266.) Appendix 2 describes in detail the causes of induced vehicle travel, the robust empirical evidence of induced vehicle travel, and how models and research can be used in conjunction to quantitatively assess induced vehicle travel with reasonable accuracy.

If a project would likely lead to a measurable and substantial increase in vehicle travel, the lead agency should conduct an analysis assessing the amount of vehicle travel the project will induce. Project types that would likely lead to a measurable and substantial increase in vehicle travel generally include:

- Addition of through lanes on existing or new highways, including general purpose lanes, HOV lanes, peak period lanes, auxiliary lanes, or lanes through grade-separated interchanges

Projects that would not likely lead to a substantial or measurable increase in vehicle travel, and therefore generally should not require an induced travel analysis, include:

- Rehabilitation, maintenance, replacement, safety, and repair projects designed to improve the condition of existing transportation assets (e.g., highways; roadways; bridges; culverts; Transportation Management System field elements such as cameras, message signs, detection, or signals; tunnels; transit systems; and assets that serve bicycle and pedestrian facilities) and that do not add additional motor vehicle capacity
- Roadside safety devices or hardware installation such as median barriers and guardrails

[33] See, e.g., California Department of Transportation (2006) *Guidance for Preparers of Growth-related, Indirect Impact Analyses*, available at http://www.dot.ca.gov/ser/Growth-related_IndirectImpactAnalysis/GRI_guidance06May_files/gri_guidance.pdf.

- Roadway shoulder enhancements to provide “breakdown space,” dedicated space for use only by transit vehicles, to provide bicycle access, or to otherwise improve safety, but which will not be used as automobile vehicle travel lanes
- Addition of an auxiliary lane of less than one mile in length designed to improve roadway safety
- Installation, removal, or reconfiguration of traffic lanes that are not for through traffic, such as left, right, and U-turn pockets, two-way left turn lanes, or emergency breakdown lanes that are not utilized as through lanes
- Addition of roadway capacity on local or collector streets provided the project also substantially improves conditions for pedestrians, cyclists, and, if applicable, transit
- Conversion of existing general purpose lanes (including ramps) to managed lanes or transit lanes, or changing lane management in a manner that would not substantially increase vehicle travel
- Addition of a new lane that is permanently restricted to use only by transit vehicles
- Reduction in number of through lanes
- Grade separation to separate vehicles from rail, transit, pedestrians or bicycles, or to replace a lane in order to separate preferential vehicles (e.g., HOV, HOT, or trucks) from general vehicles
- Installation, removal, or reconfiguration of traffic control devices, including Transit Signal Priority (TSP) features
- Installation of traffic metering systems, detection systems, cameras, changeable message signs and other electronics designed to optimize vehicle, bicycle, or pedestrian flow
- Timing of signals to optimize vehicle, bicycle, or pedestrian flow
- Installation of roundabouts or traffic circles
- Installation or reconfiguration of traffic calming devices
- Adoption of or increase in tolls
- Addition of tolled lanes, where tolls are sufficient to mitigate VMT increase
- Initiation of new transit service
- Conversion of streets from one-way to two-way operation with no net increase in number of traffic lanes
- Removal or relocation of off-street or on-street parking spaces
- Adoption or modification of on-street parking or loading restrictions (including meters, time limits, accessible spaces, and preferential/reserved parking permit programs)
- Addition of traffic wayfinding signage
- Rehabilitation and maintenance projects that do not add motor vehicle capacity
- Addition of new or enhanced bike or pedestrian facilities on existing streets/highways or within existing public rights-of-way
- Addition of Class I bike paths, trails, multi-use paths, or other off-road facilities that serve non-motorized travel
- Installation of publicly available alternative fuel/charging infrastructure
- Addition of passing lanes, truck climbing lanes, or truck brake-check lanes in rural areas that do not increase overall vehicle capacity along the corridor

1. Recommended Significance Threshold for Transportation Projects

As noted in Section 15064.3 of the CEQA Guidelines, lead agencies for roadway capacity projects have discretion, consistent with CEQA and planning requirements, to choose which metric to use to evaluate transportation impacts. This section recommends considerations for evaluating impacts using vehicle miles traveled. Lead agencies have discretion to choose a threshold of significance for transportation projects as they do for other types of projects. As explained above, Public Resources Code section 21099, subdivision (b)(1), provides that criteria for determining the significance of transportation impacts must promote the reduction of greenhouse gas emissions, the development of multimodal transportation networks, and a diversity of land uses. (*Id.*; see generally, adopted CEQA Guidelines, § 15064.3, subd. (b) [Criteria for Analyzing Transportation Impacts].) With those goals in mind, OPR prepared and the Agency adopted an appropriate transportation metric.

Whether adopting a threshold of significance, or evaluating transportation impacts on a case-by-case basis, a lead agency should ensure that the analysis addresses:

- Direct, indirect and cumulative effects of the transportation project (CEQA Guidelines, § 15064, subds. (d), (h))
- Near-term and long-term effects of the transportation project (CEQA Guidelines, §§ 15063, subd. (a)(1), 15126.2, subd. (a))
- The transportation project's consistency with state greenhouse gas reduction goals (Pub. Resources Code, § 21099)[34]
- The impact of the transportation project on the development of multimodal transportation networks (Pub. Resources Code, § 21099)
- The impact of the transportation project on the development of a diversity of land uses (Pub. Resources Code, § 21099)

The CARB Scoping Plan and the CARB Mobile Source Strategy delineate VMT levels required to achieve legally mandated GHG emissions reduction targets. A lead agency should develop a project-level threshold based on those VMT levels, and may apply the following approach:

1. Propose a fair-share allocation of those budgets to their jurisdiction (e.g., by population);

[34] The California Air Resources Board has ascertained the limits of VMT growth compatible with California containing greenhouse gas emissions to levels research shows would allow for climate stabilization. (See *The 2017 Climate Change Scoping Plan: The Strategy for Achieving California's 2030 Greenhouse Gas Target* (p. 78, p. 101); *Mobile Source Strategy* (p. 37).) CARB's *Updated Final Staff Report on Proposed Update to the SB 375 Greenhouse Gas Emission Reduction Targets* illustrates that the current Regional Transportation Plans and Sustainable Communities Strategies will fall short of achieving the necessary on-road transportation-related GHG emissions reductions called for in the 2017 Scoping Plan (Figure 3, p. 35). Accordingly, OPR recommends not basing GHG emissions or transportation impact analysis for a transportation project solely on consistency with an RTP/SCS.

2. Determine the amount of VMT growth likely to result from background population growth, and subtract that from their "budget";
3. Allocate their jurisdiction's share between their various VMT-increasing transportation projects, using whatever criteria the lead agency prefers.

2. Estimating VMT Impacts from Transportation Projects

CEQA requires analysis of a project's potential growth-inducing impacts. (Pub. Resources Code, § 21100, subd. (b)(5); CEQA Guidelines, § 15126.2, subd. (d).) Many agencies are familiar with the analysis of growth inducing impacts associated with water, sewer, and other infrastructure. This technical advisory addresses growth that may be expected from roadway expansion projects.

Because a roadway expansion project can induce substantial VMT, incorporating quantitative estimates of induced VMT is critical to calculating both transportation and other impacts of these projects. Induced travel also has the potential to reduce or eliminate congestion relief benefits. An accurate estimate of induced travel is needed to accurately weigh costs and benefits of a highway capacity expansion project.

The effect of a transportation project on vehicle travel should be estimated using the "change in total VMT" method described in *Appendix 1*. This means that an assessment of total VMT without the project and an assessment with the project should be made; the difference between the two is the amount of VMT attributable to the project. The assessment should cover the full area in which driving patterns are expected to change. As with other types of projects, the VMT estimation should not be truncated at a modeling or jurisdictional boundary for convenience of analysis when travel behavior is substantially affected beyond that boundary.

Transit and Active Transportation Projects

Transit and active transportation projects generally reduce VMT and therefore are presumed to cause a less-than-significant impact on transportation. This presumption may apply to all passenger rail projects, bus and bus rapid transit projects, and bicycle and pedestrian infrastructure projects. Streamlining transit and active transportation projects aligns with each of the three statutory goals contained in SB 743 by reducing GHG emissions, increasing multimodal transportation networks, and facilitating mixed use development.

Roadway Projects

Reducing roadway capacity (for example, by removing or repurposing motor vehicle travel lanes) will generally reduce VMT and therefore is presumed to cause a less-than-significant impact on transportation. Generally, no transportation analysis is needed for such projects.

Building new roadways, adding roadway capacity in congested areas, or adding roadway capacity to areas where congestion is expected in the future, typically induces additional vehicle travel. For the types of projects previously indicated as likely to lead to additional vehicle travel, an estimate should be made of the change in vehicle travel resulting from the project.

For projects that increase roadway capacity, lead agencies can evaluate induced travel quantitatively by applying the results of existing studies that examine the magnitude of the increase of VMT resulting from a given increase in lane miles. These studies estimate the percent change in VMT for every percent change in miles to the roadway system (i.e., "elasticity").[35] Given that lead agencies have discretion in choosing their methodology, and the studies on induced travel reveal a range of elasticities, lead agencies may appropriately apply professional judgment in studying the transportation effects of a particular project. The most recent major study, estimates an elasticity of 1.0, meaning that every percent change in lane miles results in a one percent increase in VMT.[36]

To estimate VMT impacts from roadway expansion projects:

1. Determine the total lane-miles over an area that fully captures travel behavior changes resulting from the project (generally the region, but for projects affecting interregional travel look at all affected regions).
2. Determine the percent change in total lane miles that will result from the project.
3. Determine the total existing VMT over that same area.
4. Multiply the percent increase in lane miles by the existing VMT, and then multiply that by the elasticity from the induced travel literature:

[% increase in lane miles] x [existing VMT] x [elasticity] = [VMT resulting from the project]

This method would not be suitable for rural (non-MPO) locations in the state which are neither congested nor projected to become congested. It also may not be suitable for a new road that provides new connectivity across a barrier (e.g., a bridge across a river) if it would be expected to substantially shorten existing trips. If it is likely to be substantial, the trips-shortening effect should be examined explicitly.

The effects of roadway capacity on vehicle travel can also be applied at a programmatic level. For example, in a regional planning process the lead agency can use that program-level analysis to

[35] See U.C. Davis, Institute for Transportation Studies (Oct. 2015) *Increasing Highway Capacity Unlikely to Relieve Traffic Congestion*; Boarnet and Handy (Sept. 2014) *Impact of Highway Capacity and Induced Travel on Passenger Vehicle Use and Greenhouse Gas Emissions*, California Air Resources Board Policy Brief, available at https://www.arb.ca.gov/cc/sb375/policies/hwycapacity/highway_capacity_brief.pdf.
[36] See Duranton and Turner (2011) *The Fundamental Law of Road Congestion: Evidence from US cities*, available at http://www.nber.org/papers/w15376.

streamline later project-level analysis. (See CEQA Guidelines, § 15168.) A program-level analysis of VMT should include effects of the program on land use patterns, and the VMT that results from those land use effects. In order for a program-level document to adequately analyze potential induced demand from a project or program of roadway capacity expansion, lead agencies cannot assume a fixed land use pattern (i.e., a land use pattern that does not vary in response to the provision of roadway capacity). A proper analysis should account for land use investment and development pattern changes that react in a reasonable manner to changes in accessibility created by transportation infrastructure investments (whether at the project or program level).

Mitigation and Alternatives

Induced VMT has the potential to reduce or eliminate congestion relief benefits, increase VMT, and increase other environmental impacts that result from vehicle travel.[37] If those effects are significant, the lead agency will need to consider mitigation or alternatives. In the context of increased travel that is induced by capacity increases, appropriate mitigation and alternatives that a lead agency might consider include the following:

- Tolling new lanes to encourage carpools and fund transit improvements
- Converting existing general purpose lanes to HOV or HOT lanes
- Implementing or funding off-site travel demand management
- Implementing Intelligent Transportation Systems (ITS) strategies to improve passenger throughput on existing lanes

Tolling and other management strategies can have the additional benefit of preventing congestion and maintaining free-flow conditions, conferring substantial benefits to road users as discussed above.

G. Analyzing Other Impacts Related to Transportation

While requiring a change in the methodology of assessing transportation impacts, Public Resources Code section 21099 notes that this change "does not relieve a public agency of the requirement to analyze a project's potentially significant transportation impacts related to air quality, noise, safety, or any other impact associated with transportation." OPR expects that lead agencies will continue to address mobile source emissions in the air quality and noise sections of an environmental document and the corresponding studies that support the analysis in those sections. Lead agencies should continue to address environmental impacts of a proposed project pursuant to CEQA's requirements, using a format that is appropriate for their particular project.

[37] See National Center for Sustainable Transportation (Oct. 2015) *Increasing Highway Capacity Unlikely to Relieve Traffic Congestion*, available at http://www.dot.ca.gov/newtech/researchreports/reports/2015/10-12-2015-NCST_Brief_InducedTravel_CS6_v3.pdf; see Duranton and Turner (2011) *The Fundamental Law of Road Congestion: Evidence from US cities*, available at http://www.nber.org/papers/w15376.

Because safety concerns result from many different factors, they are best addressed at a programmatic level (i.e., in a general plan or regional transportation plan) in cooperation with local governments, metropolitan planning organizations, and, where the state highway system is involved, the California Department of Transportation. In most cases, such an analysis would not be appropriate on a project-by-project basis. Increases in traffic volumes at a particular location resulting from a project typically cannot be estimated with sufficient accuracy or precision to provide useful information for an analysis of safety concerns. Moreover, an array of factors affect travel demand (e.g., strength of the local economy, price of gasoline), causing substantial additional uncertainty. Appendix B of OPR's General Plan Guidelines summarizes research which could be used to guide a programmatic analysis under CEQA. Lead agencies should note that automobile congestion or delay does not constitute a significant environmental impact (Pub. Resources Code, §21099(b)(2)), and safety should not be used as a proxy for road capacity.

H. VMT Mitigation and Alternatives

When a lead agency identifies a significant impact, it must identify feasible mitigation measures that could avoid or substantially reduce that impact. (Pub. Resources Code, § 21002.1, subd. (a).) Additionally, CEQA requires that an environmental impact report identify feasible alternatives that could avoid or substantially reduce a project's significant environmental impacts.

