



City Council

Mayor John W. Minto
Vice Mayor Dustin Trotter - District 4
Council Member Rob McNelis - District 1
Council Member Ronn Hall - District 2
Council Member Laura Koval - District 3

CITY OF SANTEE REGULAR MEETING AGENDA Santee City Council

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

MEETING INFORMATION

Wednesday, March 27, 2024

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

Members of the public who wish to view the Council Meeting live, can watch the live taping of the Council meeting in the Council Chambers on the meeting date and time listed above.

LIVE PUBLIC COMMENT

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

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



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

ROLL CALL: Mayor John W. Minto
Vice Mayor Dustin Trotter – District 4
Council Member Rob McNelis – District 1
Council Member Ronn Hall – District 2
Council Member Laura Koval – District 3

LEGISLATIVE INVOCATION: Sonrise Church – Pastor Jerry Phillips

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 February 14, February 28, and March 13, 2024, Regular Meetings, and the March 6, 2024, Special Meeting. (City Clerk – Ortiz)**
- (3) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (4) **Approval of the Expenditure of \$81,071.36 for February 2024 Legal Services. (Finance – Jennings)**
- (5) **Adoption of a Resolution Authorizing Submission of the General Plan and Housing Element Annual Progress Report for Calendar Year 2023 to the State of California’s Office of Planning and Research and Department of Housing and Community Development and Finding the Action is Not a Project and Therefore Not Subject to the California Environmental Quality Act. (Planning and Building – Sawa)**
- (6) **Adoption of a Resolution Authorizing the Purchase of Four (4) APX 8000 All-Band Portable Radios and Two (2) APX 6000 Portable Radios from Motorola Solutions, Inc. per County of San Diego Regional Communications System Contract No. 532982. (Fire – Matsushita)**
- (7) **Eighth Amendment to Agreement for Administration of For-Hire Vehicle Regulations Between San Diego Metropolitan Transit System and the City of Santee. (City Manager – Best)**



- (8) Adoption of a Resolution Approving the Procurement of Transparency Adaptive System and Signal Controllers from SWARCO/McCain for the Mission Gorge Road Smart Signal System Project, and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Engineering – Schmitz)
- (9) Adoption of a Resolution Authorizing an Increase in Change Order Authorization for the Construction Contract with Perfection Painting Corporation to Implement the City Hall Painting and Wood Repairs (CIP 2023-34) Project, and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”) per State CEQA Guidelines Section 15301(d). (Engineering – Schmitz)

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:

- (10) Public Hearing for a Conditional Use Permit CUP-2023-0002 for an Express Car Wash Facility and Related Site Improvements on a 1.26 Acre Site Located at 8837 Magnolia Avenue (APN 384-470-33-00) in the Light Industrial/General Commercial (IL/GC) Zone and Finding the Project Exempt from the California Environmental Quality Act Pursuant to the Class 32 Infill Exemption (Applicant: SSCW 22608 Rockville, LLC). (Planning and Building – Sawa)

Recommendation:

1. Conduct and close the Public Hearing; and
2. Find Conditional Use Permit CUP-2023-0002 Categorically Exempt from the provisions of CEQA pursuant to Section 15332 of the CEQA Guidelines and authorize the filing of a Notice of Exemption; and
3. Approve Conditional Use Permit CUP-2023-0002 per the Resolution.



- (11) Public Hearing for the Adoption of the Commercial Cannabis Retail Business Application Process, Including Procedures and Fees, and Finding the Action is Covered by the Previously Adopted Mitigated Negative Declaration for the Santee Cannabis Business Ordinance Pursuant to the California Environmental Quality Act. (Planning and Building – Sawa)**

Recommendation:

Adopt the CCB Application Process, including procedures, fees and related documents, as outlined in the City Council Resolution and authorize the City Manager to make adjustments based on the background services provider agreement.

CONTINUED BUSINESS:

- (12) General Fund Reserve Policy Discussion. Presentation of Draft Policy. (Finance – Jennings)**

Recommendation:

Receive draft General Fund Reserve Policy and discuss aspects of the draft policy and make revisions as needed.

NEW BUSINESS:

- (13) Resolution Authorizing the Transfers and Appropriations of Various Funds to the Town Center Community Park – Artificial Turf Replacement Project, and Award of a Contract for Synthetic Turf Replacement at Town Center Community Park East to FieldTurf USA, Inc. – a Tarkett Sports Company, Utilizing the Master Agreement Between the Cooperative Council of Governments, Inc. (“CCOG”), FieldTurf USA, Inc., and Equalis Group LLC. (Community Services – Chavez)**

Recommendation:

Adopt the Resolution:

1. Appropriating \$31,000.00 in donations received to the FY 2023-24 CIP Budget, Town Center Community Park – Artificial Turf Replacement; and
2. Authorizing the transfer and appropriation of \$134,380.00 from the General Fund, Community Services Department savings to the CIP Budget, Town Center Community Park – Artificial Turf Replacement; and
3. Authorizing the transfer and appropriation of \$85,000.00 from CIP Sports Field & Court Improvements to CIP Town Center Community Park – Artificial Turf Replacement, and
4. Authorizing the transfer and appropriation of \$3,500.00 from CIP General Park Improvements to CIP Town Center Community Park – Artificial Turf Replacement; and

5. Authorizing the transfer and appropriation of \$3,350.00 from the Recreation Revolving fund to CIP Town Center Community Park – Artificial Turf Replacement; and
6. Authorizing the transfer and appropriate of \$26,000.00 from the Recreation Revolving unrestricted fund balance to CIP Town Center Community Park – Artificial Turf Replacement; and
7. Authorizing that if additional donations received the funds will be credited back to the Recreation Revolving unrestricted fund balance; and
8. Authorizing the award of a contract to FieldTurf USA, Inc. for Synthetic Turf Replacement at TCCP Football Fields per Equalis Group, LLC. Contract #2050.05.2, in the amount of \$976,452.06; and
9. Authorizing the City Manager to execute the contract for Synthetic Turf Replacement with Field Turf USA, Inc. – a Tarkett Sports Company for an amount not to exceed \$976,452.06; and
10. Authorizing the City Manager to approve change orders up to \$26,777.66 for potential nailer board replacements.

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
MARCH & APRIL MEETINGS**

Mar	07	SPARC	CANCELLED	Council Chamber
Mar	11	Community Oriented Policing Committee		Council Chamber
Mar	13	Council Meeting		Council Chamber
Mar	21	SMHFPC		Council Chamber
Mar	27	Council Meeting		Council Chamber
Apr	04	SPARC		Council Chamber
Apr	08	Community Oriented Policing Committee		Council Chamber
Apr	10	Council Meeting		Council Chamber
Apr	24	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.



MEETING DATE March 27, 2024

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

MEETING DATE March 27, 2024

ITEM TITLE APPROVAL OF MEETING MINUTES OF THE SANTEE CITY COUNCIL FOR THE FEBRUARY 14, FEBRUARY 28 AND MARCH 13 2024, REGULAR MEETINGS AND MARCH 06, 2024, SPECIAL 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

- February 14, 2024
- February 28, 2024
- March 13, 2024

Special Meeting Minutes

- March 06, 2024

DRAFT

**Minutes
Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
February 14, 2024**

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 Dustin Trotter and Council Members Ronn Hall, Laura Koval, and Rob McNelis – 5

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

INVOCATION was given by Gary Lawton – Calvary Chapel of Santee

PLEDGE OF ALLEGIANCE was led by Battalion Chief, Harley Wallace.

PRESENTATION: Patient’s Commendation to Fire Department Staff for Going Above and Beyond their Duties

Connie Charles and Jill Linder presented certificates to the Fire Department in appreciation of their services and actions going above and beyond.

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 December 13, 2023, January 10, and January 24, 2024, Regular Meetings. (City Clerk – Ortiz)**
- (3) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (4) **Adoption of a Resolution Authorizing the Submittal of a Grant Application to the Federal RAISE (Rebuilding American Infrastructure with Sustainability and Equity) Grant Program for State Route 52 (SR 52) Improvements and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Engineering – Schmitz) (Reso 006-2024)**
- (5) **Authorization to Award a Contract to On Duty Health, PLLC for FY 2023-24 Firefighter Health and Fitness Assessment Services. (Fire – Matsushita)**

- (6) **Adoption of a Resolution Approving the First Amendment to the Agreement with Countywide Mechanical Systems, Inc. for Plumbing Repairs and Maintenance Services at Big Rock Park and Finding the Project is Categorically Exempt from the California Environmental Quality Act (“CEQA”) Pursuant to CEQA Guidelines Section 15301. (Community Services – Chavez) (Reso 007-2024)**
- (7) **Adoption of a Resolution Rejecting the Bid from Eagle Paving and Awarding the Construction Contract for the Fanita Drive and Mission Gorge Road Asphalt Repairs (CIP 2024-11) Project to Quality Construction and Engineering, Inc., and Determining the Project is Categorically Exempt from Environmental Review Under the California Environmental Quality Act (“CEQA”) per State CEQA Guidelines Section 15301(c). (Engineering – Schmitz) (Reso 008-2024)**

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

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

NON-AGENDA PUBLIC COMMENT (15 minutes):

- (A) Robert Oathout spoke regarding his concerns about the property at 9585 Carlton Oaks Boulevard, Community Montessori School.
- (B) Robert Germann, Citizens Against Gillespie’s Expansion & Low Flying Aircraft, provided a handout and spoke about emissions from aircraft engines; he also provided a handout about California Senate Bill 654 and spoke about the effects Bill 654 has on Gillespie Field
- (C) Mike Root provided a handout and spoke about his concerns of fire hazard conditions in Sky Ranch.

PUBLIC HEARING:

- (8) **A Public Hearing to Assess Community Development Needs and to Solicit Proposals for Program Year 2024 Community Development Block Grant (CDBG) and Home Program Funding Consistent with the Consolidated Plan and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Engineering – Schmitz)**

The Public Hearing was opened at 6:52 p.m. The Senior Management Analyst provided a PowerPoint presentation and responded to Council questions with the assistance of the Planning and Building Director.

PUBLIC SPEAKERS:

- Tonya V. Hendrix, Santee Santas Foundation
- Rebecca Rader, Voices for Children
- Dennis Martins, Santee Foodbank
- Zac Clark, The HomeMore Project
- Tim Ray, Meals-on-Wheels
- Fred Lindahl, Home of Guiding Hands provided a handout.

ACTION: Council Member McNelis moved approval of staff recommendation.

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

The Public Hearing was continued to February 28, 2024, at 7:21 p.m.

CONTINUED BUSINESS:

- (9) **Community Risk Assessment and Long-Range Master Plan Staff Update on Achievements and Potential Funding Options. (Fire/Finance/City Manager – Matsushita/Jennings/Best)**

The Fire Chief, City Manager and Finance Director provided a PowerPoint presentation and responded to Council questions.

PUBLIC SPEAKERS:

- Mark Hartman, Santee Firefighters Association
- Patrick Henry, Protect Santee

The Council received the report and provided feedback and direction to staff.

NON-AGENDA PUBLIC COMMENT (Continued):

None.

CITY COUNCIL REPORTS:

Vice Mayor Trotter spoke about his community coffee event, Trotter Talk, at Pathways Community Church and the results of a survey conducted in which residents provided feedback on the top three issues in Santee, which were: homeless issues, road maintenance, and juvenile crimes.