Indeed, the California Court of Appeal recently held that a long-term regional transportation plan was deficient for failing to discuss an alternative which could significantly reduce total vehicle miles traveled. In *Cleveland National Forest Foundation v. San Diego Association of Governments, et al.* (2017) 17 Cal.App.5th 413, the court found that omission "inexplicable" given the lead agency's "acknowledgment in its Climate Action Strategy that the state's efforts to reduce greenhouse gas emissions from on-road transportation will not succeed if the amount of driving, or vehicle miles traveled, is not significantly reduced." (*Cleveland National Forest Foundation*, *supra*, 17 Cal.App.5th at p. 436.) Additionally, the court noted that the project alternatives focused primarily on congestion relief even though "the [regional] transportation plan is a long-term and congestion relief is not necessarily an effective long-term strategy." (*Id.* at p. 437.) The court concluded its discussion of the alternatives analysis by stating: "Given the acknowledged long-term drawbacks of congestion relief alternatives, there is not substantial evidence to support the EIR's exclusion of an alternative focused primarily on significantly reducing vehicle trips." (*Ibid*.)

Several examples of potential mitigation measures and alternatives to reduce VMT are described below. However, the selection of particular mitigation measures and alternatives are left to the discretion of the lead agency, and mitigation measures may vary, depending on the proposed project and significant impacts, if any. Further, OPR expects that agencies will continue to innovate and find new ways to reduce vehicular travel.

Potential measures to reduce vehicle miles traveled include, but are not limited to:

- Improve or increase access to transit.
- Increase access to common goods and services, such as groceries, schools, and daycare.
- Incorporate affordable housing into the project.
- Incorporate neighborhood electric vehicle network.
- Orient the project toward transit, bicycle and pedestrian facilities.
- Improve pedestrian or bicycle networks, or transit service.
- Provide traffic calming.
- Provide bicycle parking.
- Limit or eliminate parking supply.
- Unbundle parking costs.
- Provide parking cash-out programs.
- Implement roadway pricing.
- Implement or provide access to a commute reduction program.
- Provide car-sharing, bike sharing, and ride-sharing programs.
- Provide transit passes.
- Shifting single occupancy vehicle trips to carpooling or vanpooling, for example providing ride-matching services.
- Providing telework options.
- Providing incentives or subsidies that increase the use of modes other than single-occupancy vehicle.
- Providing on-site amenities at places of work, such as priority parking for carpools and vanpools, secure bike parking, and showers and locker rooms.
- Providing employee transportation coordinators at employment sites.
- Providing a guaranteed ride home service to users of non-auto modes.

Notably, because VMT is largely a regional impact, regional VMT-reduction programs may be an appropriate form of mitigation. In lieu fees have been found to be valid mitigation where there is both a commitment to pay fees and evidence that mitigation will actually occur. (*Save Our Peninsula Committee v. Monterey County Bd. of Supervisors* (2001) 87 Cal.App.4th 99, 140-141; *Gentry v. City of Murrieta* (1995) 36 Cal.App.4th 1359; *Kings County Farm Bureau v. City of Hanford* (1990) 221 Cal.App.3d 692, 727–728.) Fee programs are particularly useful to address cumulative impacts. (CEQA Guidelines, § 15130, subd. (a)(3) [a "project's incremental contribution is less than cumulatively considerable if the project is required to implement or fund its fair share of a mitigation measure or measures designed to alleviate the cumulative impact"].) The mitigation program must undergo CEQA evaluation, either on the program as a whole, or the in-lieu fees or other mitigation must be evaluated on a project-specific basis. (*California Native Plant Society v. County of El Dorado* (2009) 170 Cal.App.4th 1026.) That CEQA evaluation could be part of a larger program, such as a regional transportation plan, analyzed in a Program EIR. (CEQA Guidelines, § 15168.)

Examples of project alternatives that may reduce vehicle miles traveled include, but are not limited to:

- Locate the project in an area of the region that already exhibits low VMT.
- Locate the project near transit.
- Increase project density.
- Increase the mix of uses within the project or within the project's surroundings.
- Increase connectivity and/or intersection density on the project site.
- Deploy management strategies (e.g., pricing, vehicle occupancy requirements) on roadways or roadway lanes.

Appendix 1. Considerations About Which VMT to Count

Consistent with the obligation to make a good faith effort to disclose the environmental consequences of a project, lead agencies have discretion to choose the most appropriate methodology to evaluate project impacts.[38] A lead agency can evaluate a project's effect on VMT in numerous ways. The purpose of this document is to provide technical considerations in determining which methodology may be most useful for various project types.

Background on Estimating Vehicle Miles Traveled

Before discussing specific methodological recommendations, this section provides a brief overview of modeling and counting VMT, including some key terminology.

Here is an illustrative example of some methods of estimating vehicle miles traveled. Consider the following hypothetical travel day (all by automobile):

1. Residence to Coffee Shop
2. Coffee Shop to Work
3. Work to Sandwich Shop
4. Sandwich Shop to Work
5. Work to Residence
6. Residence to Store
7. Store to Residence

Trip-based assessment of a project's effect on travel behavior counts VMT from individual trips to and from the project. It is the most basic, and traditionally the most common, method of counting VMT. A trip-based VMT assessment of the residence in the above example would consider segments 1, 5, 6 and 7. For residential projects, the sum of home-based trips is called *home-based* VMT.

A *tour-based* assessment counts the entire home-back-to-home tour that includes the project. A tour-based VMT assessment of the residence in the above example would consider segments 1, 2, 3, 4, and 5 in one tour, and 6 and 7 in a second tour. A tour-based assessment of the workplace would include segments 1, 2, 3, 4, and 5. Together, all tours comprise *household* VMT.

[38] The California Supreme Court has explained that when an agency has prepared an environmental impact report:

> [T]he issue is not whether the [lead agency's] studies are irrefutable or whether they could have been better. The relevant issue is only whether the studies are sufficiently credible to be considered as part of the total evidence that supports the [lead agency's] finding[.]

(*Laurel Heights Improvement Assn. v. Regents of the University of California* (1988) 47 Cal.3d 376, 409; see also *Eureka Citizens for Responsible Gov't v. City of Eureka* (2007) 147 Cal.App.4th 357, 372.)

Both trip- and tour-based assessments can be used as measures of transportation efficiency, using denominators such as per capita, per employee, or per person-trip.

Trip- and Tour-based Assessment of VMT

As illustrated above, a tour-based assessment of VMT is a more complete characterization of a project's effect on VMT. In many cases, a project affects travel behavior beyond the first destination. The location and characteristics of the home and workplace will often be the main drivers of VMT. For example, a residential or office development located near high quality transit will likely lead to some commute trips utilizing transit, affecting mode choice on the rest of the tour.

Characteristics of an office project can also affect an employee's VMT beyond the work tour. For example, a workplace located at the urban periphery, far from transit, can require an employee to own a car, which in turn affects the entirety of an employee's travel behavior and VMT. For this reason, when estimating the effect of an office development on VMT, it may be appropriate to consider total employee VMT if data and tools, such as tour-based models, are available. This is consistent with CEQA's requirement to evaluate both direct and *indirect* effects of a project. (See CEQA Guidelines, § 15064, subd. (d)(2).)

Assessing Change in Total VMT

A third method, estimating the *change in total VMT* with and without the project, can evaluate whether a project is likely to divert existing trips, and what the effect of those diversions will be on total VMT. This method answers the question, "What is the net effect of the project on area VMT?" As an illustration, assessing the total change in VMT for a grocery store built in a food desert that diverts trips from more distant stores could reveal a net VMT reduction. The analysis should address the full area over which the project affects travel behavior, even if the effect on travel behavior crosses political boundaries.

Using Models to Estimate VMT

Travel demand models, sketch models, spreadsheet models, research, and data can all be used to calculate and estimate VMT (see Appendix F of the preliminary discussion draft). To the extent possible, lead agencies should choose models that have sensitivity to features of the project that affect VMT. Those tools and resources can also assist in establishing thresholds of significance and estimating VMT reduction attributable to mitigation measures and project alternatives. When using models and tools for those various purposes, agencies should use comparable data and methods, in order to set up an "apples-to-apples" comparison between thresholds, VMT estimates, and VMT mitigation estimates.

Models can work together. For example, agencies can use travel demand models or survey data to estimate existing trip lengths and input those into sketch models such as CalEEMod to achieve more

accurate results. Whenever possible, agencies should input localized trip lengths into a sketch model to tailor the analysis to the project location. However, in doing so, agencies should be careful to avoid double counting if the sketch model includes other inputs or toggles that are proxies for trip length (e.g., distance to city center). Generally, if an agency changes any sketch model defaults, it should record and report those changes for transparency of analysis. Again, trip length data should come from the same source as data used to calculate thresholds to be sure of an "apples-to-apples" comparison.

Additional background information regarding travel demand models is available in the California Transportation Commission's "2010 Regional Transportation Plan Guidelines," beginning at page 35.

Appendix 2. Induced Travel: Mechanisms, Research, and Additional Assessment Approaches

Induced travel occurs where roadway capacity is expanded in an area of present or projected future congestion. The effect typically manifests over several years. Lower travel times make the modified facility more attractive to travelers, resulting in the following trip-making changes:

- **Longer trips.** The ability to travel a long distance in a shorter time increases the attractiveness of destinations that are farther away, increasing trip length and vehicle travel.
- **Changes in mode choice.** When transportation investments are devoted to reducing automobile travel time, travelers tend to shift toward automobile use from other modes, which increases vehicle travel.
- **Route changes.** Faster travel times on a route attract more drivers to that route from other routes, which can increase or decrease vehicle travel depending on whether it shortens or lengthens trips.
- **Newly generated trips.** Increasing travel speeds can induce additional trips, which increases vehicle travel. For example, an individual who previously telecommuted or purchased goods on the internet might choose to accomplish those tasks via automobile trips as a result of increased speeds.
- **Land Use Changes.** Faster travel times along a corridor lead to land development farther along that corridor; that new development generates and attracts longer trips, which increases vehicle travel. Over several years, this induced growth component of induced vehicle travel can be substantial, making it critical to include in analyses.

Each of these effects has implications for the total amount of vehicle travel. These effects operate over different time scales. For example, changes in mode choice might occur immediately, while land use changes typically take a few years or longer. CEQA requires lead agencies to analyze both short-term and long-term effects.

Evidence of Induced Vehicle Travel. A large number of peer reviewed studies[39] have demonstrated a causal link between highway capacity increases and VMT increases. Many provide quantitative estimates of the magnitude of the induced VMT phenomenon. Collectively, they provide high quality evidence of the existence and magnitude of the induced travel effect.

[39] See, e.g., Boarnet and Handy (Sept. 2014) Impact of Highway Capacity and Induced Travel on Passenger Vehicle Use and Greenhouse Gas Emissions, California Air Resources Board Policy Brief, available at https://www.arb.ca.gov/cc/sb375/policies/hwycapacity/highway_capacity_brief.pdf; National Center for Sustainable Transportation (Oct. 2015) *Increasing Highway Capacity Unlikely to Relieve Traffic Congestion*, available at http://www.dot.ca.gov/research/researchreports/reports/2015/10-12-2015-NCST_Brief_InducedTravel_CS6_v3.pdf.

Most of these studies express the amount of induced vehicle travel as an "elasticity," which is a multiplier that describes the additional vehicle travel resulting from an additional lane mile of roadway capacity added. For example, an elasticity of 0.6 would signify an 0.6 percent increase in vehicle travel for every 1.0 percent increase in lane miles. Many of these studies distinguish "short run elasticity" (increase in vehicle travel in the first few years) from "long run elasticity" (increase in vehicle travel beyond the first few years). Long run elasticity is larger than short run elasticity, because as time passes, more of the components of induced vehicle travel materialize. Generally, short run elasticity can be thought of as excluding the effects of land use change, while long run elasticity includes them. Most studies find a long run elasticity between 0.6 and just over 1.0,[40] meaning that every increase in lanes miles of one percent leads to an increase in vehicle travel of 0.6 to 1.0 percent. The most recent major study finds the elasticity of vehicle travel by lanes miles added to be 1.03; in other words, each percent increase in lane miles results in a 1.03 percent increase in vehicle travel.[41] (An elasticity greater than 1.0 can occur because new lanes induce vehicle travel that spills beyond the project location.) In CEQA analysis, the long-run elasticity should be used, as it captures the full effect of the project rather than just the early-stage effect.

Quantifying Induced Vehicle Travel Using Models. Lead agencies can generally achieve the most accurate assessment of induced vehicle travel resulting from roadway capacity increasing projects by applying elasticities from the academic literature, because those estimates include vehicle travel resulting from induced land use. If a lead agency chooses to use a travel demand model, additional analysis would be needed to account for induced land use. This section describes some approaches to undertaking that additional analysis.

Proper use of a travel demand model can capture the following components of induced VMT:

- Trip length (generally increases VMT)
- Mode shift (generally shifts from other modes toward automobile use, increasing VMT)
- Route changes (can act to increase or decrease VMT)
- Newly generated trips (generally increases VMT)
    - Note that not all travel demand models have sensitivity to this factor, so an off-model estimate may be necessary if this effect could be substantial.

However, estimating long-run induced VMT also requires an estimate of the project's effects on land use. This component of the analysis is important because it has the potential to be a large component of

[40] See Boarnet and Handy (Sept. 2014) *Impact of Highway Capacity and Induced Travel on Passenger Vehicle Use and Greenhouse Gas Emissions*, California Air Resources Board Policy Brief, p. 2, available at https://www.arb.ca.gov/cc/sb375/policies/hwycapacity/highway_capacity_brief.pdf.

[41] Duranton and Turner (2011) *The Fundamental Law of Road Congestion: Evidence from US cities*, available at http://www.nber.org/papers/w15376.

the overall induced travel effect. Options for estimating and incorporating the VMT effects that are caused by the subsequent land use changes include:

1. *Employ an expert panel.* An expert panel could assess changes to land use development that would likely result from the project. This assessment could then be analyzed by the travel demand model to assess effects on vehicle travel. Induced vehicle travel assessed via this approach should be verified using elasticities found in the academic literature.
2. *Adjust model results to align with the empirical research.* If the travel demand model analysis is performed without incorporating projected land use changes resulting from the project, the assessed vehicle travel should be adjusted upward to account for those land use changes. The assessed VMT after adjustment should fall within the range found in the academic literature.
3. *Employ a land use model, running it iteratively with a travel demand model.* A land use model can be used to estimate the land use effects of a roadway capacity increase, and the traffic patterns that result from the land use change can then be fed back into the travel demand model. The land use model and travel demand model can be iterated to produce an accurate result.

A project which provides new connectivity across a barrier, such as a new bridge across a river, may provide a shortened path between existing origins and destinations, thereby shortening existing trips. In rare cases, this trip-shortening effect might be substantial enough to reduce the amount of vehicle travel resulting from the project below the range found in the elasticities in the academic literature, or even lead a net reduction in vehicle travel overall. In such cases, the trip-shortening effect could be examined explicitly.

Whenever employing a travel demand model to assess induced vehicle travel, any limitation or known lack of sensitivity in the analysis that might cause substantial errors in the VMT estimate (for example, model insensitivity to one of the components of induced VMT described above) should be disclosed and characterized, and a description should be provided on how it could influence the analysis results. A discussion of the potential error or bias should be carried into analyses that rely on the VMT analysis, such as greenhouse gas emissions, air quality, energy, and noise.

GUIDELINES FOR TRANSPORTATION IMPACT STUDIES IN THE SAN DIEGO REGION

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TABLE OF CONTENTS

APPENDICES

LIST OF FIGURES

LIST OF TABLES

GUIDELINES FOR TRANSPORTATION IMPACT STUDIES (TIS) IN THE SAN DIEGO REGION

1.0 BACKGROUND

The original Guidelines for Traffic Impact Studies in the San Diego Region (ITE/SANTEC, 2000) have been in use for over 19 years. They were developed by a group of volunteers from the San Diego Section of the Institute of Transportation Engineers (ITE) and the San Diego Traffic Engineers Council (SANTEC). The guidelines were later incorporated into the region's Congestion Management Program (CMP) prepared by the San Diego Association of Governments (SANDAG, 2008). Although inclusion in the Congestion Management Program (CMP) increased the visibility of the guidelines for a period of time, SANDAG has since opted out of the CMP process.

The intent in preparing the year 2000 guidelines was to promote consistency in the methodology for traffic impact studies used by different agencies in the San Diego region. While these guidelines were not intended to be used as a standard or a requirement, they provided a methodology for traffic impact studies that was similar to the methodology used by most agencies within the region. Some agencies in the region have "adopted" the guidelines by specifying that traffic impact studies follow the procedures recommended by the guidelines. Other agencies, including San Diego County and the City of San Diego, prepared their own guidelines, which included some elements in common with the regional guidelines.

The impetus to develop a revised set of regional transportation impact study guidelines is primarily related to the passage of Senate Bill 743 (SB 743) in the fall of 2013. This legislation led to a change in the way that transportation impacts are measured under the California Environmental Quality Act (CEQA). Starting on July 1, 2020, automobile delay and level of service (LOS) may no longer be used as the performance measure to determine the transportation impacts of land development projects under CEQA. Instead, an alternative metric that supports the goals of the SB 743 legislation will be required. Although there is no requirement to use any particular metric, the use of vehicle miles traveled (VMT) has been recommended by the Governor's Office of Planning and Research (OPR). This requirement does not modify the discretion lead agencies have to develop their own methodologies or guidelines, or to analyze impacts to other components of the transportation system, such as walking, bicycling, transit, and safety. SB 743 also applies to transportation projects, although agencies were given flexibility in the determination of the performance measure for these types of projects.

The intent of SB 743 is to bring CEQA transportation analyses into closer alignment with other statewide policies regarding greenhouse gases, complete streets, and smart growth. Using VMT as a performance measure instead of LOS is intended to discourage suburban sprawl, reduce greenhouse gas emissions, and encourage the development of smart growth, complete streets, and multimodal transportation networks.

2.0 PURPOSE OF GUIDELINES

The guidelines described in this report were prepared to provide methodologies for transportation engineers and planners to conduct CEQA transportation analyses for land development and transportation projects in compliance with SB 743. Lead agencies may opt-in to using VMT at any time but will be required to use it for analysis of transportation impacts of land development projects starting July 1, 2020. In addition, methodologies are provided to evaluate automobile delay and LOS outside of the CEQA process. Although no longer incorporated in CEQA (starting July 1, 2020), automobile delay and LOS continue to be of interest to transportation engineers and planners who plan, design, operate, and maintain the roadway system. In addition, delay experienced due to traffic congestion is a concern to drivers and passengers of vehicles using the roadway system.

Given the need to prepare VMT-based CEQA transportation impact analyses to satisfy the requirements of SB 743 as well as the need to evaluate the performance of the roadway system based on delay and LOS, these guidelines are divided into separate parts. Part I is focused on CEQA transportation impact analyses, while Part II is focused on the more traditional LOS-based transportation analyses, called local transportation analysis for the purpose of these guidelines. Local transportation analysis includes evaluation of any multimodal transportation improvements (transit, bicycle, pedestrian) that are recommended to support a land development project but may or may not be required as mitigation measures for a project's significant VMT impacts. Background information for each is provided below with more detail included in the sections that follow.

CEQA TRANSPORTATION IMPACT ANALYSIS

The SB 743 legislation specified that the Governor's Office of Planning and Research (OPR) prepare guidelines for the implementation of SB 743. During the period from the passage of SB 743 in 2013 to the fall of 2018, OPR prepared various sets of guidelines and sought public comments from stakeholders. At the time of preparation of these transportation impact study guidelines, guidance regarding the changes to CEQA initiated by SB 743 were contained in the following documents:

- CEQA Guidelines Revisions: Revisions to the CEQA Guidelines were adopted into CEQA in December 2018 through a formal process conducted by the Natural Resources Agency. Additional changes can only be made through a future CEQA update process.

- Technical Advisory on Evaluating Transportation Impacts in CEQA (Technical Advisory): The technical advisory provides recommendations for the preparation of transportation impact analyses under SB 743. It is not formally included in CEQA and can be revised by OPR at any time without going through a formal process. Updated versions of the technical advisory are expected to be issued by OPR as new information becomes available and as California agencies gain experience in applying SB 743 to actual projects. As of the time of preparation of these transportation impact study guidelines, the current version of the technical advisory was dated December 2018.

In addition to the differences described above, the CEQA Guidelines revisions and the technical advisory also differ in the extent to which they must be followed by local agencies. The CEQA Guidelines revisions are rules that must be followed in order to prepare an adequate CEQA document. In contrast, the technical

advisory provides statewide guidance based on evidence collected by OPR that can be refined or modified by local agencies with appropriate justification and substantial evidence. (Refer to CEQA Guidelines Section 15384 for a definition of substantial evidence). As an example, the CEQA Guidelines revisions specify that a land development project's effect on automobile delay does not cause a significant environmental impact. The use of VMT is suggested as a performance metric, but there is no indication of what level of VMT increase would cause a significant environmental impact. The technical advisory suggests various thresholds for the significance of VMT impacts but does not require the use of a particular threshold. Therefore, lead agencies would be prohibited from using automobile delay to determine significant transportation impacts and would be required to use VMT instead. Lead agencies have discretion to select their preferred significance thresholds and could choose to use the thresholds suggested in the technical advisory or develop alternative thresholds. Either decision should be supported by substantial evidence that considers the legislative intent objectives of SB 743 and the specific direction the statute provides regarding setting thresholds (per the excerpts below):

> SB 743 Statute - Legislative Intent – Senate Bill No. 743, Section (b)(2)
> *More appropriately balance the needs of congestion management with statewide goals related to infill development, promotion of public health through active transportation, and reduction of greenhouse gas emissions.*
>
> SB 743 Statute – Section 21099(b)(1)
> *Those criteria shall promote the reduction of greenhouse gas emissions, the development of multimodal transportation networks, and a diversity of land uses.*

Regardless of the changes described above, SB 743 is clear in its intent that CEQA documents continue to address noise, air quality, and safety (per the excerpt below):

> SB 743 Statute – Section 21099(b)(3)
> *This subdivision does not relieve a public agency of the requirement to analyze a project's potentially significant transportation impacts related to air quality, noise, safety, or any other impact associated with transportation. The methodology established by these guidelines shall not create a presumption that a project will not result in significant impacts related to air quality, noise, safety, or any other impact associated with transportation.*

Although State CEQA Guidelines section 15064.3 states that generally vehicle miles traveled is the most appropriate measure of transportation impacts, other relevant considerations may include the project's impact on transit and non-motorized travel. A complete environmental review will generally consider how projects effect VMT in addition to effects on walking, bicycling, transit, and safety.

The CEQA transportation impact analysis described in these transportation impact study guidelines is based on the technical advisory prepared by OPR, but refinements and clarifications have been added to reflect local conditions. For any subsequent revisions of the SB 743 technical advisory prepared by OPR, it would need to be determined whether the new information would suggest a change in the methodologies for conducting CEQA transportation impact studies in the San Diego region.

LOCAL TRANSPORTATION ANALYSIS

As stated above, localized traffic congestion remains a concern to transportation engineers and planners as well as the traveling public. It is recommended that consideration be given to preparation of a local

transportation analysis for all land development and transportation projects which evaluate a project's access and circulation within and nearby the project site. The local transportation analysis would provide analysis of roadway conditions where there is the potential that substantial worsening of traffic congestion would result due to implementation of the project. In addition, it would analyze the need for multimodal improvements in cases where there is the potential for the project to cause a substantial worsening of conditions for multimodal travel. Since any increases in traffic congestion or vehicular delay would not constitute a significant environmental impact, the local transportation analysis could be included in the project's CEQA document for information only or it could be provided in a separate document. The purposes of the local transportation analysis may include, but are not limited to the following:

- Recommendations for any roadway improvements that should be built/implemented by the project (or should be built/implemented by the project in coordination with other nearby land development projects) based on the project's expected effect on vehicular delay and LOS.

- Recommendations for any multimodal transportation improvements (transit, bicycle, pedestrian) that should be built/implemented by the project (or should be built/implemented by the project in coordination with other nearby land development projects). Recommended multimodal transportation improvements may be required as mitigation measures for transportation impacts related to VMT increases or they may be recommended for other reasons.

- Transportation analysis needed to determine the appropriate level of fees for multimodal transportation improvements if the local jurisdiction has a fee program in place.

- Documentation of the project's expected effect on vehicular delay and level of service in the nearby transportation system.

The roadway analysis methodologies recommended for conducting local transportation analysis, as detailed in Part II of these guidelines, are based on the previous regional traffic impact study guidelines, with changes to reflect evolution in the practice that has occurred. Users of these guidelines should note that transportation analysis advances occur each year as documented through key conferences, including the Transportation Research Board (TRB) Annual Meeting. Further, new data vendors, and new mobility options continue to evolve. As such, the recommended methodologies in this document may require ongoing updates and refinements. The recommended methodologies for multimodal transportation analysis generally reflect new procedures that were not included in the previous guidelines.

The intent of these guidelines is that agencies in the San Diego region be encouraged to implement Part I – CEQA guidelines to promote consistency in methodology and the pursuit of VMT reductions to meet regional and state goals. It is recognized that agencies may wish to make specific exceptions to these guidelines to account for local conditions. Agencies may also desire to have additional analyses conducted outside of the CEQA analyses to help inform staff and decision makers in reviewing a project. To that end, Part II – Local Transportation Analyses reflects an update to the previous regional Traffic Impact Study Guidelines.

3.0 PROJECT COORDINATION AND STAFF CONSULTATION

TIS preparers are encouraged to discuss the project with the lead agency's staff at an early stage in the planning process. An understanding of the level of detail and the assumptions required for the analysis should be reached. While a pre-submittal conference is highly encouraged, it may not be a requirement. For straightforward studies prepared by consultants familiar with these TIS procedures, a telephone call or email, followed by a verification of key assumptions, may suffice. Transportation impact studies should be prepared by a qualified transportation professional. Lead agencies should consider requiring that all transportation impact studies be prepared by or reviewed under the supervision of a licensed traffic engineer.

PART I – CEQA TRANSPORTATION ANALYSIS

4.0 INDIVIDUAL LAND DEVELOPMENT PROJECTS AND SPECIFIC PLANS

The recommended methodology for conducting a VMT analysis is based on guidance prepared by the California Governor's Office of Planning and Research (OPR) as provided in the published Technical Advisory on Evaluating Transportation Impacts in CEQA. At the time of writing of these guidelines, the current version of OPR's technical advisory was dated December 2018. The guidance recommended by OPR has been modified to be better suited to local conditions in the San Diego region. These modifications are noted in the details described later in this chapter.

The basic process is to compare a project's estimated VMT/capita or VMT/employee to average values on a regional, citywide, or community basis. The target is to achieve a project VMT/capita or VMT/employee that is 85% or less of the appropriate average based on suggestions in these guidelines. Note that lead agencies have discretion for choosing a VMT metric and threshold. The selection should represent how VMT reduction is balanced against other objectives of the lead agency and be supported by substantial evidence.

The methodology for determining VMT/capita or VMT/employee is related to the project's expected daily trip generation. The process for determining appropriate methodology to be used for conducting a VMT analysis for individual land development projects and specific plans is summarized in Figure 4-1.

The remainder of this section of the guidelines is divided into individual components that describe different aspects of the methodology. Other methodologies for VMT analysis could be considered at the discretion of the lead agency. However, it is recommended that any VMT methodologies within a particular analysis use consistent methodologies and that VMT analysis consider the differences between trip-based VMT analysis methodologies and tour-based VMT methodologies, as described in OPR's technical advisory.

MINIMUM PROJECT SIZE

It is recommended that lead agencies determine a minimum project size, below which VMT impacts are presumed to be less than significant. Two alternative approaches for determining minimum project size are described below.