Council Member McNelis thanked Fire Marshal Carisa Workman for her service to the City and well wishes for the future.

Council Member Koval asked the Engineering Director to provide additional details in

future road work and paving presentations; she also spoke about the Santee Lakeside Emergency Medical Services Authority (“SLEMSA”) meeting on February 8, 2024.

Council Member Hall wished the community a Happy Valentine’s Day.

Mayor Minto spoke about a SANDAG meeting he attended in which the following topics were discussed: the Regional Transportation Plan, road usage, Caltrans and the lack of cleanliness that affect the storm drains, funding for transportation needs, and the Comprehensive Economic Development Strategy; he also let the community know about a petition going around the state called: The Homelessness, Drug Addiction and Theft Reduction Act.

CITY MANAGER REPORTS:

The City Manager thanked City staff for the efforts they made during the storms and reminded the community that February 17, 2024, is Fido Fest at Town Center Community Park from 11:00 a.m. to 3:00 p.m.

CITY ATTORNEY REPORTS:

None.

CLOSED SESSION:

Council Members recessed at 8:39 p.m. and convened in Closed Session at 8:42 p.m.

- (10) **Public Employee Performance Evaluation**
(Government Code Section 54957(b))
Title: City Clerk

Council Members reconvened in Open Session at 9:03 p.m. with all members present. Mayor Minto reported no action was taken and direction was given to staff.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:03 p.m.

Date Approved:

Annette Fagan Ortiz, CMC, City Clerk

DRAFT

**Minutes
Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
February 28, 2024**

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 Dustin Trotter, and Council Members Ronn Hall, Laura Koval, and Rob McNelis – 5

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

INVOCATION was given by Marshall Masser of Lakeside Christian Church

PLEDGE OF ALLEGIANCE was led by Mayor Minto

PROCLAMATION: Proclamation of the City Council Naming March 2, 2024, as Little League Day in Santee

Mayor Minto presented the proclamations to West Hills and Santee National Little Leagues.

PRESENTATION: Presentation by the East County Advanced Water Purification Joint Powers Association on the East County Advanced Water Purification Project.

Rebecca Abbott, Engineering Director with Padre Dam Municipal Water District presented a PowerPoint presentation and responded to Council questions.

CONSENT CALENDAR:

Vice Mayor Trotter requested Item 9 be heard before Item 8.

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full, of Ordinances and Resolutions on the Agenda. (City Clerk – Ortiz)**
- (2) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (3) **Approval of the Expenditure of \$70,377.39 for January 2024 Legal Services. (Finance – Jennings)**
- (4) **Rejection of Claims Against the City by Riderwood HOA and by Kylie Minshew, and a Recommendation to Accept a Claim by Veronica and Alex Rivas. (Human Resources – Freeman)**

- (5) **Adoption of a Resolution Authorizing the City Manager to Enter into a Professional Services Agreement with Compass Rose GIS to Provide As-Needed GIS Services. (City Manager – Best) (Reso 009-2024)**

ACTION: Council Member Koval moved approval of the Consent Calendar and Agenda as Amended.

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

NON-AGENDA PUBLIC COMMENT (15 minutes):

- (A) Gina Austin, Association of Licensed Cannabis Operators (ALCO), spoke about the intoxication effects of hemp and requested the City put a ban of intoxicating hemp into place.
- (B) Jack Randall Sims spoke about the City of Encinitas Cannabis Ordinance to provide license of regulation and tax business; he also thanked the City for welcoming cannabis businesses into the City of Santee.

PUBLIC HEARING:

- (6) **Continued Public Hearing to Assess Community Development Needs and to Solicit Proposals for Program Year (PY) 2024 Community Development Block Grant (CDBG) and HOME Program Funding Consistent with the Consolidated Plan and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Engineering – Schmitz) (Reso 010-2024)**

The Public Hearing was opened at 6:59 p.m. The Senior Management Analyst provided a PowerPoint presentation and responded to Council questions with the assistance of Felix La Fuente from Home of Guiding Hands.

The City Council took preliminary action on each section of the funding allocation as listed below.

<u>Public Service Activities (CDBG)</u>	<u>Allocation</u>
Elder Help	\$5,000.00
The HomeMore Project	\$0.00
Meals on Wheels	\$5,000.00
Santee Food Bank	\$25,990.00
Santee Santas	\$5,000.00
Voices for Children	\$5,000.00
Total	\$45,990.00

ACTION: Under discussion, Council Member Hall moved approval of the above-listed

allocation for the Public Services Activities portion of the Item.

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

<u>Administrative Activities (CDBG)</u>	<u>Allocation</u>
CDBG Program Administration	\$40,320.00
CSA San Diego County (Federally Required Fair Housing Services)	<u>\$21,000.00</u>
Total	\$61,320.00

ACTION: Under discussion, Council Member McNelis moved approval of the above-listed allocation for the Administrative Activities portion of the Item.

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

<u>Public Facilities (CDBG)</u>	<u>Allocation</u>
City of Santee – Public Infrastructure Citywide ADA Pedestrian Ramp Project	\$189,442.00
Home of Guiding Hands –Sidewalk and Yard Improvements	<u>\$15,000.00</u>
Total	\$204,442.00

ACTION: Under discussion, Council Member McNelis moved approval of the above-listed allocation for the Public Facilities portion of the Item:

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

Grand Total Allocation **\$311,752.00**

ACTION: Under Discussion, Council Member Hall moved approval of PY 2024 CDBG funds to be allocated as listed above; Council directed staff to publish a summary of the Annual Action Plan and adopt the Resolution approving PY 2024 CDBG funds.

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

The Public Hearing was closed at 7:11 p.m.

- (7) **Public Hearing and Introduction and First Reading of an Ordinance Amending Chapter 7.04 of Title 7 “Public Peace, Morals, and Welfare” (Case File ZOA-2023-0002) of the Santee Municipal Code to Allow Cannabis Manufacturing as a Stand-Alone Use in the Light Industrial (IL) and General Industrial (IG) Zones and Finding the Ordinance is Covered by the Previously Adopted Mitigated Negative Declaration for the Santee Cannabis Business Ordinance Pursuant to the California Environmental Quality Act (“CEQA”). (Planning and Building – Sawa)**

The Public Hearing was opened at 7:11p.m. Vice Mayor Trotter recused himself from the Item and left the dais at 7:12 p.m. The Senior Planner provided a PowerPoint presentation and responded to Council questions.

PUBLIC SPEAKER:

- Gina Austin

ACTION: Council Member McNelis moved approval of staff recommendation.

Council Member Koval seconded the motion, which carried by the following vote: Mayor Minto: Aye; and Council Members Hall: No; Koval: Aye; and McNelis: Aye.; Vice Mayor Trotter: Recused. Ayes: 3. Noes: 1. Recused: 1.

The Public Hearing was closed at 7:18 p.m. Vice Mayor Trotter rejoined the meeting at 7:19 p.m.

NEW BUSINESS:

- (9) **General Fund Reserve Policy Discussion. (Finance – Jennings)**

The Finance Director provided a PowerPoint presentation and responded to Council questions with the assistance of the City Manager.

The Council received the report and provided feedback and direction to staff.

- (8) **Fiscal Year 2023-24 Operating Budget Update and Resolution Amending the Fiscal Year 2023-24 Budget. (Finance – Jennings) (Reso011-2024)**

The Finance Director provided a PowerPoint presentation and responded to Council questions with the assistance of the Engineering Director, Community Services Director, Fire Chief, Human Resources Director, Sheriff’s Captain Aldo Hernandez, and City Manager.

MOTION: Mayor Minto moved approval of staff recommendation, Council Member Hall Seconded the motion.

AMENDMENT: After discussion, Mayor Minto requested a friendly amendment applying

two million nine hundred thousand to roads, nine hundred thousand to software, one million five hundred thousand to the community center, and remainder to the temporary fire station project.

ACTION: The motion carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: No; and Council Members Hall: Aye; Koval: Aye; and McNelis: Aye. Ayes: 4. Noes: 1.

(10) Resolution Supporting Affordable Housing and Commitment to a Collaboration Between the City of Santee and the County of San Diego. (City Manager – Best) (Reso 012-2024)

The City Manager provided a PowerPoint presentation and responded to Council questions with the assistance of the City Attorney.

PUBLIC SPEAKERS:

- A.J. Tota
- Gary Strawn

ACTION: Council Member Hall moved approval of staff recommendation.

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

NON-AGENDA PUBLIC COMMENT (Continued):

None.

CITY COUNCIL REPORTS:

Council Member Koval reported about the Transfer of Care meeting and reported the offload time of the ambulances at Grossmont Hospital.

Council Member Hall also spoke about the Transfer of Care meeting with input from Santee Fire Chief.

Vice Mayor Trotter announced the upcoming meeting for District Four Town Hall located in Council Chambers March 6, 2024, at 6:00 p.m.

Mayor Minto reported on SANDAG.

CITY MANAGER REPORTS:

None.

CITY ATTORNEY REPORTS:

None.

CLOSED SESSION:

Council Members recessed at 9:32 p.m. and convened in Closed Session at 9:35p.m.

(11) Conference with Legal Counsel—Anticipated Litigation

(Gov. Code section 54956.9(d)(4))

Initiation of Litigation Pursuant to Paragraph (4) of Subdivision (d) of Section 54956.9: One potential case involving Harrison Trucking/8801 Olive Lane.

(12) Public Employee Performance Evaluation

(Government Code Section 54957(b))

Title: City Clerk

Council Members reconvened in Open Session at 10:25 p.m. with all members present. Mayor Minto reported no action for Item 11, and for Item 12 action taken, direction given to staff to bring the Item back for open session.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 10:26 p.m.

Date Approved:

Annette Fagan Ortiz, CMC, City Clerk

DRAFT

**Minutes
Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
March 13, 2024**

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 Dustin Trotter and Council Members Ronn Hall, Laura Koval, and Rob McNelis – 5

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

INVOCATION was given by Mayor Minto

PLEDGE OF ALLEGIANCE was led by Vice Mayor Trotter

CONSENT CALENDAR:

Mayor Minto registered an abstention on Item 4. Vice Mayor Trotter registered an abstention on Item 6. Council Member Hall registered a No vote on Item 6.

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full, of Ordinances and Resolutions on the Agenda. (City Clerk – Ortiz)**
- (2) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (3) **Adoption of a Resolution Rejecting the Bid from Star Energy Maintenance, Inc. and Awarding the Construction Contract to Yunex Traffic for the Citywide Streetlight LED Upgrade Project (CIP 2023-02) and Determining the Project is Categorically Exempt from Environmental Review Under the California Environmental Quality Act (“CEQA”) per State CEQA Guidelines Section 15301(c). (Engineering – Schmitz) (Reso 013-2024)**
- (4) **Adoption of a Resolution Accepting the Prospect Avenue and Mesa Road Intersection Improvements (CIP 2020-01) Project as Complete and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”) per State CEQA Guidelines Section 15378. (Engineering – Schmitz) (Reso 014-2024)**
- (5) **Approval of a Joint Use Agreement with the Grossmont Union High School District. (Community Services – Chavez)**

- (6) **Second Reading and Adoption of an Ordinance Amending Chapter 7.04 of Title 7 “Public Peace, Morals, And Welfare”(Case File ZOA-2023-0002) of the Santee Municipal Code to Allow Cannabis Manufacturing as a Stand-Alone Use in the Light Industrial (IL) and General Industrial (IG) Zones and Finding the Ordinance is Covered by the Previously Adopted Mitigated Negative Declaration for the Santee Cannabis Business Ordinance Pursuant to the California Environmental Quality Act (“CEQA”). (Planning and Building – Sawa) (Ord 614)**
- (7) **Adoption of a Resolution Authorizing the Appropriation of Funds for the Purpose of Authorizing an Amendment to the Professional Services Agreement with Interwest Consulting Group, Inc. (a SAFEbuilt Company) for Specialized Professional Building Services to Increase the Not-to-Exceed Amount. (Fire – Matsushita) (Reso 015-2024)**

ACTION: Vice Mayor Trotter moved approval of the Consent Calendar.

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

Mayor Minto abstained from Item 4. Vice Mayor Trotter abstained from Item 6. Council Member Hall voted No on Item 6.

NON-AGENDA PUBLIC COMMENT (15 minutes):

None.

NEW BUSINESS:

- (8) **Resolution Amending the Management Services Agreement of the City Clerk. (Mayor – Minto) (Reso 016-2024)**

The Human Resources Director provided a staff report and responded to Council questions.

ACTION: Council Member Koval moved approval of staff recommendation.

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

NON-AGENDA PUBLIC COMMENT (Continued):

None.

CITY COUNCIL REPORTS:

Council Member Koval spoke about attending the SANDAG retreat with Mayor Minto. Council Member Koval reported that they found some data errors for employment information for each City and would like Santee to look further into the data for the City of Santee; she was asked to come up with (BHAGS) big hairy audacious goals: what would you do differently, she stated she would create an incentive for seniors to move out of single-family homes and for families to occupy the single-family homes that seniors are currently occupying, seniors could downsize to smaller living spaces; she also spoke regarding the future demographics of the San Diego region.

Council Member Koval congratulated the Santee Sheriff's Department for being voted Santee's Favorite Government Organization at the Santee Chamber Awards.

Mayor Minto spoke about the SANDAG retreat and the governances of SANDAG, as well as what the expectations are for the Board of Directors and the willingness of everyone to work together to resolve issues; he also announced that there will be interviews for a new SANDAG CEO on Friday, March 15, 2024.

Council Member McNelis shared his concerns about the lack of transparency of SANDAG and with the selection of the next CEO; he spoke about the transition from fuel powered transportation to electric transportation and how it is unrealistic for most of the community and county.

CITY MANAGER REPORTS:

The City Manager reported that Chuck E. Cheese will be hosting its first launch party for the Chuck E. Cheese cookbook at the Santee location on March 19th from 3:00 p.m. to 5:00 p.m.; she also reminded the community about the Santee Bunny Trail event at Santee Trolley Square on March 23rd from 10:00 a.m. to 1:00 p.m.

CITY ATTORNEY REPORTS:

None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 6:55 p.m.

Date Approved:

Annette Fagan Ortiz, CMC, City Clerk

**Minutes
Town Hall – District 4
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
March 6, 2024**

1. Call to Order

Present: Mayor John W. Minto and Vice Mayor Dustin Trotter.

The Special Meeting was called to order by Vice Mayor Trotter at 6:00 p.m.

2. Town Hall Meeting – District 4

Vice Mayor Trotter made brief comments regarding events that have occurred, goals that were achieved and future goals throughout the City, and provided a brief PowerPoint presentation regarding Economic Development, Road Improvements, Community Center, Advanced Water Purification Project, and the Arts & Entertainment District; City Manager Marlene Best provided information about current events.

Fire Chief Justin Matsushita provided a brief PowerPoint presentation regarding updates for the City of Santee Fire Department.

3. Public Comments and Questions

Vice Mayor Trotter and Mayor Minto responded to questions from the community.

4. Adjournment

There being no further business, the meeting was adjourned at 7:30 p.m.

Date Approved:

Annette Fagan Ortiz, CMC, City Clerk

MEETING DATE March 27, 2024

ITEM TITLE APPROVAL OF PAYMENT OF DEMANDS

DIRECTOR/DEPARTMENT Heather Jennings, Finance *HJ*

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 *MSB*

Approve the Payment of Demands as presented.

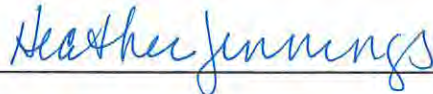
ATTACHMENT

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

Payment of Demands
Summary of Payments Issued

<u>Date</u>	<u>Description</u>	<u>Amount</u>
03/06/24	Accounts Payable	\$ 331,151.63
03/06/24	Accounts Payable	120,420.86
03/07/24	Accounts Payable	258,604.68
03/07/24	Payroll	432,682.93
03/08/24	Accounts Payable	42,728.26
03/12/24	Accounts Payable	149,037.41
03/13/24	Accounts Payable	<u>192,057.17</u>
	TOTAL	<u><u>\$1,526,682.94</u></u>

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



Heather Jennings, Director of Finance

vchlist
03/06/2024 12:40:04PM

Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135856	3/6/2024	14650 A GARAGE DOOR AND GATE STORE	89236022	54547	APPARATUS DOOR AND GATE REF	299.90
					Total :	299.90
135857	3/6/2024	11139 ACE UNIFORMS, LLC - SAN DIEGO	SD0162367	54631	WEARING APPAREL	12.93
			SD0162586	54631	WEARING APPAREL	216.32
					Total :	229.25
135858	3/6/2024	10633 ALL STAR GLASS INC	1226346	54423	VEHICLE REPAIR	1,398.16
					Total :	1,398.16
135859	3/6/2024	10412 AT&T	301053963; MAR24		MAST PARK	149.80
					Total :	149.80
135860	3/6/2024	10516 AWARDS BY NAVAJO	0124311		NAME PLATES, HOLDERS AND EN	188.08
					Total :	188.08
135861	3/6/2024	15066 BARCELLO, MICHELE	02262024		TRAVEL REIMBURSEMENT	924.59
					Total :	924.59
135862	3/6/2024	13292 BORDER RECAPPING LLC	24-0147345-008	54413	TIRES	2,004.69
					Total :	2,004.69
135863	3/6/2024	10022 BRAUN NORTHWEST INC	37444	54629	MEDIC UNIT REPAIR PARTS	1,685.30
					Total :	1,685.30
135864	3/6/2024	10299 CARQUEST AUTO PARTS	11102-604766	54426	VEHICLE REPAIR PARTS	634.44
			11102-605158	54426	VEHICLE REPAIR PARTS	31.51
			11102-605160	54426	VEHICLE REPAIR PARTS	53.84
					Total :	719.79
135865	3/6/2024	10032 CINTAS CORPORATION 694	4183194150	54635	MISC. SHOP RENTALS	85.86
					Total :	85.86
135866	3/6/2024	10033 CITY ELECTRIC SUPPLY COMPANY	STE/097991		MATERIALS & SUPPLIES	956.57
					Total :	956.57
135867	3/6/2024	10333 COX COMMUNICATIONS	112256001; FEB24		9130 CARLTON OAKS DR	96.53

vchlist
03/06/2024 12:40:04PM

Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135867	3/6/2024	10333 10333 COX COMMUNICATIONS	(Continued)			Total : 96.53
135868	3/6/2024	10046 D MAX ENGINEERING INC	8368	54475	STORMWATER PROGRAM ASSIST/	19,011.20
						Total : 19,011.20
135869	3/6/2024	11457 D'ALESIO INC	27368	54361	DEPARTMENTAL ID PANELS	120.75
						Total : 120.75
135870	3/6/2024	13129 DAVID TURCH AND ASSOCIATES	2132024	54477	HIGHWAY 52 COALITION	10,000.00
						Total : 10,000.00
135871	3/6/2024	10449 DAY MANAGEMENT CORPORATION	INV811398	54363	EQUIPMENT REPAIR	85.00
						Total : 85.00
135872	3/6/2024	11295 DOKKEN ENGINEERING	45415	52440	CUYAMACA RIGHT TURN POCKET	1,630.00
						Total : 1,630.00
135873	3/6/2024	14926 EAGLES POINT SECURITY INC	19192	54366	SPECIAL EVENT SECURITY	210.00
						Total : 210.00
135874	3/6/2024	14412 EKOLOJIK, INC	EKOST-01-2024	54316	SB1383 CONSULTANT	2,271.25
						Total : 2,271.25
135875	3/6/2024	12760 FOCUS PSYCHOLOGICAL	SANTEE2024-1	54470	PSYCHOLOGICAL SERVICES	800.00
						Total : 800.00
135876	3/6/2024	10202 FURTADO, DANIEL	9400200		EMPLOYEE REIMBURSEMENT	200.00
						Total : 200.00
135877	3/6/2024	11714 GARHARTT, DUSTYN	05112023		PER DIEM REIMBURSEMENT FOR	333.00
						Total : 333.00
135878	3/6/2024	11196 HD SUPPLY FACILITIES	9223020014 9223058436 9223203408	54569 54415 54569	FACILITIES MAINTENANCE SUPPLI STATION SUPPLIES FACILITIES MAINTENANCE SUPPLI	648.84 688.90 234.13
						Total : 1,571.87
135879	3/6/2024	14459 HMC GROUP	172545	53747	SANTEE COMMUNITY CENTER	8,926.74

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03/06/2024 12:40:04PM

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135879	3/6/2024	14459 14459 HMC GROUP	(Continued)			Total : 8,926.74
135880	3/6/2024	14833 INTERWEST CONSULTING GROUP	157160 175854 180865 180996 182055 92520	54602 54594 54594 54602 54594 54602	INTERWEST PLANNING SVCS - DE INTERWEST BLDG. SVCS INTERWEST GENERAL PLANNING INTERWEST PLANNING SVCS. - DE INTERWEST BLDG. SVCS - GEN PL INTERWEST PLANNING SVCS. - DE	5,517.00 19,787.88 3,760.50 8,327.00 774.00 602.00 Total : 38,768.38
135881	3/6/2024	10120 KEARNY PEARSON FORD	1944843	54374	VEHICLE REPAIR PARTS	39.59 Total : 39.59
135882	3/6/2024	10906 KRONOS INC	12198416	54663	ANNUAL SOFTWARE RENEWAL	3,512.49 Total : 3,512.49
135883	3/6/2024	10984 LEONARD, TIM	05716D		PARAMEDIC LICENSE REIMBURSE	250.00 Total : 250.00
135884	3/6/2024	10204 LIFE ASSIST INC	1405756	54377	EMS SUPPLIES	1,963.17 Total : 1,963.17
135885	3/6/2024	14470 M W STEELE GROUP INC	2200-16 2200-18 2200HAP-07 2200HAP-09 2200SGIP-07 2200SGIP-09	53741 53741 53741 53741 53741 53741	SANTEE ART & ENTERTAINMENT C SANTEE ART & ENTERTAINMENT C HAP - HOUSING ACCELERATION P HAP - HOUSING ACCELERATION P SGIP - SMART GROWTH INCENTIV SGIP - SMART GROWTH INCENTIV	35,120.00 28,784.33 25,556.56 20,591.88 13,806.25 17,410.00 Total : 141,269.02
135886	3/6/2024	10308 O'REILLY AUTO PARTS	2968-202865	54384	VEHICLE REPAIR PART	21.71 Total : 21.71
135887	3/6/2024	10336 PADRE DAM MUNICIPAL WATER DIST	02292024		FIRE FLOW TEST FEE - FIRE STATI	50.00 Total : 50.00
135888	3/6/2024	14690 PATH INC	Q6 Oct23-Dec23	54096	CDBG-CV PATH HOMELESS OUTRI	3,270.97