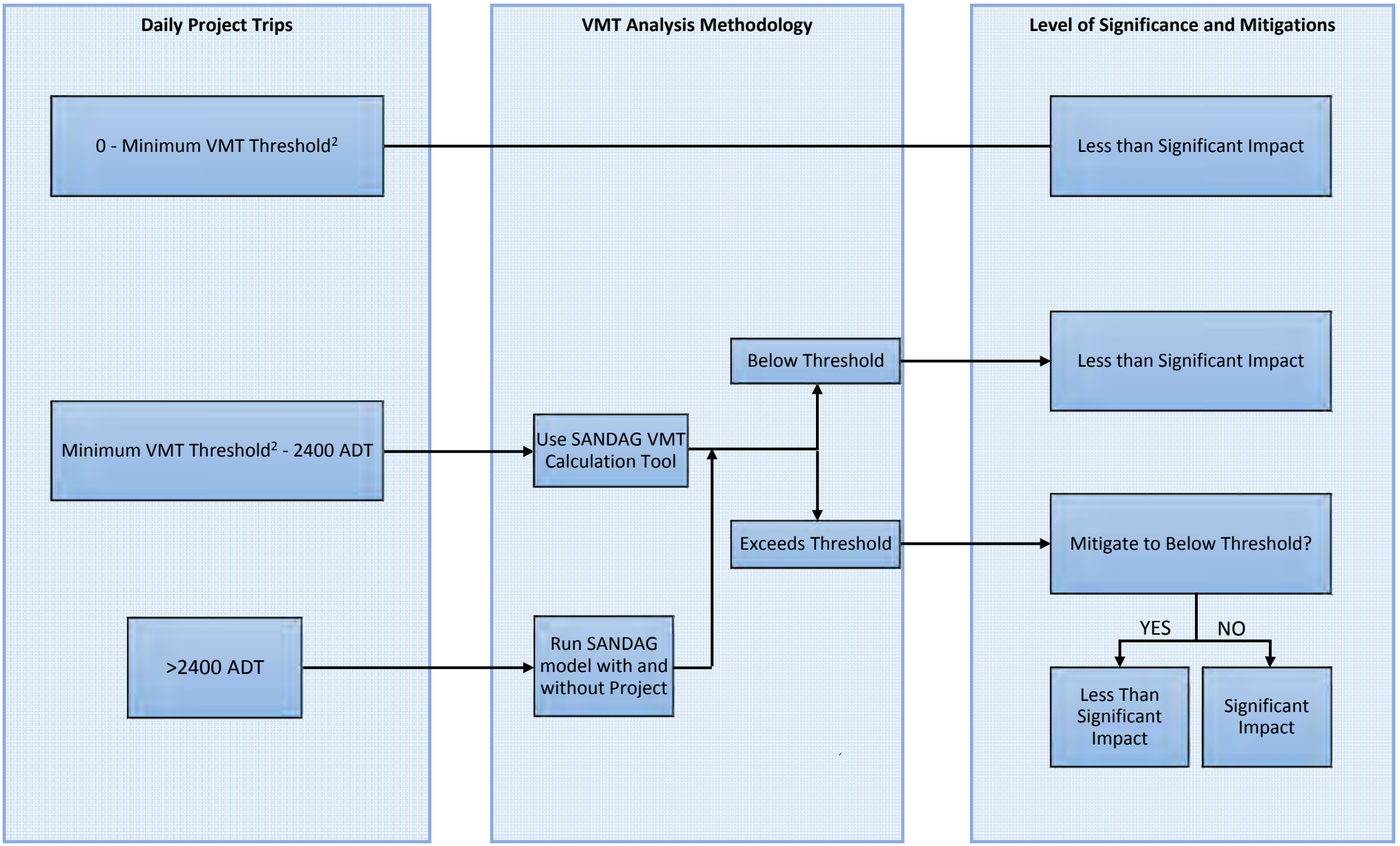
Alternative 1 – Minimum Project Size Based on Previous TIS Guidelines

Under this alternative, projects would be subjected to different levels of VMT analysis, depending on the size of the project and whether the project is consistent with the local jurisdiction's General Plan or Community Plan. Projects that are consistent with the General Plan or Community Plan are also considered to be consistent with the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).

The determination of minimum project size for VMT analysis described below differs from the statewide guidance provided by OPR. It is based on regional standards for transportation analyses that were documented in the Guidelines for Traffic Impact Studies in the San Diego Region (ITE/SANTEC, 2000) and have been in use for over 19 years.

The following level of VMT analysis is recommended based on project size (expressed in terms of Average Daily Trips generated by the project; also known as ADT) and zoning:

Figure 4-1
VMT Analysis for Individual Land Development Projects[1]



Footnotes:

1. VMT impacts presumed to be less than significant for certain local-serving retail projects, affordable housing projects, and projects within transit priority areas. See text.
2. Minimum VMT threshold to be determined by lead agency.

Projects Inconsistent with General Plan or Community Plan

ADT	Level of Analysis
0 – 500	VMT Analysis Not Needed/VMT Impacts Presumed Less Than Significant
500 and Greater	VMT Analysis Recommended

Projects Consistent with General Plan or Community Plan

ADT	Level of Analysis
0 – 1,000	VMT Analysis Not Needed/VMT Impacts Presumed Less Than Significant
1,000 and Greater	VMT Analysis Recommended

The advantage of this alternative for determining minimum project size is that it is based on the engineering judgment of professionals who are experts in determining the effect of projects on the transportation system. It has been used successfully for over 19 years in the San Diego region and has received wide acceptance from the transportation profession, decision makers, and the public. Transportation engineers and planners who support this alternative for determining minimum project size consider it to be equally valid for the current LOS-based transportation analyses as well as the new VMT-based analyses taking effect on July 1, 2020.

Alternative 2 – Minimum Project Size Based on Statewide Guidance

Under this alternative, the minimum project size for VMT analysis would be based on statewide guidance provided by OPR. In OPR's technical advisory, the minimum project size is based a categorical exemption in CEQA that allows expansion of existing structures under certain circumstances. On page 12 of the December 2018 technical advisory, footnote 19, the following language describes the situation: "CEQA provides a categorical exemption for existing facilities, including additions to existing structures of up to 10,000 square feet, so long as the project is in an area where public infrastructure is available to allow for maximum planned development and the project is not in an environmentally sensitive area. [CEQA Guidelines, § 15301, subd. (e)(2).]"

OPR uses a general office building as the appropriate project type for the determination of minimum project size based on the exemption described above. Typical ITE trip generation rates are then applied to a 10,000 square-foot general office building which yields a minimum project size based on 110 daily trips.

If this alternative is used in the San Diego region, it is recommended that the use of regional or local trip generation rates be considered in addition to the typical trip generation rate used by OPR. For example, using the SANDAG trip generation manual (Brief Guide of Vehicular Traffic Generation Rates for the San Diego Region, April 2002), a standard commercial office would generate 20 daily trips per 1,000 square feet. Therefore, a 10,000 square-foot office would be expected to generate 200 daily trips and projects that generate less than 200 daily trips would not require a VMT analysis and would be presumed to have less than significant VMT impacts.

One advantage of this alternative is that it is based on statewide guidance with a reference to CEQA provisions. A second advantage is that it was developed in consideration of VMT as the performance measure for the determination of the transportation impacts of land development projects.

PROJECTS LOCATED NEAR TRANSIT STATIONS

OPR's technical advisory contains the following guidance regarding projects located near transit stations:

- Proposed CEQA Guideline Section 15064.3, subdivision (b)(1), states that lead agencies generally should presume that certain projects (including residential, retail, and office projects, as well as projects that are a mix of these uses) proposed within ½ mile of an existing major transit stop or an existing stop along a high quality transit corridor will have a less-than-significant impact on VMT. This presumption would not apply, however, if project-specific or location-specific information indicates that the project will still generate significant levels of VMT.

An existing major transit stop is defined as "a site containing an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods."

For the purposes of these guidelines, the distance between the project site and the transit station is typically based on direct walking distance without missing sidewalks or physical barriers.

Typically, a major transit stop would be considered to be applicable for this purpose if the transit stop were assumed to be in place in SANDAG's RTIP scenario (see Methodology for VMT analysis for further discussion of this scenario).

METHODOLOGY FOR VMT ANALYSIS

As mentioned above, it is recommended that VMT thresholds for SB 743 analysis will be developed by comparisons to average VMT/capita (for residential projects) or VMT/employee (for employment projects). The analysis can be conducted by comparing either the project VMT/capita or VMT/employee to both the San Diego regional average and the average for the city or community in which the project is located. It is recommended that if the project average is lower than either 85% of the regional average or 85% of the average for the city or community in which the project is located, the VMT impacts of the project can be presumed to be less than significant. Since this is the basis for the presumption of "less than significance," it will be up to each city in the San Diego region and the County to adopt this recommended presumption and either define its jurisdiction as a single community for the purposes of determining VMT thresholds or subdivide its jurisdiction into smaller communities for the purpose of SB 743 analysis.

It should be noted that OPR's technical advisory includes special considerations for affordable housing and these considerations are also recommended for use in the San Diego area. Projects that include 100% affordable housing in infill locations can be presumed to have a less than significant VMT impact. Infill locations will typically have better than average access to transit and/or greater opportunities for walking and bicycling trips. The exact definition of infill locations will need to be determined based on local conditions.

The VMT methodology recommended above differs from the statewide guidance recommended by OPR in the following ways:

- OPR recommends that VMT/capita comparisons for residential projects be made both on a regional and citywide basis. These guidelines recommend that a city may choose to do

comparisons at a community level rather than at the citywide level. This recommendation applies to all cities within San Diego County and provides the lead agencies flexibility and discretion for selecting the threshold that is appropriate for their agency, based on their values and substantial evidence. Many communities within cities in the San Diego Region have a size and population that is comparable to a typical city on a statewide basis. The unincorporated area of San Diego County also has a governing structure in place for its communities, and the choice to do VMT/capita comparisons at a community level is also recommended to be extended to the unincorporated area of the County. The Cities of Encinitas and Chula Vista are also examples of cities that have distinct communities which have been treated differently for various historical planning considerations.

- OPR recommends that VMT/employee comparisons for employment projects be conducted at a regional basis only, as compared to VMT/capita comparisons that are made both at a regional and citywide basis. These guidelines recommend that VMT/employee comparisons be made at both the regional and at the citywide level (or community level as described above). The San Diego Region is the third largest region in California (after the Los Angeles Area and the San Francisco Bay Area). While some employment trips are made across the region (or even outside the region), there is a large incentive to live and work within a relatively short distance, even within the same city or community, to avoid the relatively long commute distances that can be experienced by traveling across the region during peak commute hours.

- OPR recommends that the VMT/capita comparisons for projects in unincorporated county areas be based on the region's VMT/capita or the average VMT/capita of all cities within the county. These guidelines recommend that VMT/capita and VMT/employee comparisons for projects in the unincorporated area of San Diego County be made to the overall average VMT/capita and VMT/employee for the unincorporated area of the county (or for individual communities if the County decides to use individual communities rather than the entire unincorporated area for VMT comparisons). San Diego County is one of the largest counties in California in terms of geography and also one of the most diverse in terms of topography and climate. While the VMT/capita comparison recommended by OPR may make sense for some counties in California, the comparisons between unincorporated areas and averages of the cities make less sense in San Diego County, where there are great differences in terms of distance and other factors between rural and urban areas of the county.

It is recommended that once the SB 743 analysis communities have been defined by local jurisdictions, SANDAG should then calculate the average VMT/capita (for residential projects) and the average VMT/employee (for employment projects) for each city or community. This calculation can be based on the Regional Transportation Improvement Plan (RTIP) scenario for future land use and transportation network, which includes expected growth through the end of the RTIP scenario and transportation network improvements that are considered to be funded through the RTIP. It is recommended that the RTIP scenario used for VMT analysis purposes will be held constant once it is created and will only be changed with each update of the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), typically every four years. It is recommended that the SANDAG online VMT analysis tool (described below) also be held constant and be updated on the same schedule as the RTP is updated and a new regional model is produced by SANDAG. If an online VMT analysis tool is not available for the RTIP scenario, it is recommended that analysts use the online VMT analysis tool published by SANDAG that most closely approximates the RTIP scenario.

Retail development falls into a category which is neither considered to be residential nor employment-based. For retail projects, these guidelines are based on the methodology recommended by OPR for retail projects. It is recommended that local-serving retail projects be presumed to have less than significant VMT impacts and regional-serving retail projects be presumed to have significant VMT impacts if they increase VMT above the level that would occur for conditions without the project. OPR's technical advisory recommends that lead agencies determine which retail projects are local-serving, but it does include a general guideline that retail projects larger than 50,000 square feet might be considered regional-serving rather than local-serving.

For some land development projects, it may not be immediately obvious whether the project is a residential project or an employment project. For these projects, the preferred methodology is to analyze the trip-making characteristics of the project and then use either the residential or employment methodology. For example, a hotel may be considered to have trip-making characteristics closer to an employment project, and therefore the employment methodology could be used for this land use category.

The recommended methodology for calculation of VMT depends on the size of the project as determined by the project's trip generation calculated in terms of ADT. The project's trip generation should be calculated using standard practice. For projects with a trip generation of less than 2,400 ADT, the recommended VMT analysis methodology is the SANDAG VMT calculation tool. SANDAG has prepared an online tool that calculates average VMT/capita and VMT/employee at the census tract level. Analysts would use this tool to determine the project's VMT/employee or VMT/capita to be compared to community, city, and/or regional averages.

Definitions of VMT/capita and VMT/employee that are used in SANDAG's VMT calculation tool are as follows:

- VMT/Capita: Includes all vehicle-based person trips grouped and summed to the home location of individuals who are drivers or passengers on each trip. It includes home-based and non-home-based trips. The VMT for each home is then summed for all homes in a particular census tract and divided by the population of that census tract to arrive at Resident VMT/Capita.

- VMT/Employee: Includes all vehicle-based person trips grouped and summed to the work location of individuals on the trip. This includes all trips, not just work-related trips. The VMT for each work location is then summed for all work locations in a particular census tract and divided by the number of employees of that census tract to arrive at Employee VMT/Employee.

The recommended methodology for projects over 2,400 ADT is to run the regional transportation model with and without the project to determine the project's net increase in VMT and then use that value to determine VMT/employee or VMT/capita to be compared to community, city, and/or regional averages.

REDVELOPMENT PROJECTS

Recommendations for VMT analysis of redevelopment projects are based on guidance provided by OPR with the clarifications provided below.

Redevelopment projects represent a special case since the recommended VMT thresholds for SB 743 implementation represent an efficiency metric. Under SB 743, the primary goal is for all new land

development projects to achieve efficiency from a VMT point of view. The efficiency or lack of efficiency of the existing land use is typically not relevant per OPR.