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03/06/2024 12:40:04PM

Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135888	3/6/2024	14690 14690 PATH INC	(Continued)		Total :	3,270.97
135889	3/6/2024	10101 PROFESSIONAL MEDICAL SUPPLY	FDSANTEEE4-01/31/24	54443	OXYGEN CYLINDER RENTAL	471.19
			FDSANTEEE5 - 01/31/24	54443	OXYGEN CYLINDER RENTAL	591.19
					Total :	1,062.38
135890	3/6/2024	10095 RASA	5784	54512	MAP CHECK - LANTERN CREST RII	730.00
					Total :	730.00
135891	3/6/2024	14539 ROGERS ANDERSON MALODY & SCOTT	74372	54466	FY 2022-23 AUDIT SERVICES	1,840.00
					Total :	1,840.00
135892	3/6/2024	12587 SDCFCA - ADMIN SECTION	07012023-#2		ANNUAL MEMBERSHIP FEES	30.00
					Total :	30.00
135893	3/6/2024	10407 SAN DIEGO GAS & ELECTRIC	04229703218; FEB24 22373580042; FEB24 43940205509; FEB24 85097421694; FEB24		STREET LIGHTS TRAFFIC SIGNALS LMD CITY HALL GROUP BILL	43,648.23 6,531.45 2,528.08 8,357.38
					Total :	61,065.14
135894	3/6/2024	11594 SAN DIEGO METROPOLITAN TRANSIT	1800020361		RIGHT TURN POCKET PROJECT	73.51
					Total :	73.51
135895	3/6/2024	10677 SANTEE CHAMBER OF COMMERCE	3308	54473	SANTEE CHAMBER MAGAZINE SPI	2,376.00
					Total :	2,376.00
135896	3/6/2024	13171 SC COMMERCIAL, LLC	2546425-IN 2578506-IN 2580890-IN	54395 54395	PROPANE & FUEL DELIVERED FUEL DELIVERED FUEL	130.16 60.84 756.26
					Total :	947.26
135897	3/6/2024	10110 SECTRAN SECURITY INC	24020595	54445	FY 23/24 ARMORED CAR TRANSPC	171.42
					Total :	171.42
135898	3/6/2024	13271 SHI INTERNATIONAL CORP	B17947997	54664	COMPUTER EQUIPMENT	6,348.64
					Total :	6,348.64

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03/06/2024 12:40:04PM

Voucher List
CITY OF SANTEE

Bank code : ubgen						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135899	3/6/2024	12223 SITEONE LANDSCAPE SUPPLY LLC	138182185-001 138553924-001	54420 54420	IRRIGATION PARTS IRRIGATION PARTS	2,544.18 293.00 Total : 2,837.18
135900	3/6/2024	11056 STANDARD ELECTRONICS	1168 1178	54647 54647	FIRE ALARM & SPRINKLER MONIT FIRE ALARM & SPRINKLER MONIT	290.00 4,280.00 Total : 4,570.00
135901	3/6/2024	10217 STAPLES ADVANTAGE	3559198975 3559198976 3559569512	54499 54403 54403	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	89.41 256.92 67.65 Total : 413.98
135902	3/6/2024	15190 SUCH, CAROLINE	011125		TUITION REIMBURSEMENT	449.00 Total : 449.00
135903	3/6/2024	15197 SUNRUN INSTALLATION SERVICES	21STE-PV00197 21STE-PV00404 21STE-PV00405 21STE-PV00414 21STE-PV00516 21STE-PV00530		PERMIT REFUND 21STE-PV00197 PERMIT REFUND 21STE-PV00404 PERMIT REFUND 21STE-PV00405 PERMIT REFUND 21STE-PV00414 PERMIT REFUND 21STE-PV00516 PREMIT REFUND 21STE-PV00530	162.69 162.69 162.69 231.89 162.69 162.40 Total : 1,045.05
135904	3/6/2024	15120 THE WATCHLIGHT CORPORATION	834715 837599 837601	54649 54649 54649	SECURITY ALARM SERVICES SECURITY ALARM SERVICES SECURITY ALARM SERVICES	414.65 894.65 344.65 Total : 1,653.95
135905	3/6/2024	10692 UNITED PARCEL SERVICE	000006150X064		SHIPPING CHARGE	53.59 Total : 53.59
135906	3/6/2024	10338 ENV PRODUCTIONS, INC	SANFF0224		DJ ENTERTAINMENT SERVICES FC	895.00 Total : 895.00
135907	3/6/2024	10475 VERIZON WIRELESS	9956369143		WIFI SERVICE	1,292.33 Total : 1,292.33

vchlist
03/06/2024 12:40:04PM

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135908	3/6/2024	10706 WALLACE, HARLEY	02252024		CA IQS USER TRAINING PER DIEM	111.00
					Total :	111.00
135909	3/6/2024	10148 WESTAIR GASES EQUIPMENT INC	0011784700	54411	SHOP SUPPLIES	142.54
					Total :	142.54
54 Vouchers for bank code : ubgen						Bank total : 331,151.63
54 Vouchers in this report						Total vouchers : 331,151.63

Prepared by: *Jue M*
 Date: 3-6-24
 Approved by: *[Signature]*
 Date: 3/6/24

vchlist
03/06/2024 4:21:03PM

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
61243	3/6/2024	10956 FRANCHISE TAX BOARD	March Retiree PPE 02/28/24		CA STATE TAX WITHHELD CA STATE TAX WITHHELD	46.00 29,451.67
Total :						29,497.67
61260	3/6/2024	10955 DEPARTMENT OF THE TREASURY	March Retiree PPE 02/28/24		FEDERAL WITHHOLDING TAX FED WITHHOLDING & MEDICARE	211.00 90,712.19
Total :						90,923.19
2 Vouchers for bank code : ubgen						Bank total : 120,420.86
2 Vouchers in this report						Total vouchers : 120,420.86

Prepared by: Juc M
Date: 3-6-24
Approved by: E Bull
Date: 3-11-24

vchlist
03/07/2024 11:26:15AM

Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135910	3/7/2024	12903 AMERICAN FIDELITY ASSURANCE CO	2353903		FLEXIBLE SPENDING ACCOUNT	3,243.53
					Total :	3,243.53
135911	3/7/2024	10334 CHLIC	3321880		HEALTH INSURANCE	233,357.77
					Total :	233,357.77
135912	3/7/2024	14458 METROPOLITAN LIFE INSURANCE	80418298		DENTAL INSURANCE	13,629.73
					Total :	13,629.73
135913	3/7/2024	10785 RELIANCE STANDARD LIFE	March 2024		VOLUNTARY LIFE INSURANCE	434.54
					Total :	434.54
135914	3/7/2024	10424 SANTEE FIREFIGHTERS	PPE 02/28/24		DUES/PEC/BENEVOLENT/BC EXP	4,586.21
					Total :	4,586.21
135915	3/7/2024	10776 STATE OF CALIFORNIA	PPE 02/28/24		WITHHOLDING ORDER	449.53
					Total :	449.53
135916	3/7/2024	10776 STATE OF CALIFORNIA	PPE 02/28/24		WITHHOLDING ORDER	429.69
					Total :	429.69
135917	3/7/2024	10001 US BANK	PPE 02/28/24		PARS RETIREMENT	1,721.84
					Total :	1,721.84
135918	3/7/2024	14600 WASHINGTON STATE SUPPORT	PPE 02/28/24		WITHHOLDING ORDER	751.84
					Total :	751.84

9 Vouchers for bank code : ubqen

Bank total : 258,604.68

9 Vouchers in this report

Total vouchers : 258,604.68

Prepared by: Juan M
 Date: 3-7-24
 Approved by: E. Bula
 Date: 3-7-24

PyBatch
03/05/2024 11:32:55AM

Payroll Processing Report
CITY OF SANTEE
2/15/2024 to 2/28/2024-1 Cycle b

EARNINGS SECTION					DEDUCTIONS SECTION			LEAVE SECTION					
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
					roth	73,156.62	8,301.76						
					sb-1		84.63						
					sb-3		67.31						
					sffa		3,499.62						
					sffapc		944.70						
					st1cs3	92,842.30	2,785.30	-2,785.30					
					st2cs3	14,997.96	449.94	-449.94					
					texlif		249.71						
					vaccpr		603.25						
					vaccpt		223.51						
					vcanpr		320.41						
					vcanpt		90.25						
					vgcipt		88.70						
					vghipr		31.12						
					vision	14,419.31	543.95						
					voladd		18.43						
					voldis		230.59						
					vollad			217.24					
					vollif		217.28						
Grand Totals	15,094.00		675,292.23				242,609.30	314,773.97					

Gross:	675,292.23
Net:	432,682.93

<< No Errors / 5 Warnings >>

KA 3/5/24
EB 3/5/24
PPE 2/28/24
Paydate 3/7/24

vchlist
03/12/2024 4:26:20PM

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
2244	3/12/2024	10353 PERS	02 24 4		RETIREMENT PAYMENT	149,037.41

Total : 149,037.41

1 Vouchers for bank code : ubgen

Bank total : 149,037.41

1 Vouchers in this report

Total vouchers : 149,037.41

Prepared by: Juella
Date: 3-12-24
Approved by: E. Bud
Date: 3-12-24

vchlist
03/13/2024 1:27:32PM

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135919	3/13/2024	15032 AMR	ACID 1127		REFUND - AMBULANCE BILLING	1,087.00
					Total :	1,087.00
135920	3/13/2024	10293 AUTO ZONE INC	3347905688	54463	VEHICLE SUPPLIES	47.39
					Total :	47.39
135921	3/13/2024	10020 BEST BEST & KRIEGER LLP	310018.09		DOUBLE PAYMENT REIMBURSEME	856.90
					Total :	856.90
135922	3/13/2024	14528 BKM OFFICEWORKS, LLC	19279	54632	PSD FRONT OFFICE DESK	10,508.19
					Total :	10,508.19
135923	3/13/2024	13569 BRIDGE, DWAYNE	48001		STATION SUPPLIES	25.74
					Total :	25.74
135924	3/13/2024	10024 BUSINESS PRINTING COMPANY INC	151336	54706	PARKING VIOLATION FORMS	3,009.16
					Total :	3,009.16
135925	3/13/2024	10299 CARQUEST AUTO PARTS	11102-605710	54426	VEHICLE SUPPLIES	185.65
					Total :	185.65
135926	3/13/2024	10031 CDW GOVERNMENT LLC	PR82860 PS26535	54660 54661	REPLACEMENT EMS IPADS TABLET COMMAND IPAD	1,453.83 1,503.88
					Total :	2,957.71
135927	3/13/2024	12349 CHOICE LOCKSMITHING	021524TCCP	54483	LOCKSMITH SERVICES	410.54
					Total :	410.54
135928	3/13/2024	10032 CINTAS CORPORATION 694	4183951068 4184014818	54635 54635	MISC SHOP RENTALS STATION SUPPLIES	72.31 52.01
					Total :	124.32
135929	3/13/2024	12328 CINTAS CORP. #2	5198734813	54538	FIRST-AID KIT SERVICE	534.44
					Total :	534.44
135930	3/13/2024	15179 COTIVITI HEALTHCARE & KAISER,	ACID 1775/1777/1717		REFUND - AMBULANCE BILLING	3,684.00

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Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135930	3/13/2024	15179	15179 COTIVITI HEALTHCARE & KAISER, (Continued)			Total : 3,684.00
135931	3/13/2024	10333	COX COMMUNICATIONS 038997401; MAR24 094486701; MAR24		9951 RIVERWALK DR CITY HALL GROUP BILL	57.00 3,428.53 Total : 3,485.53
135932	3/13/2024	10608	CRISIS HOUSE 808	54491	CDBG SUBRECIPIENT	923.13 Total : 923.13
135933	3/13/2024	15153	CROSS CONNECTIONS 2024-1-15-SANTEE FD	54662	COMMUNICATION EQUIPMENT	612.43 Total : 612.43
135934	3/13/2024	10046	D MAX ENGINEERING INC 8367	54476	STORMWATER INSPECTIONS & RE	2,378.51 Total : 2,378.51
135935	3/13/2024	11017	DIVISION OF THE STATE AB1379 APR-JUNE 23 AB1379 JAN-MAR 2023 AB1379 JUL-SEP 2023 AB1379 OCT-DEC 2023		AB1379 APRIL-JUNE 2023 AB1379 JAN-MAR 2023 AB1379 JUL-SEP 2023 AB1379 OCT-DEC 2023	210.40 286.00 145.60 339.20 Total : 981.20
135936	3/13/2024	14926	EAGLES POINT SECURITY INC 19248	54366	SPECIAL EVENT SECURITY	420.00 Total : 420.00
135937	3/13/2024	14446	ENTERPRISE FM TRUST STMT 282938A-030524		VEHICLE LEASING PROGRAM	9,063.24 Total : 9,063.24
135938	3/13/2024	10600	HINDERLITER DE LLAMAS & ASSOC SIN035598(A) SIN035598(B)	54330	AUDIT SERVICES - SALES TAX Q3/ FY 23/24 QRTLY SALES TAX PREP	14,888.00 2,391.00 Total : 17,279.00
135939	3/13/2024	15180	HOLSHOUSER, SARAH ACID 6781		REFUND - AMBULANCE BILLING	8.36 Total : 8.36
135940	3/13/2024	11724	ICF JONES & STOKES INC INV-00000086936	53609	MSCP SUBAREA PLAN	9,090.00 Total : 9,090.00
135941	3/13/2024	13558	KIFER HYDRAULICS CO, INC 82539	54375	EQUIPMENT REPAIR PART	266.30

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Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135941	3/13/2024	13558 13558 KIFER HYDRAULICS CO, INC	(Continued)			Total : 266.30
135942	3/13/2024	10204 LIFE ASSIST INC	1407873	54377	EMS SUPPLIES	175.85
			1407874	54377	EMS SUPPLIES	1,059.06
					Total :	1,234.91
135943	3/13/2024	10567 LLOYD'S COLLISION CENTER	17351	54642	REPAIR OF MEDIC UNIT #V204	8,105.10
					Total :	8,105.10
135944	3/13/2024	10230 LOUNSBERY FERGUSON ALTONA &	7-31-23		SD COPERMITTEE: STORMWATER	746.00
					Total :	746.00
135945	3/13/2024	14470 M W STEELE GROUP INC	2200-19	53741	SANTEE ART & ENTERTAINMENT C	21,443.75
			2200HAP-10	53741	HAP - HOUSING ACCELERATION P	33,444.92
			2200SGIP-10	53741	SGIP - SMART GROWTH INCENTIV	22,951.25
					Total :	77,839.92
135946	3/13/2024	15137 MDG ASSOCIATES INC	18245	54686	CDBG PROGRAM ADMINISTRATIOI	416.00
					Total :	416.00
135947	3/13/2024	11783 MINTO, JOHN	03042024		LEAGUE OF CA CITIES ACADEMY I	26.40
					Total :	26.40
135948	3/13/2024	10507 MITEL TECHNOLOGIES INC / GREAT	36013623; MAR24		MITEL MXE III CONTROLLER SATA	1,588.52
					Total :	1,588.52
135949	3/13/2024	15062 MOLINA (CAID HMO)	ACID 7460		REFUND - AMBULANCE BILLING	1,065.12
					Total :	1,065.12
135950	3/13/2024	10306 MOTOROLA SOLUTIONS INC	8281823896	54566	RADIO EQUIPMENT	7,894.99
					Total :	7,894.99
135951	3/13/2024	10620 NATIONAL RECREATION AND PARK	7786812-BB		NRPA RENEWAL	725.00
					Total :	725.00
135952	3/13/2024	15181 NELSON, KATHLEEN	ACID 4289		REFUND - AMBULANCE BILLING	200.00
					Total :	200.00

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Voucher List
CITY OF SANTEE

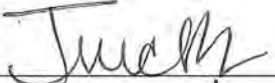

Bank code : ubgen						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135953	3/13/2024	10344 PADRE DAM MUNICIPAL WATER DIST	29700015; FEB24 90000366; FEB24		CONSTRUCTION METER GROUP BILL	251.50 11,030.08 Total : 11,281.58
135954	3/13/2024	12919 PARCELQUEST	8732-2-2024		SOFTWARE RENEWAL	2,399.00 Total : 2,399.00
135955	3/13/2024	11901 PECK'S HEAVY FRICTION INC	305842	54388	VEHICLE REPAIR PARTS	1,246.73 Total : 1,246.73
135956	3/13/2024	10886 PERISCOPE HOLDINGS INC	SI-9528		NIGP CODE LIC RENEWAL	630.00 Total : 630.00
135957	3/13/2024	15182 RUELAS, MARIO	ACID 9022		REFUND - AMBULANCE BILLING	190.78 Total : 190.78
135958	3/13/2024	13171 SC COMMERCIAL, LLC	2582354-IN 2584924-IN 2585538-IN	54395 54395	DELIVERED FUEL PROPANE & FUEL DELIVERED FUEL	253.58 390.33 336.61 Total : 980.52
135959	3/13/2024	14797 SEDANO FORD OF LM INC	20478446 CM20475275	54446 54446	VEHICLE REPAIR PART CR-CORE DEPOSIT RETURNED	19.93 -16.00 Total : 3.93
135960	3/13/2024	11072 SHOW STOPPER WAX PRODUCTS	6355	54398	VEHICLE SUPPLIES	379.28 Total : 379.28
135961	3/13/2024	13162 SOCAL PPE	SC7098	54605	TURNOUT MAINTENANCE/REPAIR	3,715.75 Total : 3,715.75
135962	3/13/2024	10217 STAPLES ADVANTAGE	3559858887	54403	OFFICE SUPPLIES	49.78 Total : 49.78
135963	3/13/2024	10534 STATE CONTROLLER'S OFFICE	FAUD-00004237	54449	FY 22/23 ANNUAL STREET REPORT	2,724.40 Total : 2,724.40
135964	3/13/2024	10250 THE EAST COUNTY	00139044		NOTICE OF PUBLIC HEARING - CA	220.50

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Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135964	3/13/2024	10250 THE EAST COUNTY	(Continued) 00139337 139241		REQUEST FOR PROPOSALS - CAN CONSOLIDATED STMT POSTING	87.50 210.00 Total : 518.00
135965	3/13/2024	11194 USAFACT INC	4023202		BACKGROUND CHECKS	156.72 Total : 156.72
47 Vouchers for bank code : ubqen						Bank total : 192,057.17
47 Vouchers in this report						Total vouchers : 192,057.17

Prepared by: 
 Date: 3/13/24
 Approved by: 
 Date: 3/13/24

MEETING DATE March 27, 2024

ITEM TITLE APPROVAL OF THE EXPENDITURE OF \$81,071.36 FOR FEBRUARY 2024 LEGAL SERVICES

DIRECTOR/DEPARTMENT Heather Jennings, Finance *HJ*

SUMMARY

Legal services invoices proposed for payment for the month of February 2024 total \$81,071.3 as follows:

1) General Retainer Services	\$ 17,276.88	
2) Labor & Employment	11,161.15	
3) Litigation & Claims	14,104.22	
4) Special Projects - General Fund	27,216.41	
5) Special Projects – Other Funds	2,173.50	
6) Third-Party Reimbursable Projects	<u>9,139.20</u>	
Total		<u>\$ 81,071.36</u>

FINANCIAL STATEMENT

Adopted Budget	\$ 811,300.00	
Revised Budget	906,300.00	
Prior Expenditures	(450,906.72)	
Current Request	(69,758.66)	\$ 385,634.62
Other Funds (excluding third-party reimbursable items):		
Adopted Budget	\$ 95,000.00	
Revised Budget	95,000.00	
Prior Expenditures	(48,137.50)	
Current Request	(2,173.50)	\$ 44,689.00

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

Approve the expenditure of \$81,071.36 for February 2024 legal services and reimbursable costs.

ATTACHMENTS

1. Legal Services Billing Summary February 2024
2. Legal Services Billing Recap FY 2023-24



**LEGAL SERVICES BILLING SUMMARY
FEBRUARY 2024**

DESCRIPTION	CURRENT AMOUNT	INVOICE NUMBER	NOTES
Retainer 1001.00.1201.51020	\$ 17,276.88 <u>17,276.88</u>	989932	
Labor & Employment: Labor & Employment Employee Benefits 1001.00.1201.51020	 10,803.65 357.50 <u>11,161.15</u>	 989898 989904	
Litigation & Claims: Litigation & Claims Affordable Housing Coalition of San Diego County Allan Family Trust Litigation Lee Receivership Parcel 4 Litigation Schaeffer Receivership Sky Ranch Potential Homeowner/HOA Litigation 1001.00.1201.51020	 2,172.50 422.00 468.50 220.64 907.50 9,130.08 783.00 <u>14,104.22</u>	 989899 989901 989916 989909 989906 989917 989908	
Special Projects (General Fund): Community Oriented Policing Theater Parcel Annual Municipal Code Update CEQA Special Advice Water Quality General Elections Prop 218 Entertainment District Advanced Records Center Services for PRA Cannabis American Rescue Plan Act (ARPA) Development Impact Fee Study Surplus Land Act/Real Property Special Advice 1001.00.1201.51020	 12,309.10 467.50 220.00 550.00 357.50 383.51 495.00 3,599.00 3,130.00 1,057.30 770.00 3,877.50 <u>27,216.41</u>	 989900 989910 989920 989902 989903 988854 989905 989911 989912 989934 989913 989915	
Cuyamaca Street Right-of-Way Acquisition SLEMSA JPA	 1,733.50 440.00 <u>2,173.50</u>	 989907 989914	 cip71402.30.05 5505.00.1901.51020
Third-Party Reimbursable: MSCP Subarea Plan Redevelopment of Carlton Oaks Golf Course Tyler St. Subdivision Slope Street Subdivision Palisade Warehouse Summit Townhomes	 448.80 244.80 122.40 938.40 5,589.60 1,795.20 <u>9,139.20</u>	 989925 989924 989922 989919 989918 989923	 spp1704a.10.05 cup1906a.10.05 tm17001a.10.05 tm20001a.10.05 dr23002a.10.05 tm23003a.10.05
Total	 <u>\$ 81,071.36</u>		