The following methodology is recommended:

- A redevelopment project that reduces absolute VMT (i.e. the total VMT with the project is less than the total VMT without the project) would be presumed to have less than significant VMT impacts.

- If a project increases absolute VMT, it is recommended that the VMT analysis methodology described above be applied to the proposed land use, as if the project was proposed on a vacant parcel (i.e. the existing land use didn't exist).

OPR's technical advisory includes specific recommendations that relate to redevelopment projects that replace affordable residential units with a smaller number of market-rate residential units. Those recommendations are also considered applicable for the purposes of these guidelines.

MIXED-USE PROJECTS

Recommendations for VMT analysis of mixed-use projects are based on guidance provided by OPR with additional clarifications recommended for use in the San Diego region.

The following steps are recommended:

- Calculate trip generation separately for each component of the mixed-use project using standard practice.

- Determine the reduction in external vehicle trips due to internal capture based on guidance provided in the ITE Trip Generation manual, MXD methodologies or other techniques.

- Apply the reduction in trips to the individual land uses so that the total trip generation of the individual land uses is equal to the total project trip generation, including internal capture.

- Using the reduced trip generation, determine the VMT/capita or VMT/employee for applicable land uses. SANDAG's online VMT calculation tool may be used to determine an average trip length for the land uses within a mixed-use development based on the reported VMT/capita or VMT/employee in the census tract where the project is located. The number of residents or employees will need to be estimated for each applicable land use. When using SANDAG's VMT calculation tool to estimate average trip length, analysts should be aware that the data produced by the SANDAG VMT calculation tool is based all resident VMT/capita, so it includes the VMT associated with all trips made by the resident for the day, for example trip from home to daycare to office; office to meeting to office; office to store to home. The ITE trip generation rate for residential is only home-based trips, i.e. trips that start or end at the residence. The effect of the distinction between ITE's data and the data produced by the SANDAG VMT calculation tool will vary by location, type of project, and other factors.

- Compare the VMT/capita or VMT/employee values calculated using the reduced trip generation to applicable VMT thresholds to determine whether the individual components of the mixed-use development would be expected to have a significant VMT impact. If any component of the mixed-

use development would be expected to have a significant VMT impact, the project as a whole would be considered to have a significant VMT impact.

- Local-serving retail within a mixed-use development can be presumed to have a less than significant VMT impact.

PROJECTS IN RURAL AREAS

Land development projects in rural areas may be given special consideration due to their unique trip-making characteristics. OPR's technical advisory contains the following guidance regarding projects in rural areas:

- "In rural areas of non-MPO counties (i.e., areas not near established or incorporated cities or towns), fewer options may be available for reducing VMT, and significance thresholds may be best determined on a case-by-case basis. Note, however, that clustered small towns and small town main streets may have substantial VMT benefits compared to isolated rural development, similar to the transit oriented development described above."

If interpreted literally, this guidance would not apply to the San Diego region since it is an MPO County. However, rural areas are considered to have similar trip-making characteristics regardless of whether they are located in an MPO County or not. Therefore, different thresholds than described above could be considered for the rural areas of San Diego County. In order to apply this concept, local agencies would designate a portion of their jurisdiction as rural and then establish a separate threshold for the determination of significant VMT impacts.

PHASED PROJECTS

For projects proposed to be built in phases, it is recommended that each phase of the project be evaluated separately. This evaluation would include a determination of whether significant VMT impacts would occur and whether mitigation is recommended. The evaluation of VMT for each phase would include consideration of the previous project phases. For example, a project with three phases would include the following analyses:

- VMT Analysis of Phase 1: Assumes development of Phase 1 only.

- VMT Analysis of Phase 2: Assumes development of Phases 1 and 2.

- VMT Analysis of Complete Project: Assumes development of Phases 1, 2, and 3.

LAND DEVELOPMENT PROJECTS WITH A ROADWAY COMPONENT

Some individual land development projects and specific plans include the implementation of roadways as a component of the project. This requires additional consideration since land development and roadway projects are likely have different significance thresholds for VMT analysis. See Chapter 6 for recommendations for VMT analysis of roadways and other transportation projects. Land development projects may also include transit, bicycle, and pedestrian facilities as components of the project, but these

types of projects would generally not be considered to increase VMT and would normally not need to be considered in the VMT analysis of a land development project.

For land development projects and specific plans with a roadway component, the following recommendations are provided:

- If it can be demonstrated that the roadway component of the project built on its own would have a less than significant impact, the roadway component of the project can be ignored and the VMT analysis can proceed based on analysis of the VMT aspects of the land development component of the project.

- If it can be demonstrated that the project as a whole would cause a net decrease in VMT, the VMT impact of the project may be considered less than significant.

- For projects with both land use and roadway components that are outside the circumstances described above, it is recommended that the VMT analysis be based on consideration of the net increase or decrease in VMT with the project implemented as compared to conditions without the project. For projects that would be expected to cause a net increase in VMT, the project would be expected to provide mitigation measures to reduce VMT to the level of the no project condition in order to have a less than significant impact. For projects in which the roadway component would require analysis of induced travel demand (see Chapter 6), the VMT generated by the induced travel should also be considered in the analysis.

MITIGATION

If a project's VMT exceeds the thresholds identified above for individual land development projects and specific plans, it may have a significant transportation impact. According to the OPR's technical advisory, when a significant impact is determined, feasible mitigation measures must be identified that could avoid or substantially reduce the impact. Lead agencies are generally given the discretion to determine what mitigation actions are "feasible," but they must rely on substantial evidence in making these determinations. In addition, CEQA requires the identification of feasible alternatives that could avoid or substantially reduce a project's significant environmental impacts.

Not all mitigation measures are physical improvements to the transportation network. A sample mitigation measure might include telework options for employees to reduce vehicular travel. Examples of other mitigation measures based on OPR's technical advisory include but are not limited to the following:

- Improve or increase access to transit.
- Increase access to common goods and services, such as groceries, schools, and daycare.
- Incorporate affordable housing into the project.
- Incorporate a neighborhood electric vehicle network.
- Orient the project toward transit, bicycle, and pedestrian facilities.
- Improve pedestrian or bicycle networks, or transit service.
- Provide traffic calming as a way to incentivize bicycling and/or walking.
- Provide bicycle parking.
- Limit or eliminate parking supply.
- Unbundle parking costs.
- Provide parking cash-out programs.

- Implement or provide access to a commute reduction program.
- Provide car-sharing, bike sharing, and ride-sharing programs.
- Provide partially or fully subsidized transit passes.
- Shift single occupancy vehicle trips to carpooling or vanpooling by providing ride-matching services or shuttle services.
- Provide telework options.
- Provide incentives or subsidies that increase the use of modes other than a single-occupancy vehicle.
- Provide on-site amenities at places of work, such as priority parking for carpools and vanpools, secure bike parking, showers and locker rooms, and bicycle repair services.
- Provide employee transportation coordinators at employment sites.
- Provide a guaranteed ride home service to users of non-auto modes.
- Contribute to a mobility fee program that funds multimodal transportation improvements, such as those described above.

Additional mitigation measures may become acceptable as agencies continue to innovate and find new ways to reduce vehicular travel.

Changes to the project design or location could potentially reduce VMT. Project alternatives based on OPR's technical advisory that may reduce vehicle miles of travel include but are not limited to the following:

- Locate the project in an area of the region that already exhibits low VMT.
- Locate the project near transit.
- Increase project density.
- Increase the mix of uses within the project or within the project's surroundings.
- Increase connectivity and/or intersection density on the project site.

OPR's technical advisory notes that because VMT is largely a regional impact, regional VMT-reduction programs may be an appropriate form of mitigation. In-lieu fees and development impact fees have been found to be valid mitigation where there is both a commitment to pay fees and evidence that mitigation will actually occur.

Fee programs are particularly useful to address cumulative impacts. The physical improvements that constitute the mitigation program as a whole must undergo CEQA evaluation, and the imposition of development impact fees or in-lieu fees shall be in accordance with applicable regulations, such as the Mitigation Fee Act. Other mitigation must be evaluated on a project-specific basis. That CEQA evaluation could be part of a larger program, such as a regional transportation plan analyzed in a Program EIR.

Quantifying the reduction in VMT associated with potential mitigation measures for land development projects and specific plans is a relatively new endeavor for transportation engineers and planners. Therefore, these guidelines do not recommend a methodology that has been in practice or has generally been accepted for local use.

One current resource that has been identified to quantify the reduction in vehicle miles traveled associated with a particular mitigation measure is the latest edition of California Air Pollution Control Officers Association's *Quantifying Greenhouse Gas Mitigation Measures, A Resource for Local Government to Assess Emission Reductions from Green Gas Mitigation Measures* (CAPCOA, August 2010), also known

as the CAPCOA Report. This report provides a methodology to quantify the reductions in vehicle miles traveled for many of the mitigation measures listed above. At the time of preparation of these guidelines, new research was underway that would provide an update to the CAPCOA Report.

The following elements should be considered when utilizing the CAPCOA Report:

- The CAPCOA VMT reduction strategies include built environment changes and transportation demand management (TDM) actions. The built environment changes are scalable from the project site to larger geographic areas and are often captured in regional travel forecasting models such as the SANDAG model. Prior to any application of a built environment change to a project as mitigation, the project analyst should verify that the project VMT forecasting tool or model is appropriately accurate and sensitive to built-environment effects and that no double counting will occur in the application of the mitigation measure. The TDM actions are sensitive to the project site and ultimate building tenants. As such, VMT reductions associated with TDM actions cannot be guaranteed through CEQA mitigation without ongoing monitoring and adjustment.

- There are rules for calculating the VMT reduction when applying multiple mitigation measures. The CAPCOA Report rules should be considered.

- Only "new" mitigation measures should be included in the analysis to prevent double counting. For example, if the project is located near transit, the VMT reduction cannot be applied if the project utilized a model that factored in the project's proximity to transit. In addition, telecommuting is included in SANDAG's base model.

- Mitigation measures should be applied to the appropriate user group (employees, guest/patrons, etc.). If a certain measure applies to multiple user groups, the weighted average should be considered as the effect of the mitigation measure will vary based on the user group.

A second resource that is available is the VMT calculation tool that was provided as part of SANDAG's Mobility Management Toolbox project.

Additional VMT calculation tools are currently available or under development by several local agencies in California. Although these tools are being developed for specific jurisdictions, they could be adopted or modified for use in individual jurisdictions in San Diego County. At the time of development of these guidelines, the following calculation tools were publicly available.

- City of San Jose: A VMT calculation tool and other information can be found at the following website: http://www.sanjoseca.gov/vmt.

5.0 COMMUNITY PLANS AND GENERAL PLANS

The recommended methodology for conducting a VMT analysis for community plans and general plans is to compare the existing VMT/capita for the community plan or general plan area with the expected horizon year VMT/capita. The recommended target is to achieve a lower VMT/capita in the horizon year with the proposed plan than occurs for existing conditions.

The calculation of VMT for a planning area requires different considerations than the calculation of VMT for an individual project or a specific plan. Generally, the use of a computerized travel forecasting model (such as the SANDAG regional model) would be needed. For details on the calculation of VMT for a planning area, analysts are referred to ITE's paper on VMT calculations (Vehicle Miles Travelled Calculations Using the SANDAG Regional Model, 2013).

If VMT analysis for a community plan or general plan requires consideration of mitigation measures to mitigate significant VMT impacts, potential mitigation measures would be similar to those used for land development projects with some modifications. The following measures could be considered:

- Modify the land use plan to increase development in areas with low VMT/capita characteristics and/or decrease development in areas with high VMT/capita characteristics.
- Provide enhanced bicycle and/or pedestrian facilities.
- Add roadways to the street network if those roadways would provide shorter travel paths for existing and/or future trips.
- Improve or increase access to transit.
- Increase access to common goods and services, such as groceries, schools, and daycare.
- Incorporate a neighborhood electric vehicle network.
- Provide traffic calming to incentivize bicycling and walking.
- Limit or eliminate parking supply.
- Unbundle parking costs.
- Provide parking or roadway pricing or cash-out programs.
- Implement or provide access to a commute reduction program.
- Provide car-sharing, bike sharing, and ride-sharing programs.
- Shift single occupancy vehicle trips to carpooling or vanpooling by providing ride-matching services or shuttle services.
- Provide telework options beyond those already assumed in current plans.
- Provide incentives or subsidies that increase the use of modes other than a single-occupancy vehicle.
- Provide employee transportation coordinators at employment sites.
- Provide a guaranteed ride home service to users of non-auto modes.

Additional mitigation measures may become acceptable as agencies continue to innovate and find new ways to reduce vehicular travel.

6.0 TRANSPORTATION PROJECTS

STATEWIDE GUIDANCE

Statewide guidance for the analysis of transportation projects after the implementation of SB 743 is based on the revisions to CEQA guidelines adopted in December 2018 and OPR's technical advisory dated December 2018. This guidance may be summarized as follows:

- The revised CEQA guidelines allow lead agencies the discretion to choose a performance measure and significance thresholds for the determination of the significant impacts of transportation projects, including the continued use of level of service as a performance measure.

- OPR's technical advisory recommends the use of VMT as the appropriate performance measure for transportation projects, but it does not include a recommendation for significance thresholds. It also states that transit, bicycle, and pedestrian projects can generally be presumed to have less than significant VMT impacts.

- If VMT is selected as the performance measure for roadway projects, OPR's technical advisory recommends the inclusion of induced travel demand in the VMT calculations for roadway projects. Induced travel demand is the travel demand that would be generated by new land development projects that are built as a result of reduced travel times provided by a new roadway project.

RECOMMENDATIONS FOR THE SAN DIEGO REGION

The approach to analysis of transportation projects recommended for use in the San Diego Region is summarized as follows:

- Transit, bicycle, and pedestrian projects can generally be presumed to have less than significant VMT impacts since they will tend to reduce VMT, as suggested by OPR's technical advisory.

- For roadway projects, VMT is the recommended performance measure. This performance measure is considered to be best suited to meeting the intent of SB 743, since focusing on VMT tends to encourage smart growth development, a reduction in vehicle trips, and the construction of multimodal transportation networks.