**LEGAL SERVICES BILLING RECAP
FY 2023-24**

Attachment 2

<u>Category</u>	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Previously Spent Year to Date</u>	<u>Available Balance</u>	<u>Current Request Mo./Yr.</u>	<u>Amount</u>
General Fund:						
General / Retainer	\$ 206,310.00	\$ 206,310.00	\$ 119,338.82	\$ 86,971.18	Feb-24	\$ 17,276.88
Labor & Employment	60,000.00	60,000.00	44,376.49	15,623.51	Feb-24	11,161.15
Litigation & Claims	50,000.00	75,000.00	68,745.68	6,254.32	Feb-24	14,104.22
Special Projects	494,990.00	564,990.00	218,445.73	346,544.27	Feb-24	27,216.41
Total	<u>\$ 811,300.00</u>	<u>\$ 906,300.00</u>	<u>\$ 450,906.72</u>	<u>\$ 455,393.28</u>		<u>\$ 69,758.66</u>
Other City Funds:						
MHFP Commission	\$ 10,000.00	\$ 10,000.00	\$ 3,382.50	\$ 6,617.50	Feb-24	\$ -
Capital Projects	75,000.00	75,000.00	37,081.50	37,918.50	Feb-24	1,733.50
SLEMSA JPA	10,000.00	10,000.00	7,673.50	2,326.50	Feb-24	440.00
Total	<u>\$ 95,000.00</u>	<u>\$ 95,000.00</u>	<u>\$ 48,137.50</u>	<u>\$ 46,862.50</u>		<u>\$ 2,173.50</u>
Third-Party Reimbursable:						
Total			<u>\$ 86,998.00</u>			<u>\$ 9,139.20</u>

Total Previously Spent to Date FY 2023-24	
General Fund	\$ 450,906.72
Other City Funds	48,137.50
Applicant Deposits or Grants	86,998.00
Total	<u>\$ 586,042.22</u>

Total Proposed for Payment	
General Fund	\$ 69,758.66
Other City Funds	2,173.50
Applicant Deposits or Grants	9,139.20
Total	<u>\$ 81,071.36</u>

MEETING DATE March 27, 2024

ITEM TITLE A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA AUTHORIZING SUBMISSION OF THE GENERAL PLAN AND HOUSING ELEMENT ANNUAL PROGRESS REPORT FOR CALENDAR YEAR 2023 TO THE STATE OF CALIFORNIA'S OFFICE OF PLANNING AND RESEARCH AND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND FINDING THE ACTION IS NOT A PROJECT AND THEREFORE NOT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

DIRECTOR/DEPARTMENT Sandi Sawa, Planning & Building Director 

SUMMARY

The current sixth Cycle Housing Element was adopted by the City Council on May 11, 2022. Subsequently, on October 26, 2022, the City Council approved the corresponding Housing Element Rezones Program. On December 6, 2022, the State of California Department of Housing and Community Development (HCD) certified the City of Santee (City)'s Housing Element after confirming that the City had completed the Rezones Program.

State law requires that an annual progress report (APR) be provided to the City Council, State of California Office of Planning and Research (OPR) and HCD on the City's General Plan and Housing Element implementation.

The General Plan consists of nine elements: Land Use, Housing, Mobility, Recreation, Trails, Conservation, Noise, Safety, and Community Enhancement. General plans benefit local communities by promoting better projects, streamlined processes, integrated planning, and improved access and use of available resources. Implementation of the General Plan is accomplished through actions made in compliance with the established policies and objectives determined to meet the City's long-term development needs. The APR outlines the City's 2023 demographics; General Plan elements, goals, objectives and policies; and the progress of each City Department's 2023 accomplishments and future goals.

Implementation of the Housing Element includes tracking the City's progress in meeting its share of the region's housing needs, preserving the local housing stock, promoting equal housing opportunity, and efforts to remove governmental constraints to the maintenance, improvement, and development of housing. This Housing Element APR covers housing production, housing affordability and the status of Housing Element programs for Calendar Year 2023. In 2023, building permits were issued for a total of 86 residential units, including permits for 25 multifamily units, 44 single-family homes, and 17 accessory dwelling units. During this period, 53 residential units received their certificate of occupancy, including 26 multifamily units, 16 single-family homes, and 11 accessory dwelling units. Three residential developments were entitled during this period: Habitat for Humanity with 17 units; Park Center Drive Apartments with 54 units; and one single-family hillside home.

ENVIRONMENTAL REVIEW

The General Plan and Housing Element APR is not a “project” as defined by the California Environmental Quality Act (“CEQA”) because it involves the mandated annual reporting to the City Council, OPR and HCD on the City’s General Plan and Housing Element implementation pursuant to California Government Code Section 65400. Further, the reporting on General Plan and Housing Element implementation does not have the potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment (Public Resources Code section 21065; CEQA Guidelines section 15378). Any necessary compliance with CEQA for individual projects would be required prior to construction authorization.

FINANCIAL STATEMENT *Hy*

Upon the filing of this report, the City would continue to be eligible for potential funding from a number of regional and state programs.

CITY ATTORNEY REVIEW

N/A

Completed

RECOMMENDATION *MSB*

Adopt the Resolution authorizing the City Manager to submit the APRs on General Plan and Housing Element Implementation for Calendar Year 2023 to OPR and HCD, and find the action is not a project subject to CEQA.

ATTACHMENT

- Staff Report
- Resolution
- Exhibit A
- Exhibit B

STAFF REPORT

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AUTHORIZING SUBMISSION OF THE GENERAL PLAN AND HOUSING ELEMENT ANNUAL PROGRESS REPORT FOR CALENDAR YEAR 2023 TO THE STATE OF CALIFORNIA'S OFFICE OF PLANNING AND RESEARCH AND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND FINDING THE ACTION IS NOT A PROJECT AND THEREFORE NOT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

CITY COUNCIL MEETING MARCH 27, 2024

A. BACKGROUND

The attached Annual Progress Reports (APR) on General Plan and Housing Element Implementation for Calendar Year 2023 were prepared pursuant to California Government Code Section 65400 and the State of California Department of Housing and Community Development (HCD) Regulations. State law requires that a report be provided annually to the City Council, State of California Office of Planning and Research (OPR) and HCD on the status of the General Plan and Housing Element, progress in its implementation, progress in meeting its share of regional housing needs, and local efforts to remove governmental constraints to the maintenance, improvement, and development of housing. The report will be used by OPR and HCD to assist State-level decision making and to ensure that the City of Santee (City)'s certified Housing Element remains compliant with State Housing law.

Housing is considered affordable if no more than 30% of a household's income is spent on housing. To track housing affordability, HCD breaks household incomes into four levels based on County Area Median Income (AMI). Very Low Income households earn 50% or less of the AMI and Low Income households earn 51% to 80% of the AMI. Moderate Income households earn 81% to 120% of the AMI, whereas Above Moderate Income households earn more than 120% of the AMI. The AMI for a four-person household in San Diego County in 2023 was \$116,800.

The Housing Element Annual Progress Report includes detailed information on new residential units based on entitlement status, building permits issued, and building permits finalized. The City's progress in meeting its Regional Housing Needs Allocation (RHNA) is based on building permits issued. The City must also report the affordability of all residential units entitled, permitted, and finalized. Based on recently certified Housing Elements from other jurisdictions in San Diego County, where HCD allowed rental and for-sale multifamily housing units, including accessory dwelling units (ADUs), to count as moderate-income housing toward the jurisdiction's respective RHNA, the City is taking the same approach and allocating for-sale and rental multifamily housing and ADUs to the moderate-income RHNA affordability bracket.

B. REPORTING PERIOD

These progress report covers general plan implementation and housing production, affordability and status of Housing Element programs for Calendar Year 2023.

C. REPORT SUMMARY

The APR on General Plan Implementation for Calendar Year 2023 has been prepared and consists of four sections (Introduction, Demographics, General Plan Goals and Objectives and Progress in Meeting General Plan Goals and Objectives) shown in Exhibit A of the attached Resolution. The four sections are summarized below:

- Introduction - This section includes the City's Organizational Chart, Community Profile, and Mission, Vision, Values Statement.
- Demographics - This section includes data, tables and maps regarding population, housing and other characteristics, including but not limited to:
 - Total Population: 60,037 (*P1 | 2020 Decennial Census*)
 - Employment Rate: 58.8% (*DP03 | 2022 ACS 5-Year Estimates*)
 - Homeownership Rate: 73.0% +/- 2.1% (*DP04 | 2022 ACS 5-Year Estimates*)
 - Median Sales Price 2022 -Single Family: \$767,504
 - Median Gross Rent: \$1,982 +/- \$89 (*DP04 | 2022 ACS 5-Year Estimates*)
- General Plan Goals and Objectives - This section introduces the purpose of a General Plan and the required elements pursuant to state law. It also outlines the City's adopted General Plan Elements and all associated goals, objectives and policies found within said General Plan Elements. The following General Plan Elements have been adopted by the City:
 - Land Use Element
 - Housing Element
 - Mobility Element
 - Recreation Element
 - Trails Element
 - Conservation Element
 - Noise Element
 - Safety Element (actively being updated)
 - Community Enhancement Element
 - Environmental Justice Element (being prepared as part of Safety Element Update)
- Progress in Meeting General Plan Goals and Objectives - This section outlines how each City Department is implementing the General Plan through 2023 accomplishments along with future goals and objectives.

The APR on Housing Element Implementation for Calendar Year 2023 has been prepared using forms and definitions adopted by HCD. The report consists of 14 tables shown in Exhibit B of the attached Resolution. The City's production and progress during 2023 is summarized below:

- Summary - This table provides a summary of all the building permits issued with unit counts by income level and housing applications submitted and entitled in 2023.

- Table A, Housing Development Applications Submitted - This table includes data on all new housing units and developments for which an application was submitted (deemed complete) between January 1st and December 31st of 2023. The City received three development applications and 37 ADU applications for a total of 109 units submitted in 2023. These units include 17 units associated with the Habitat for Humanity application and 54 units associated with the Park Center Drive Apartments application.
- Table A2, Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units - This table includes detailed information, including Assessor's Parcel Numbers and Addresses, of all residential units entitled or for which building permits were issued or finalized in 2023. In 2023, building permits were issued for a total of 86 residential units, including permits for 25 multifamily units, 44 single-family homes, and 17 accessory dwelling units. During this period, a total of 53 residential units were completed and received their certificate of occupancy, including permits for 26 multifamily units, 16 single-family homes, and 11 accessory dwelling units. Two residential developments and one single family residence were entitled during this period: Habitat for Humanity with 17 units; Park Center Drive Apartments with 54 units; and one single-family hillside home.
- Table B, RHNA Progress - This table reports building permits issued by affordability and calendar year to demonstrate progress in meeting the City's share of the regional housing need.

Santee's RHNA, finalized by the San Diego Association of Governments on July 10, 2020, is 1,219 housing units for the period of April 15, 2021 to April 15, 2029.

Cumulatively, from January 1, 2023 to December 31, 2023, Santee issued building permits for 86 units: 17 moderate income and 69 above moderate income units, with 668 units in all income categories remaining based on the City's RHNA.