- VMT analysis for roadway projects can best be considered at regional, citywide, and community levels prior to the consideration of individual projects. Most roadway projects are included in the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), city circulation elements of the general plan, and/or in the circulation elements of community plans. A typical process would be for a roadway to be added to a citywide or community plan first, then incorporated into the RTP/SCS prior to the initiation of a CEQA analysis for the project. Inclusion in the citywide or community plan is considered to be a point at which the project has been accepted into the future planning process. Therefore, inclusion of a project in the citywide or community plan is recommended as the threshold of significance for VMT analysis. It is recommended that projects included in the citywide or community plan may be presumed to have less than significant VMT impacts.

- Individual roadway projects that are not included in the citywide or community plan could be presumed to have less than significant VMT impacts if they have no net increase in VMT compared to the no project condition or if they provide mitigation measures that would reduce VMT to levels at or below the no project condition.

Additional details are provided below.

VMT is the recommended performance measure for the analysis of transportation projects. The recommended methodology for conducting a VMT analysis for transportation projects is to compare the project with the community plan or general plan in which the project is located to determine whether the project would increase VMT as compared to the VMT that would be expected to occur with the community plan or general plan. This is summarized in Figure 6-1. The analysis would vary depending on the mode of travel associated with the project and based on whether the project is currently included in the community plan or general plan.

- Transit, bicycle, and pedestrian projects that would encourage the use of these modes of travel would be expected to reduce VMT, would not require a detailed VMT analysis, and would be presumed to have a less than significant impact on transportation. For these project types, the presumption of less than significant impact would apply even if the project was not in the community plan or general plan.

- Roadway projects (or multimodal projects that include roadways) that are included in the community or general plan would be presumed to have less than significant VMT impacts. In the case of some projects, a similar project may have been included in the community plan or general plan, but revisions or refinements have been incorporated. If the revisions or refinements are expected to cause increases in VMT, analysis should be conducted to compare the proposed project to the project description in the community plan or general plan. Projects that cause VMT increases, in comparison to similar projects proposed in the community plan or general plan, would need to reduce VMT levels below the level of VMT expected in the community plan or general plan in order to avoid a significant VMT impact.

- Roadway projects (or multimodal projects that include roadways) that are not included in the community or general plan would need a detailed analysis of VMT to determine whether the project would be expected to increase or decrease VMT as compared to VMT levels in the community plan or general plan. For small projects, the VMT analysis could be conducted using sketch planning techniques. For large projects, the analysis would generally require the use of a computerized travel forecasting model (such as the SANDAG regional model). For very large projects (i.e. projects that would reduce travel time by five minutes or more for any individual trips), consideration should be given to conducting an analysis of induced demand as described in OPR's technical advisory. The five-minute threshold for analysis of induced demand is based on a research paper published by the Transportation Research Board (Effects of Increased Highway Capacity: Results of Household Travel Behavior Survey, Richard G. Dowling and Steven B. Colman, Transportation Research Record 1493, Transportation Research Board, 1995). This research concluded that projects that decrease travel time by more than five minutes for a large number of trips would probably warrant an upward adjustment of travel demand.

The statewide guidance for VMT analysis of transportation projects is less specific than the guidance provided for land development projects. In the case of transportation projects, new CEQA guidance allows

lead agencies the discretion to choose the performance measure for transportation analysis, including the use of level of service and delay as a performance measure. OPR's technical advisory provides guidance indicating that VMT is the preferred measure of effectiveness for transportation projects but it has no authority to require the use of VMT as a performance measure. Although OPR's technical advisory encourages the use of VMT as a performance measure, it does not recommend a particular threshold of significance for VMT.

Given the available statewide guidance, these guidelines recommend the use of VMT as the performance measure for transportation projects. The recommended significance threshold is the level of VMT expected based on the community plan or general plan in which the project is located. This methodology is recommended for the following reasons:

- Although the new CEQA guidance allows for the use of any appropriate performance measure for the analysis of transportation projects, the intent of the SB 743 legislation was taken into consideration in the selection of a performance measure. SB 743 is intended to promote multimodal transportation networks, encourage infill development, and promote reduction of greenhouse gases. VMT is considered to be the performance measure that best reflects this intent.

- OPR's technical advisory encourages the use of VMT as a performance measure. Although this recommendation is not binding, the intent of these guidelines is to follow OPR's guidance, except in cases where there are regional characteristics or other factors that suggest a revision or clarification.

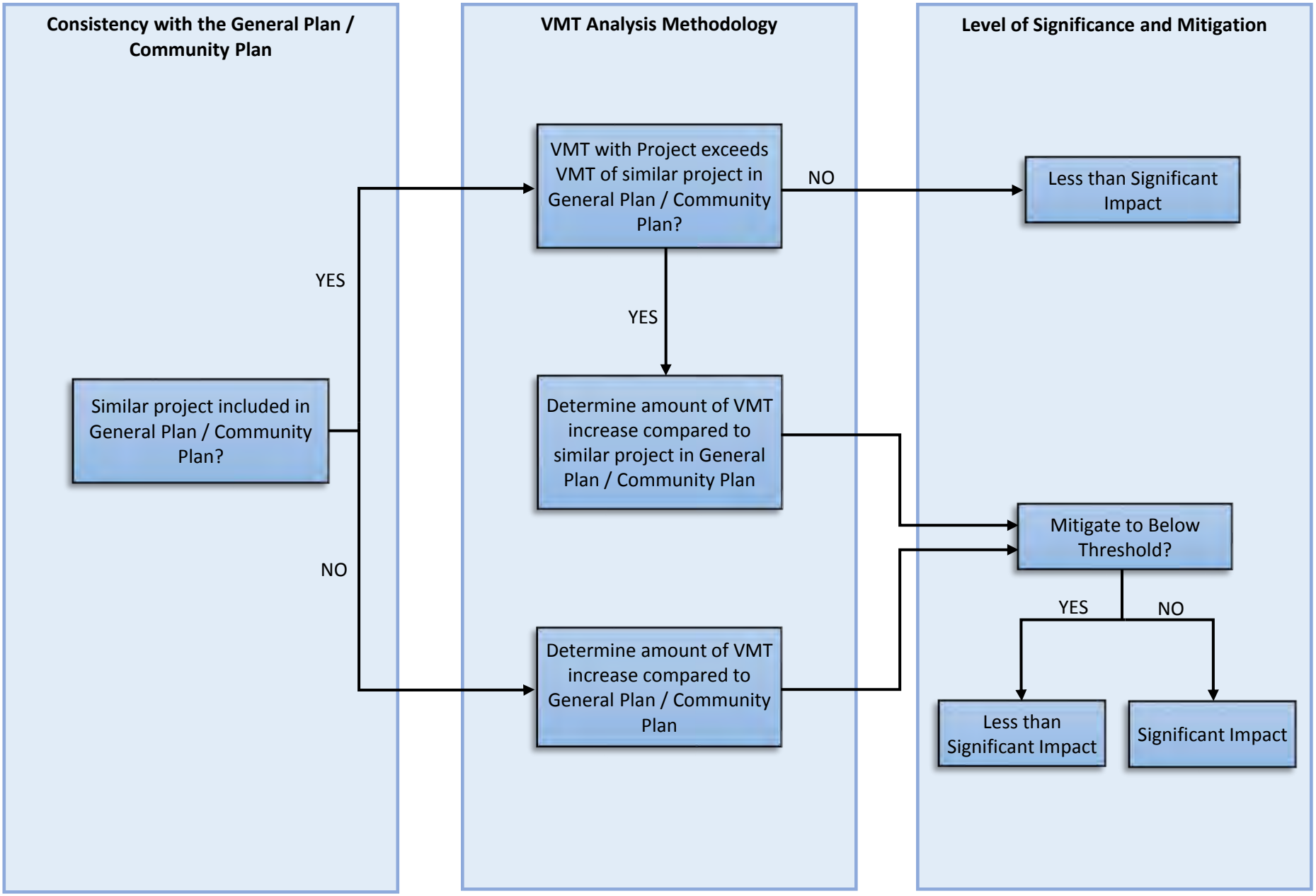
- The use of community plan or general plan consistency as a VMT threshold is based on the process by which transportation projects are incorporated into a community plan or general plan. In order for a transportation project to be incorporated into a community or general plan, a considerable amount of analysis is typically conducted. Community plans and general plans typically include the preparation of an Environmental Impact Report that considers a variety of environmental impacts, including transportation impacts. Since community plans and general plans are considered to represent sound urban planning decisions, consistency with these plans is considered to be a reasonable benchmark for the determination of a VMT significance threshold.

While the guidance described above is considered to be appropriate for larger transportation projects, smaller projects would be presumed to have less than significant VMT impacts based on their size or other considerations. Following is a list of projects considered to be in this category. This list in based on information in OPR's technical advisory, with revisions and clarifications based on local conditions:

1. Rehabilitation, maintenance, replacement and repair projects designed to improve the condition of existing transportation assets (e.g., highways, roadways, bridges, culverts, tunnels, transit systems, and assets that serve bicycle and pedestrian facilities) and that do not add motor vehicle capacity

2. Roadside safety devices or hardware installation such as median barriers and guardrails

Figure 6-1
VMT Analysis Flow Chart for Transportation Projects



3. Roadway shoulder enhancements to provide "breakdown space," dedicated space for use only by transit vehicles, to provide bicycle access, or otherwise to improve safety, but which will not be used as automobile vehicle travel lanes

4. Addition of an auxiliary lane of less than two miles in length

5. Installation, removal, or reconfiguration of traffic lanes at intersections that are intended to provide operational or safety improvements

6. Addition of roadway capacity on local or collector streets provided the project also includes appropriate improvements for pedestrians, cyclists, and, if applicable, transit

7. Conversion of existing general purpose lanes (including ramps) to managed lanes or transit lanes, or changing lane management in a manner that would not substantially increase vehicle travel

8. Addition of a new lane that is intended to be restricted to use only by transit vehicles

9. Reduction in number of through lanes

10. Grade separation to separate vehicles from rail, transit, pedestrians or bicycles, or to replace a lane in order to separate preferential vehicles (e.g., HOV, HOT, or trucks) from general vehicles

11. Installation, removal, or reconfiguration of traffic control devices, including Transit Signal Priority (TSP) features

12. Installation of traffic metering systems, detection systems, cameras, changeable message signs, and other electronics designed to optimize vehicle, bicycle, or pedestrian flow

13. Timing of signals to optimize vehicle, bicycle, or pedestrian flow

14. Installation of roundabouts or traffic circles

15. Installation or reconfiguration of traffic calming devices

16. Adoption of or increase in tolls

17. Addition of tolled lanes, where tolls are sufficient to mitigate any potential VMT increase

18. Initiation of new transit service

19. Conversion of streets from one-way to two-way operation with no net increase in number of traffic lanes

20. Removal or relocation of off-street or on-street parking spaces

21. Adoption or modification of on-street parking or loading restrictions (including meters, time limits, accessible spaces, and preferential/reserved parking permit programs)

22. Addition of traffic wayfinding signage

23. Addition of new or enhanced bike or pedestrian facilities on existing streets/highways or within existing public rights-of-way

24. Addition of Class I bike paths, trails, multi-use paths, or other off-road facilities that serve non-motorized travel

25. Installation of publicly available alternative fuel/charging infrastructure

26. Addition of passing lanes, truck climbing lanes, or truck brake-check lanes in rural areas that do not increase overall vehicle capacity along the corridor

27. Roadway striping modifications that don't change the number of through lanes

Regardless of the project type and analysis method, projects that would be expected to have a significant VMT increase would be expected to consider mitigation measures. Potential mitigation measures would include the following:

- Deploy management strategies (e.g., pricing, vehicle occupancy requirements) on roadways or roadway lanes.
- Improve pedestrian or bicycle networks, or transit service.

Additional mitigation measures may become acceptable as agencies continue to innovate and find new ways to reduce vehicular travel.

PART II – LOCAL TRANSPORTATION ANALYSIS

7.0 ROADWAY

It is recommended that consideration be given to preparation of a local transportation analysis (LTA) for all land development and transportation projects. This section describes the recommended methodology for analysis of local roadway conditions.

The purpose of the roadway analysis portion of an LTA is to forecast, describe, and analyze how a development will affect existing and future circulation infrastructure for users of the roadway system, including vehicles, bicycles, pedestrians, and transit. The LTA assists transportation engineers and planners in both the development community and public agencies when making land use, mobility infrastructure, and other development decisions. An LTA quantifies the expected changes in transportation conditions and translates these changes into transportation system effects in the vicinity of a project.

The roadway transportation analysis included in an LTA is separate from the transportation impact analysis conducted as part of the environmental (CEQA) project review process, as described in Part I. The purpose of the roadway transportation analysis is to ensure that all projects provide a fair share of roadway infrastructure improvements in order to accommodate their multimodal transportation demands.

The following guidelines were prepared to assist local agencies throughout the San Diego Region in promoting consistency and uniformity in local transportation studies. These guidelines do not establish a legal standard for these functions but are intended to supplement any individual manuals or level of service objectives for the various jurisdictions. These guidelines attempt to consolidate regional efforts to identify when an LTA is needed, what professional procedures should be followed, and what constitutes a significant traffic effect that should be dealt with.

The instructions outlined in these guidelines are subject to update as future conditions and experience become available. Special situations may call for variation from these guidelines. It is recommended that consultants who prepare an LTA submit a scoping letter (methodology memo) for review by the lead agency to verify the application of these guidelines and to identify any analysis needed to address special circumstances. The scoping letter in this context is used for transportation analysis only and is not related to a formal scoping process that occurs with preparation of a CEQA study. Caltrans and lead agencies should agree on the specific methods used in local transportation analysis studies involving any State Route facilities, including metered and unmetered freeway ramps.