- Table C, Sites Identified or Rezoned to Accommodate Shortfall Housing Need - This table is used to identify sites that have been rezoned to accommodate a shortfall in low- or moderate-income units due to development of a site in the Housing Element Inventory of Sites identified by low- or moderate-income units, but for which none or only some units were developed as affordable. This table tracks "replacement" sites in accordance with the "No Net Loss" provisions of Senate Bill 166, enacted in 2018. In Calendar Year 2023, no sites in the City were rezoned to accommodate shortfall housing need.
- Table D, Program Implementation Status - This table provides the status of Housing Element program implementation. Each of the 14 programs listed in the adopted Housing Element is identified by name, objective, and timeframe for implementation. Staff provided a brief response on the implementation of each program in the table.
- Table E, Commercial Development Bonus Approved pursuant to Government Code section 65915.7 - This table tracks commercial development bonuses granted to a

development that includes an agreement to provide affordable housing constructed on the site of the commercial development or alternative adequate site. The City did not issue any commercial development bonuses for affordable housing in Calendar Year 2023.

- Table F, Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites - This table is used to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved. In 2023, no developments were converted from non-affordable to affordable.
- Table F2, Converted affordable housing units - This table reports the number of units in an existing multifamily building that were converted to deed-restricted rental housing for moderate-income households by the imposition of affordability covenants and restrictions for the unit. None were converted under these provisions in 2023.
- Table G, Locally Owned Lands Included in the Housing Element Sites Inventory - This table is used to report any City-owned sites identified in the Housing Element Residential Sites Inventory that have been disposed of. The City does not own any sites identified in the Residential Sites Inventory.
- Table H, Locally Owned Surplus Sites - This table is used to identify City-owned parcels that have been declared as surplus, exempt surplus, or excess pursuant to Government Code Sections 54221 and 50569. As of 2023, the City has declared four properties as surplus land, one property as exempt surplus land and three properties as excess lands.
- Table I, Duplex and Urban Lot Split Units - This table identifies any duplex units and urban lot splits the City has allowed pursuant to State law. None were permitted in 2023.
- Table J, Student Housing - This table identifies any low-income student housing permitted by the City pursuant to State law. No low-income student housing was permitted by the City in 2023.
- Local Early Action Planning (LEAP) Reporting - This table provides a summarized status update of LEAP housing grants the City has received. In 2020, the City received a LEAP Grant for \$150,000 to support the environmental review for the Housing Element Rezones Program. According to HCD, reimbursement is imminent and is reflected as a cumulative reimbursement in this table.

D. STAFF RECOMMENDATION

Adopt the Resolution authorizing the City Manager to submit the APRs on General Plan and Housing Element Implementation for Calendar Year 2023 to OPR and HCD, and find the action is not a project subject to CEQA.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
AUTHORIZING SUBMISSION OF THE GENERAL PLAN AND HOUSING ELEMENT
ANNUAL PROGRESS REPORT FOR CALENDAR YEAR 2023 TO THE STATE OF
CALIFORNIA’S OFFICE OF PLANNING AND RESEARCH AND DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT AND FINDING THE ACTION IS NOT
A PROJECT AND THEREFORE NOT SUBJECT TO THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT**

WHEREAS, pursuant to California Government Code Section 65400, a report must be provided annually to the City Council on the implementation of the General Plan and Housing Element; and

WHEREAS, the State of California Department of Housing and Community Development (HCD) has adopted regulations that require the City to use standardized forms when preparing the Housing Element Annual Progress Report (APR) pursuant to California Government Code Section 65400; and

WHEREAS, pursuant to California Government Code Section 65400 the annual reports attached hereto as “Exhibit A” and “Exhibit B” must be submitted to the State of California Office of Planning and Research (OPR) and HCD by April 1st of each year; and

WHEREAS, the current 6th Cycle Housing Element that covers the planning period from 2021-2029 was prepared in accordance with the State General Plan Guidelines and was adopted by the City Council on May 11, 2022; and

WHEREAS, the 6th Cycle Housing Element was certified by HCD on December 6, 2022; and

WHEREAS, a public meeting on the annual report was held on March 27, 2024 as required by Government Code section 65400; and

WHEREAS, The General Plan and Housing Element APR is not a “project” as defined by the California Environmental Quality Act (“CEQA”) because it involves the mandated annual reporting to the City Council, OPR and HCD on the City’s General Plan and Housing Element implementation pursuant to California Government Code Section 65400. Further, the reporting on General Plan and Housing Element implementation does not have the potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. (Public Resources Code section 21065; State CEQA Guidelines § 15378.) Any necessary compliance with CEQA for individual projects would be required prior to construction authorization; and

WHEREAS, the City Council considered the General Plan and Housing Element APR for Calendar Year 2023.

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

SECTION 1: The City Council authorizes the City Manager to submit the APR on General Plan and Housing Element Implementation for Calendar Year 2023 to OPR and HCD by April 1, 2024.

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 27th day of March, 2024, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

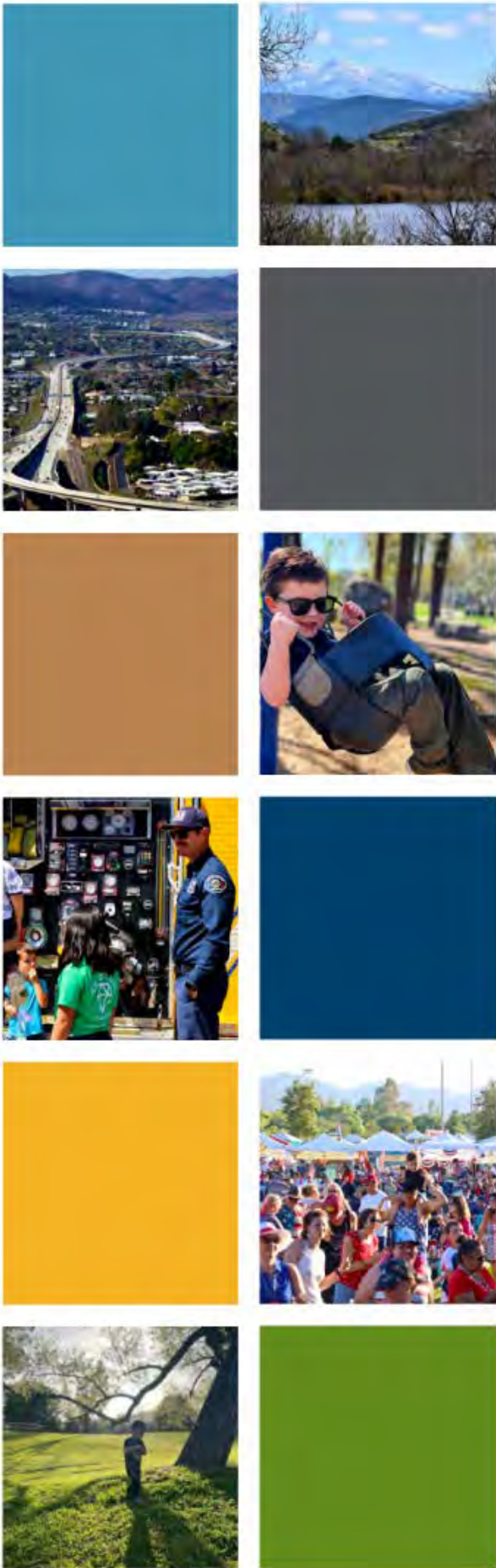
ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

Attachment:

Exhibit A – 2023 Annual Progress Report on General Plan Implementation

Exhibit B – 2023 Annual Progress Report on Housing Element Implementation



GENERAL PLAN

ANNUAL PROGRESS REPORT

CALENDAR YEAR 2023





CITY COUNCIL

John W. Minto	Mayor
Dustin Trotter	Vice Mayor, District 4
Rob McNelis	Council Member, District 1
Ronn Hall	Council Member, District 2
Laura Koval	Council Member, District 3

STATEMENT



This report provides the City Council and public with an overview of the City's progress in implementing its General Plan in accordance with Government Code Section 65400. The report provides a summary of accomplishments by City entity to show how the City is meeting the goals and objectives of the General Plan.

PREPARED BY THE CITY OF SANTEE PLANNING & BUILDING DEPARTMENT
10601 Magnolia Ave. Santee, CA 92071 | 619-258-4100 | www.cityofsanteeca.gov

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General Plan Element

Goals, Objectives, & Policies

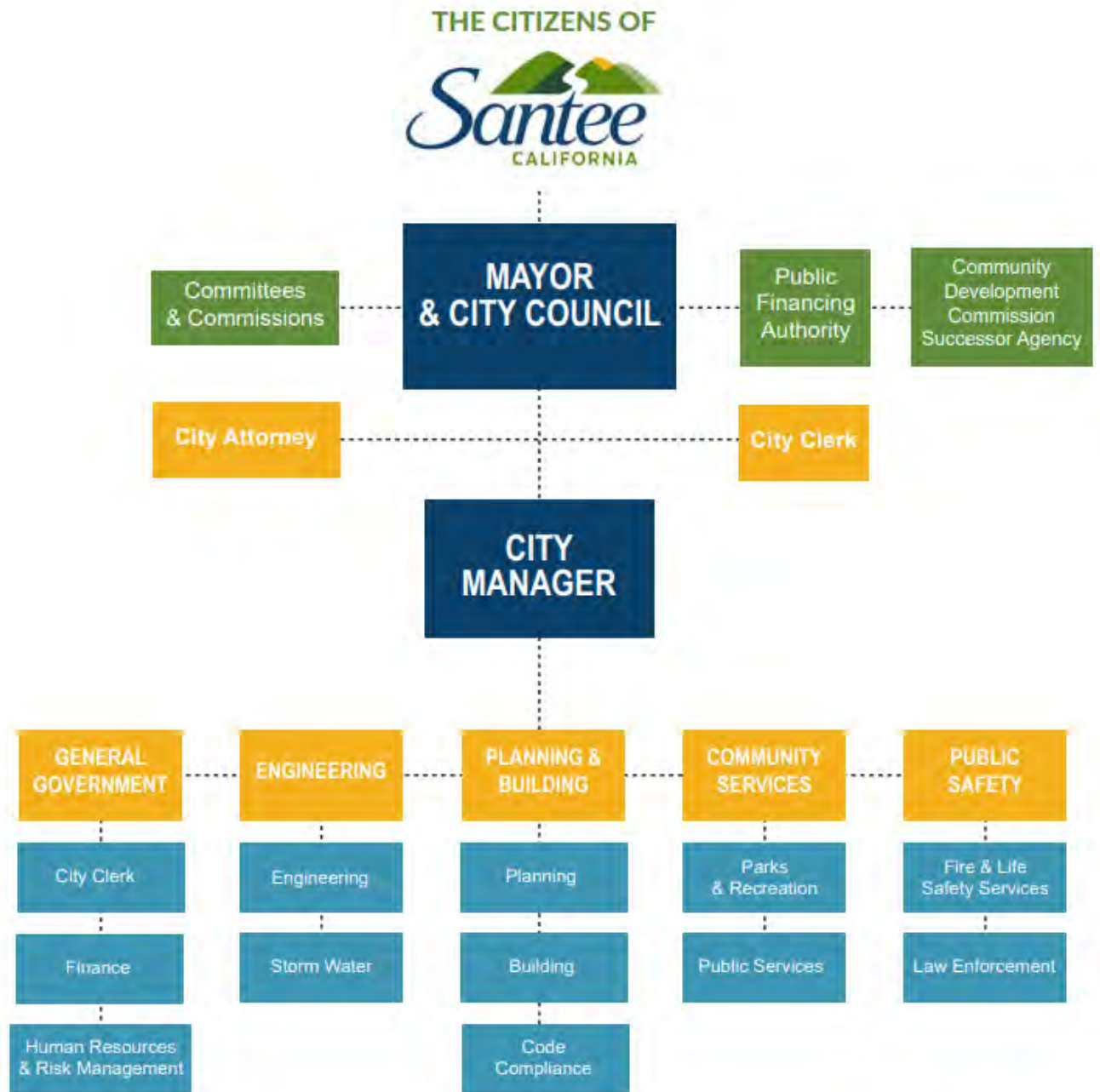
PROGRESS IN MEETING GENERAL PLAN GOALS & OBJECTIVES

Introduction

2023 Accomplishments by City Entity

Future Actions – Goals and Objectives by City Entity

ORGANIZATIONAL CHART



COMMUNITY PROFILE

Date Incorporated	December 1, 1980
City Charter	Voter Approved November 4, 2008
Form of Government	Council-Manager
City Employment (full-time equivalent funded positions).....	146.50
Population (as of 1/1/2023)	59,227
Number of Register Voters (as of 4/1/2023)	37,782
Area	16.7 square miles
Streets (miles)	126.2
Elevation	350 ft.