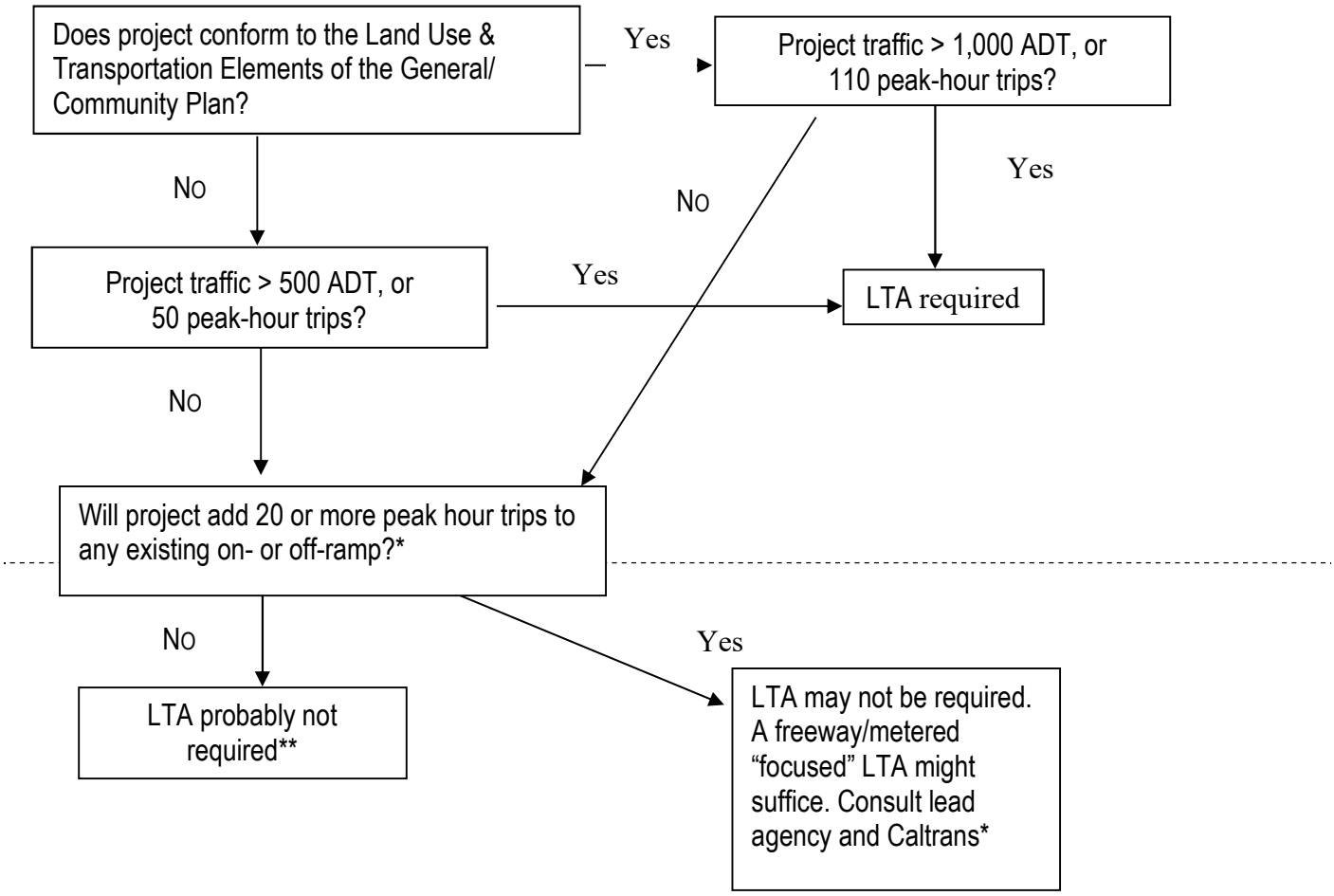
NEED FOR A STUDY

Figure 7-1 shows the flow chart for determination of when a roadway analysis should be conducted. A roadway analysis should be prepared for all projects which generate traffic greater than 1,000 total average daily driveway trips (ADT) or 100 peak-hour trips. If a proposed project is not in conformance with the land use and/or transportation element of the general or community plan, use threshold rates of 500 ADT or 50 peak-hour trips.

Early consultation with any affected jurisdictions is strongly encouraged since a “focused” or “abbreviated” roadway analysis may still be required – even if the above threshold rates are not met. An understanding of the level of detail and the assumptions required for the analysis should be reached. A pre-submittal in-person conference may not be required. However, the applicant should prepare a scoping letter for the agency’s review and approval prior to preparation of the analysis.

Figure 7-1

FLOW CHART FOR LTA ROADWAY ANALYSIS



* Check with Caltrans for current ramp metering rates. (See Attachment B – Ramp Metering Analysis)

** However, for health and safety reasons, and/or local and residential street issues, an "abbreviated" or "focused" LTA may still be requested by a local agency. (For example, this may include traffic backed up beyond an off-ramp's storage capacity or may include diverted traffic through an existing neighborhood.)

STUDY PARAMETERS

It is recommended that the geographic area examined in the LTA include the following for roadways:

- All local roadway segments between signalized intersections (including all State surface routes), intersections, and mainline freeway locations where the proposed project will add 50 or more peak-hour trips in either direction to the existing roadway traffic.

- All freeway entrance and exit ramps where the proposed project will add a substantial number of peak-hour trips to cause any traffic queues to exceed ramp storage capacities (see Figure 1). (NOTE: Care must be taken to include other ramps and intersections that may receive project traffic diverted as a result of already existing or project causing congestion at freeway entrances and exits.)

The data used in the LTA should generally not be more than two years old and should not reflect a temporary interruption (special events, construction detour, etc.) in the normal traffic patterns unless that is the nature of the project itself. If recent traffic data is not available, current counts should be made by the project applicant's consultant. For areas near beaches or bays, counts should be taken during summer or adjusted to reflect summer conditions.

In general, the region-wide goal for roadway level of service (LOS) on all freeways, roadway segments, and intersections is "D." For central urbanized areas, the goal may be to achieve a level of service of "E." Individual jurisdictions have slightly different LOS objectives.

SCENARIOS TO BE STUDIED

The following scenarios are recommended to be addressed in the roadway analysis (unless there is concurrence with the lead agency that one or more of these scenarios may be omitted). Some exceptions are noted at the end of this list:

Existing Conditions: Document existing traffic levels and peak-hour levels of service in the study area. Identify locations where roadways do not meet target levels of service for existing conditions.

Existing Plus Project Conditions: Analyze the effect of the proposed project in addition to existing conditions. This scenario identifies the effect of a project on the transportation network with no other changes in conditions.

Near-term (approved and pending): Analyze the cumulative conditions resulting from the development of "other" approved and "reasonably foreseeable" pending projects (application on file) that are expected to influence the study area. This is the baseline against which project effects are assessed. The lead agency may be able to provide copies of the traffic studies for the "other" projects if they are already approved. If data is not available for near-term cumulative projects, an ambient growth factor should be used. If applicable, transportation network improvements should also be included in this scenario. This would include programmed and fully funded network improvements that are scheduled to open prior to the project's expected opening day.

Near-term + Proposed Project: Analyze the effects of the proposed project at its expected opening day in addition to near-term baseline conditions. For phased projects, a separate analysis could be conducted for each phase.

Horizon Year: Identify traffic forecasts, typically 20 years in the future, through the output of a SANDAG model forecast or other computer model approved by the local agency.

Horizon Year + Proposed Project: Analyze the additional project traffic effect to the horizon year condition. When justified, and particularly in the case of very large developments or new general/community plans, a transportation model should be run with, and without, the additional development to show the net effect on all parts of the area's transportation system.

Analysis of near-term scenarios may not be necessary if this scenario is incorporated in the agency's Traffic Impact Fee (TIF) program. If an agency has established a fee program to cover near-term improvements on all key roadways, the payment of traffic impact fees could be considered to be sufficient to offset a project's effect on these roadways.

Horizon year studies may not be needed, depending on the discretion of the lead agency. Reasons for including these scenarios may vary, but they would generally be added because the proposed project is substantially different than was expected in the Community Plan/General Plan, or if the area near the project is expected to experience land use or network changes that have not been adequately accounted for in previous planning studies.

In order to use LOS criteria to determine the need for roadway improvements (see Table 7-1), proposed model or manual forecast adjustments must be made to address scenarios both with and without the project. Model data should be carefully verified to ensure accurate project and "other" cumulative project representation. In these cases, regional or subregional models conducted by SANDAG need to be reviewed for appropriateness.

PROJECT TRAFFIC GENERATION

Use of SANDAG [*Traffic Generators Manual* and *(Not So) Brief Guide….*] or City of San Diego (*Trip Generation Manual*) rates should first be considered. Trip generation rates from ITE's latest *Trip Generation Manual* or *ITE Journal* articles could also be considered. Smart growth projects should consider use of the SANDAG Smart Growth Trip Generation and Parking Study guidelines. If local and sufficient national data do not exist, conduct trip generation studies at multiple sites with characteristics similar to those of the proposed project.

Reasonable reductions to trip rates may also be considered: (a) with proper analysis of pass-by and diverted traffic on adjacent roadways, (b) for developments near transit stations, and (c) for mixed-use developments. (Note: Caltrans and local agencies may use different trip reduction rates. Early consultation with the reviewing agencies is strongly recommended.)

Project trips can be assigned and distributed either manually or by a computer model based upon review and approval of the local agency Traffic Engineer. The magnitude of the proposed project will usually determine which method is employed.

If the manual method is used, the trip distribution percentages could be derived from existing local traffic patterns or optionally (with local agency approval) by professional judgement. If the computer model is used, the trip distribution percentages could be derived from a computer generated "select zone assignment." The centroid connectors should accurately represent project access to the street network. Preferably the project would be represented by its own traffic zone. Some adjustments to the output volumes may be needed (especially at intersections) to smooth out volumes, quantify peak volumes, adjust for pass-by and diverted trips, and correct illogical output.

ANALYSIS OF PROJECT EFFECT ON THE ROADWAY SYSTEM

It is recommended that the roadway analysis determine the effect that a project will have for each of the previously outlined study scenarios. Peak-hour capacity analyses for freeways, roadway segments (ADTs may be used here to estimate V/C ratios), intersections, and freeway ramps can be conducted for existing, near-term, and long-term conditions. The methodologies used in determining the traffic effects are not only critical to the validity of the analysis, they are pertinent to the credibility and confidence the decision-makers have in the resulting findings, conclusions, and recommendations. Methodologies for roadway capacity analyses vary by agency and change over time so it is recommended that consultation be conducted with the lead agency and/or Caltrans to determine an appropriate methodology for a particular study.

NEED FOR ROADWAY IMPROVEMENTS

Table 7-1 indicates when a project's effect on the roadway system is considered to justify need for roadway improvements. That is, if a project's traffic effect causes the values in this table to be exceeded, roadway improvements should be considered. Table 7-2 provides guidance on the levels of ADT that can be accommodated on various types of roadways, based on level of service.

It is the responsibility of Caltrans, on Caltrans initiated projects, to analyze the effect of ramp metering, for initial as well as future operational effect, on local streets that intersect and feed entrance ramps to the freeway. Developers and/or local agencies, however, should consider improvements to existing ramp meter facilities, future ramp meter installations, or local streets, when those effects are attributable to new development and/or local agency roadway improvement projects. When conducting analyses related to ramp meters, it is recommended that analysts consider calibrating the analysis in the transportation impact study to observed conditions in the field.

Not all improvement measures can feasibly consist of roadway widening (new lanes or new capacity). A sample improvement might include financing toward a defined ITS (Intelligent Transportation System) project, enhanced traffic signal communications project, or active transportation projects. This type of improvement would allow a project applicant (especially with a relatively small project) to provide improvements to the roadway system by paying into a local or regional fee program, providing the fee can be established in the near future.

Other improvement measures may include Transportation Demand Management recommendations – transit facilities, bike facilities, walkability, telecommuting, traffic rideshare programs, flex-time, carpool incentives, parking cash-out, complete or partial subsidization of transit passes, etc. Additional improvement measures may be identified as future technologies and policies evolve.

Table 7-1

DETERMINATION OF THE NEED FOR ROADWAY IMPROVEMENTS

LEVEL OF SERVICE WITH PROJECT*	ALLOWABLE CHANGE DUE TO PROJECT EFFECT**					
	FREEWAYS		ROADWAY SEGMENTS		INTERSECTIONS	RAMP*** METERING
	V/C	SPEED (MPH)	V/C	SPEED (MPH)	DELAY (SEC.)	DELAY(MIN.)
E, & F (OR RAMP METER DELAYS ABOVE 15 MIN.)	0.01	1	0.02	1	2	2

NOTES:

* All level of service measurements are based upon Highway Capacity Manual (HCM) procedures for peak-hour conditions. However, V/C ratios for Roadway Segments may be estimated on an ADT/24-hour traffic volume basis (using Table 7-2 or a similar LOS chart for each jurisdiction). The target LOS for freeways, roadways, and intersections is generally "D." For metered freeway ramps, LOS does not apply; however, ramp meter delays above 15 minutes are considered excessive.

** If a proposed project's traffic causes the values shown in the table to be exceeded, the effects of the project are determined to justify improvements. These changes may be measured from appropriate computer programs or expanded manual spreadsheets. The project applicant shall then identify feasible improvements within the LTA report that will maintain the traffic facility at the target LOS or restore to pre-project conditions. If the LOS with the proposed project becomes worse than the target (see above * note), or if the project adds a significant amount of peak-hour trips to cause any traffic queues to exceed on- or off-ramp storage capacities, roadway improvements should be considered.

*** See Attachment B for ramp metering analysis.

KEY: V/C = Volume to Capacity ratio
Speed = Speed measured in miles per hour
Delay = Average stopped delay per vehicle measured in seconds for intersections, or minutes for ramp meters
LOS = Level of Service

Table 7-2

ROADWAY CLASSIFICATIONS, LEVELS OF SERVICE (LOS) AND AVERAGE DAILY TRAFFIC (ADT)

			LEVEL OF SERVICE W/ADT				
STREET CLASSIFICATION	LANES		A	B	C	D	E
Expressway	6 lanes		30,000	42,000	60,000	70,000	80,000
Prime Arterial	6 lanes		25,000	35,000	50,000	55,000	60,000
Major Arterial	6 lanes		20,000	28,000	40,000	45,000	50,000
Major Arterial	4 lanes		15,000	21,000	30,000	35,000	40,000
Major Arterial (One-Way)	3 lanes		12,500	16,500	22,500	25,000	27,500
Major Arterial (One-Way)	2 lanes		10,000	13,000	17,500	20,000	22,500
Secondary Arterial/ Collector	4 lanes		10,000	14,000	20,000	25,000	30,000
Collector (no center lane)	4 lanes		5,000	7,000	10,000	13,000	15,000
Collector (continuous left-turn lane)	2 lanes		5,000	7,000	10,000	13,000	15,000
Collector (no fronting property)	2 lanes		4,000	5,500	7,500	9,000	10,000
Collector (commercial- industrial fronting)	2 lanes		2,500	3,500	5,000	6,500	8,000
Collector (multi-family)	2 lanes		2,500	3,500	5,000	6,500	8,000
Collector (One-Way)	3 lanes		11,000	14,000	19,000	22,500	26,000
Collector (One-Way)	2 lanes		7,500	9,500	12,500	15,000	17,500
Collector (One-Way)	1 lane		2,500	3,500	5,000	6,500	7,500
Sub-Collector (single-family)	2 lanes		---	---	2,200	---	---

NOTES:

1. The volumes and the average daily level of service listed above are only intended as a general planning guideline.
2. Levels of service are not applied to residential streets since their primary purpose is to serve abutting lots, not carry through traffic. Levels of service normally apply to roads carrying through traffic between major trip generators and attractors.

8.0 TRANSIT

It is recommended that the geographic area examined in the LTA include the following for transit:

- All existing transit lines and transit stops within a ½ mile walking distance of the project
- Any planned transit lines or upgrades within a ½ mile walking distance of the project

In general, the region-wide goal for evaluating pedestrian, bicycle, and transit facilities is to identify opportunities to increase connectivity, frequency of service, and level of comfort. Individual jurisdictions may have different qualitative or quantitative ways of performing these evaluations.

9.0 BICYCLE

It is recommended that the geographic area examined in the LTA include the following for bicycle travel:

- All roadways adjacent to the project, extending in each direction to the nearest intersection with a classified roadway or with a Class I path
- Both directions of travel should be evaluated

In general, the region-wide goal for evaluating pedestrian, bicycle, and transit facilities is to identify opportunities to increase connectivity and level of comfort. Individual jurisdictions may have different qualitative or quantitative ways of performing these evaluations.

10.0 PEDESTRIAN

It is recommended that the geographic area examined in the LTA include the following for pedestrians:

- All pedestrian facilities directly connected to project access points or adjacent to the project development, extending in each direction to the nearest intersection with a classified roadway or connection with a Class I path
- Facilities connecting to transit stops within two blocks of the project
- Only facilities on the side of the project or along the walking route to transit stop
- Additional geographic areas may be included in certain cases to address special cases such as schools or retail centers

In general, the region-wide goal for evaluating pedestrian, bicycle, and transit facilities is to identify opportunities to increase connectivity and level of comfort. Individual jurisdictions may have different qualitative or quantitative ways of performing these evaluations.

APPENDICES

GUIDELINES FOR TRANSPORTATION IMPACT STUDIES IN THE SAN DIEGO REGION

APPENDIX A

ATTACHMENT A

Completed by Staff:
Date Received _____
Reviewer _____
Date Screen Check _____

LOCAL TRANSPORTATION ANALYSIS SCREEN CHECK

To be completed by consultant (including page #):

Name of Study _____
Consultant _____
Date Submitted _____

Indicate Page # in report:			Satisfactory YES	Satisfactory NO	NOT REQUIRED
pg. ___	1.	Table of contents, list of figures and list of tables.	☐	☐	
pg. ___	2.	Executive summary.	☐	☐	
pg. ___	3.	Map of the proposed project location.	☐	☐	
	4.	General project description and background information:			
pg. ___		a. Proposed project description (acres, dwelling units….)	☐	☐	
pg. ___		b. Total trip generation of proposed project.	☐	☐	
pg. ___		c. Community plan assumption for the proposed site.	☐	☐	
pg. ___	5.	Parking, transit and on-site circulation discussions are included.	☐	☐	
pg. ___	6.	Map of the Study Area and specific intersections studied in the traffic report.	☐	☐	
pg. ___	7.	Existing Transportation Conditions:			
		a. Figure identifying roadway conditions including raised medians, median openings, separate left and right turn lanes, roadway and intersection dimensions, bike lanes, parking, number of travel lanes, posted speed, intersection controls, turn restrictions and intersection lane configurations.	☐	☐	
		b. Figure indicating the daily (ADT) and peak-hour volumes.	☐	☐	
		c. Figure or table showing level of service (LOS) for intersections during peak hours and roadway sections within the study area (include analysis sheets in an appendix).	☐	☐	
	8.	Project Trip Generation:			
pg. ___		Table showing the calculated project generated daily (ADT) and peak hour volumes.	☐	☐	
pg. ___	9.	Project Trip Distribution using the current travel demand model (provide a computer plot) or manual assignment if previously approved. (Identify which method was used.)	☐	☐	
	10.	Project Traffic Assignment:			
pg. ___		a. Figure indicating the daily (ADT) and peak-hour volumes.	☐	☐	
pg. ___		b. Figure showing pass-by-trip adjustments, and, if cumulative trip rates are used.	☐	☐	☐
	11.	Existing Near-term Cumulative Conditions:			
pg. ___		a. Figure indicating the daily (ADT) and peak-hour volumes.	☐	☐	
pg. ___		b. Figure or table showing the projected LOS for intersections during peak hours and roadway sections within the study area (analysis sheets included in the appendix).	☐	☐	
pg. ___		c. Traffic signal warrant analysis (Caltrans Traffic Manual) for	☐	☐	

Indicate Page # in report:			Satisfactory YES	NO	NOT REQUIRED
		appropriate locations.			
	12.	Existing Near-term Cumulative Conditions + Proposed Project (each phase when applicable)			
pg. ___	a.	Figure or table showing the projected LOS for intersections during peak hours and roadway sections with the project (analysis sheets included in the appendix).	☐	☐	
pg. ___	b.	Figure showing other projects that were included in the study, and the assignment of their site traffic.	☐	☐	
pg. ___	c.	Traffic signal warrant analysis for appropriate locations.	☐	☐	
	13.	Horizon Year Transportation Conditions (if project conforms to the General/ Community Plan):			
pg. ___	a.	Horizon Year ADT and street classification that reflect the Community Plan.	☐	☐	☐
pg. ___	b.	Figure or table showing the horizon LOS for intersections during peak hours and roadway sections with and without the project (analysis sheets included in the appendix).	☐	☐	☐
pg. ___	c.	Traffic signal warrant analysis at appropriate locations.	☐	☐	☐
	14.	Horizon Year Transportation Conditions + Proposed Project (if project does not conform to the General/Community Plan):			
pg. ___	a.	Horizon Year ADT and street classification as shown in the Community Plan.	☐	☐	☐
pg. ___	b.	Horizon Year ADT and street classification for two scenarios: with the proposed project and with the land use assumed in the Community Plan.	☐	☐	☐
pg. ___	c.	Figure or table showing the horizon LOS for intersections during peak hours and roadway sections for two scenarios: with and without the proposed project and with the land use assumed in the Community Plan (analysis sheets included in the appendix).	☐	☐	☐
pg. ___	d.	Traffic signal warrant analysis at appropriate locations with the land use assumed in the General/Community Plan.	☐	☐	☐
pg. ___	15.	A summary table showing the comparison of Existing, Existing + Near-term Cumulative, Existing + Near-term Cumulative + Proposed Project, Horizon Year, and Horizon Year + Proposed Project (if different from General/Community Plan), LOS on roadway sections and intersections during peak hours.	☐	☐	
pg. ___	16.	A summary table showing the project's "significant traffic effects."	☐	☐	
	17.	Transportation Improvements:			
pg. ___	a.	Table identifying the improvements required that are the responsibility of the developer and others. A phasing plan is required if improvements are proposed in phases.	☐	☐	
pg. ___	b.	Figure showing all proposed improvements that include: intersection lane configurations, lane widths, raised medians, median openings, roadway and intersection dimensions, right-of-way, offset, etc.	☐	☐	
pg. ___	18.	The Highway Capacity Manual Operation Method or other approved method is used at appropriate locations within the study area.	☐	☐	
pg. ___	20.	Appropriate freeway analysis is included.	☐	☐	☐

Indicate Page # in report:		Satisfactory YES	NO	NOT REQUIRED
pg. ___	21. Appropriate freeway ramp metering analysis is included.	☐	☐	☐
pg. ___	22. The traffic study is signed by a California Registered Traffic Engineer.	☐	☐	

THE STUDY SCREEN CHECK FOR THE SUBJECT PROJECT IS:

_____ Approved

_____ Not approved because the following items are missing:

_____

_____

_____

APPENDIX B

ATTACHMENT B

RAMP METERING ANALYSIS

Ramp metering analysis should be performed for each horizon year scenario in which ramp metering is expected. The following table shows relevant information that should be included in the ramp meter analysis, "Summary of Freeway Ramp Metering Effects."

LOCATION	DEMAND (veh/hr)[1]	METER RATE (veh/hr)[2]	EXCESS DEMAND (veh/hr)[3]	DELAY (min)[4]	QUEUE (feet)[5]

NOTES:

[1] DEMAND is the peak hour demand expected to use the on-ramp.

[2] METER RATE is the peak hour capacity expected to be processed through the ramp meter. This value should be obtained from Caltrans.

[3] EXCESS DEMAND = (DEMAND) – (METER RATE) or zero, whichever is greater.

[4] $\text{DELAY} = \dfrac{\text{EXCESS DEMAND}}{\text{METER RATE}} \times 60 \text{ MINUTES/HOUR}$

[5] QUEUE = (EXCESS DEMAND) X 29 feet/vehicle

NOTE: Delay will be less at the beginning of metering. However, since peaks will almost always be more than one hour, delay will be greater after the first hour of metering. (See discussion on next page.)

SUMMARY OF FREEWAY RAMP METERING EFFECTS
(Lengthen as necessary to include all affected meter locations)

LOCATION(S)	PEAK HOUR	PEAK HOUR DEMAND D	FLOW (METER RATE) F	EXCESS DEMAND E	DELAY (MINUTES)	QUEUE Q (feet)
	AM PM					
	AM PM					
	AM PM					

DISCUSSION OF RAMP METER ANALYSIS

A. CAUTION: The ramp metering analysis shown in Attachment B may lead to grossly understated results for delay and queue length, since important aspects of queue growth are ignored. Also, the draft guidelines method derives average values instead of maximum values for delay and queue length. Utilizing average values instead of maximum values can lead to obscuring important effects, particularly in regard to queue length.

Predicting ramp meter delays and queues requires a storage-discharge type of analysis, where a pattern of arriving traffic at the meter is estimated by the analyst, and the discharge, or meter rate, is a somewhat fixed value set by Caltrans for each individual metered ramp.

Since a ramp meter queue continues to grow longer during all times that the arrival rate exceeds the discharge rate, the maximum queue length (and hence, the maximum delay) usually occurs after the end of the peak (or highest) one hour. This leads to the need for an analysis for the entire time period during which the arrival rate exceeds the meter rate, not just the peak hour. For a similar reason, the analysis needs to consider that a substantial queue may have already formed by the beginning of the "peak hour." Traffic arriving during the peak hour is then stacked onto an existing queue, not just starting from zero as the draft analysis suggests.

Experience shows that the theoretical queue length derived by this analysis often does not materialize. Motorists, after a brief time of adjustment, seek alternate travel paths or alternate times of arrival at the meter. The effect is to approximately minimize total trip time by seeking out the best combinations of route and departure time at the beginning of the trip. This causes at least two important changes in the pattern or arriving traffic at ramp meters. First, the peak period is spread out, with some traffic arriving earlier and some traffic arriving later than predicted. Second, a significant proportion of the predicted arriving traffic will use another ramp, use another freeway, or stay on surface streets.

It is acceptable to make reasonable estimates of these temporal and spatial (time and occupying space) diversions as long as all assumptions are stated and that the unmodified, or theoretical values are shown for comparison.

B. Additional areas for study include being able to define acceptable levels of service (LOS) and "significant" thresholds (e.g., a maximum ramp meter delay of 15 minutes) for metered freeway entrance ramps.

Currently there are no acceptable software programs for measuring project effects on metered freeway ramps nor does the Highway Capacity Manual (HCM) adequately address this issue. Hopefully in the near future a regionwide study will be initiated to determine what metering rate (at each metered ramp) would be required in order to guarantee that traffic will flow (even at LOS "E") on the entire freeway system during peak-hour conditions. From this, the ramp delays and resultant queue lengths might then be calculated. Overall, this is a very complex issue that needs considerable research and refinement in cooperation with Caltrans.

APPENDIX C

LEVEL OF SERVICE (LOS) DEFINITIONS (generally used by Caltrans)

The concept of Level of Service (LOS) is defined as a qualitative measure describing operational conditions within a traffic stream, and their perception by motorists and/or passengers. A Level of Service[s] definition generally describes these conditions in terms of such factors as speed, travel time, freedom to maneuver, comfort and convenience, and safety. Levels of Service definitions can generally be categorized as follows:

LOS	D/C*	Congestion/Delay	Traffic Description
		(Used for freeways, expressways and conventional highways[A])	
"A"	<0.41	None	Free flow.
"B"	0.42-0.62	None	Free to stable flow, light to moderate volumes.
"C"	0.63-0.79	None to minimal	Stable flow, moderate volumes, freedom to maneuver noticeably restricted.
"D"	0.80-0.92	Minimal to substantial	Approaches unstable flow, heavy volumes, very limited freedom to maneuver.
"E"	0.93-1.00	Significant	Extremely unstable flow, maneuverability and psychological comfort extremely poor.
		(Used for conventional highways)	
"F"	>1.00	Considerable	Forced or breakdown. Delay measured in average flow, travel speed (MPH). Signalized segments experience delays >60.0 seconds/vehicle.
		(Used for freeways and expressways)	
"F0"	1.01-1.25	Considerable 0-1 hour delay	Forced flow, heavy congestion, long queues form behind breakdown points, stop and go.
"F1"	1.26-1.35	Severe 1-2 hour delay	Very heavy congestion, very long queues.
"F2"	1.36-1.45	Very severe 2-3 hour delay	Extremely heavy congestion, longer queues, more numerous breakdown points, longer stop periods.
"F3"	>1.46	Extremely severe 3+ hours of delay	Gridlock.

[s] Level of Service can generally be calculated using the latest Highway Capacity Manual. However, contact Caltrans for more specific information on determining existing "free-flow" freeway speeds.

* Demand/Capacity ratio used for forecasts (V/C ratio used for operational analysis, where V = volume)

[A] Arterial LOS is based upon average "free-flow" travel speeds, and should refer to definitions in the HCM.