MISSION, VISION, VALUES STATEMENT



MISSION

We honor the public trust and serve our community by providing quality services and programs to promote economic prosperity, safety, social well being and a healthy environment.

VISION

Exceptional and dedicated people working together for a dynamic and progressive City where family, community and diversity are embraced.

VALUES

Accountability

Taking responsibility and ownership for actions and their results.

Visionary

Exemplifying innovation and initiative.

Integrity

Dedication to honest and ethical actions in public service.

Professionalism

Demonstrating high standards of performance, service or teamwork with responsiveness, courtesy and respect. xv

Commitment

Displaying dedication and loyalty to the community, organization or profession.



DEMOGRAPHICS

Employment

Employment Rate: 58.8% (DP03 | 2022 ACS 5-Year Estimates)

Families and Living Arrangements

Total Households: 20,642 (DP02 | 2022 ACS 5-Year Estimates)

Income and Poverty

Median Household Income: \$101,777 (S1901 | 2022 ACS 5-Year Estimates)

Housing

Total Housing Units: 21,848 (H1 | 2020 Decennial Census)

Race and Ethnicity

White alone 68.7%

Hispanic or Latino alone 21%

Two or More Races 14.3%

Asian alone 5.9%

Some Other Race 7.4%

American Indian and Alaska Native alone 0.8%

Black or African American alone 2.3%

Native Hawaiian and Other Pacific Islander alone 0.54%

(P8 | 2020 Decennial Census)

Education

Bachelor's Degree or Higher: 31.9% (S1501 | 2022 ACS 5-Year Estimates)

Health Insurance

Without Health Care Coverage: 3.7% (S2701 | 2022 ACS 5-Year Estimates)

Veterans

Veterans: 11.1% +/- 1.2% (S2101 | 2022 ACS 5-Year Estimates)

Disability

Disabled Population: 12.8% +/- 1.3% (S1810 | 2022 ACS 5-Year Estimates)

Children

Under 18 years old: 22.8% +/- 1.3% (S0101 | 2022 ACS 5-Year Estimates)

Families and Household Characteristics

Average Family Size: 3.27 +/- 0.07 (DP02 | 2022 ACS 5-Year Estimates)

Age and Sex

Median Age: 39.0 +/- 1.3 (S0101 | 2022 ACS 5-Year Estimates)

Homeownership Rate

Homeownership Rate: 73.0% +/- 2.1% (DP04 | 2022 ACS 5-Year Estimates)

Housing Units

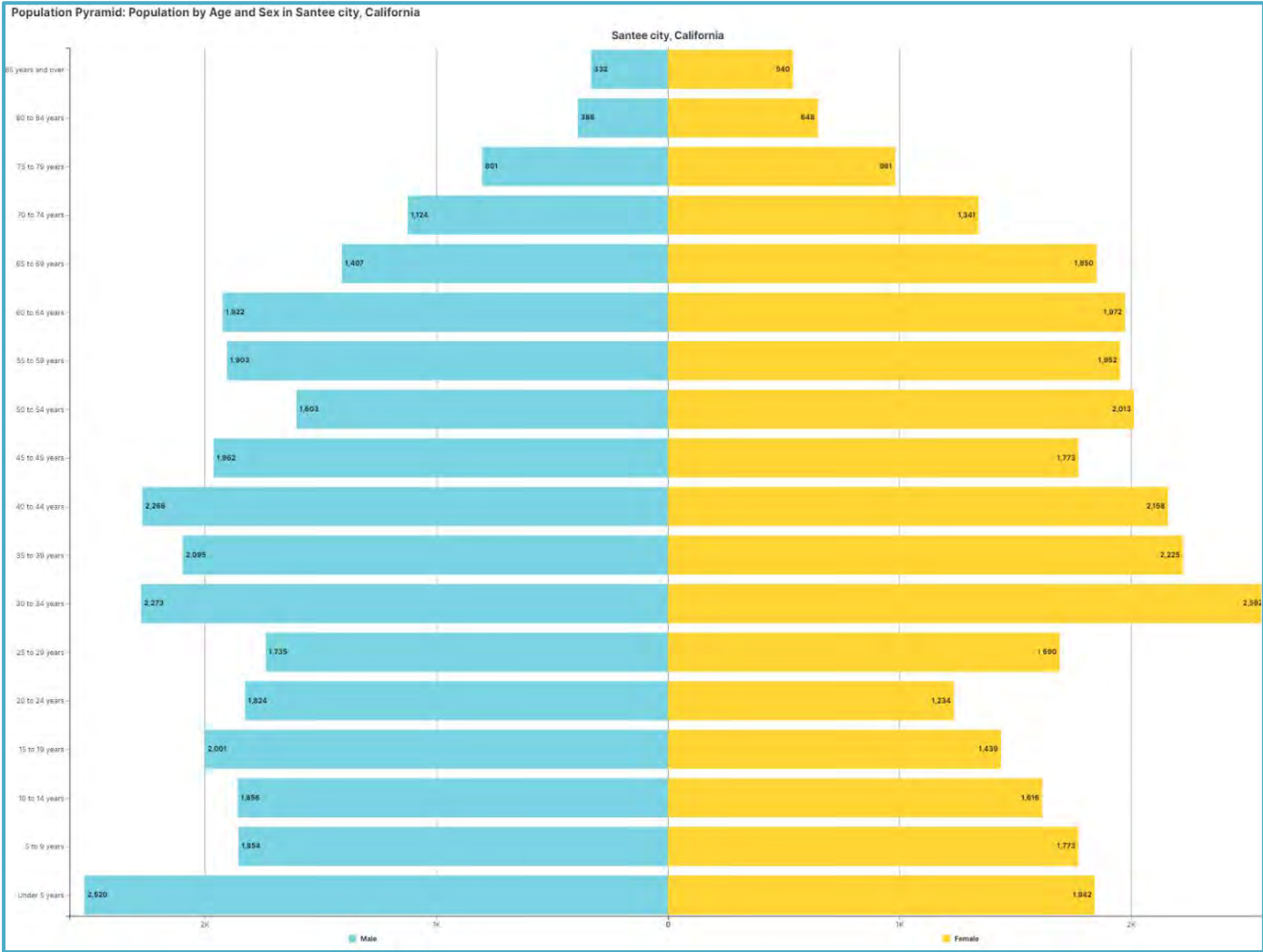
Total Housing Units: 21,848 (H1 | 2020 ACS 5-Year Estimates)

Median Sales Price 2023

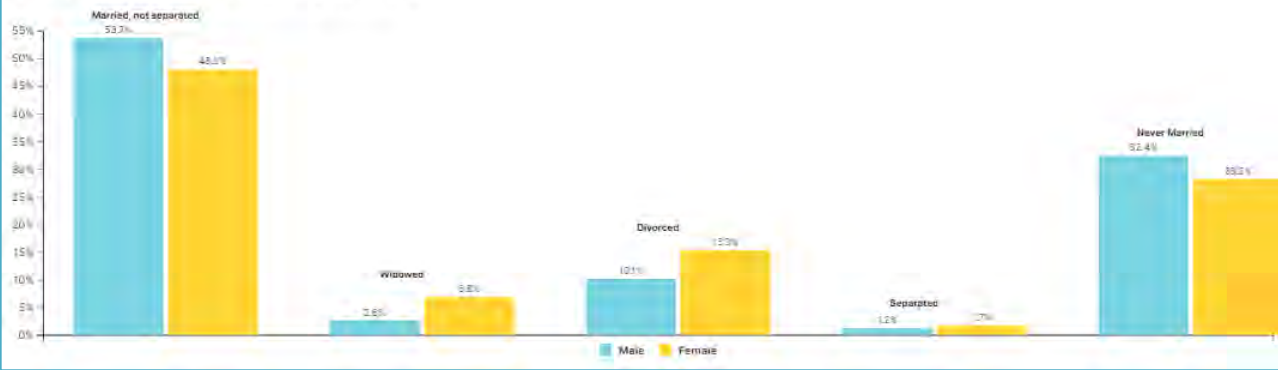
Detached Single Family: \$870,000
 Attached Condominiums/Townhomes: \$606,000
 (Greater San Diego Association of REALTORS 2023 Summary Statistics)

Rental Characteristics

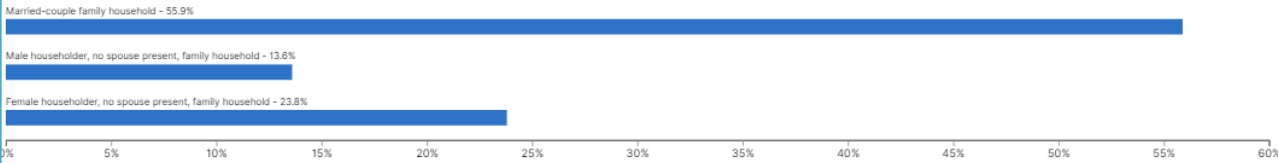
Median Gross Rent: \$1,982 +/- \$89 (DP04 | 2022 ACS 5-Year Estimates)



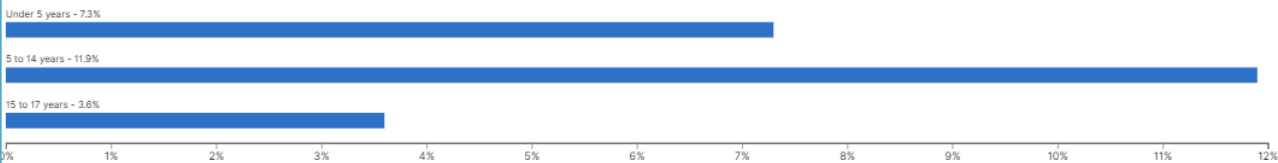
Marital Status by Sex in Santee city, California



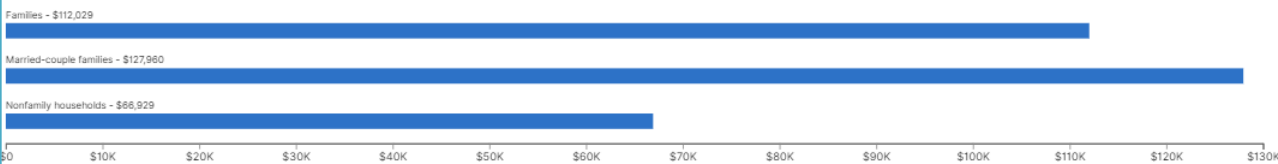
Total Households by Type of Households in Santee city, California



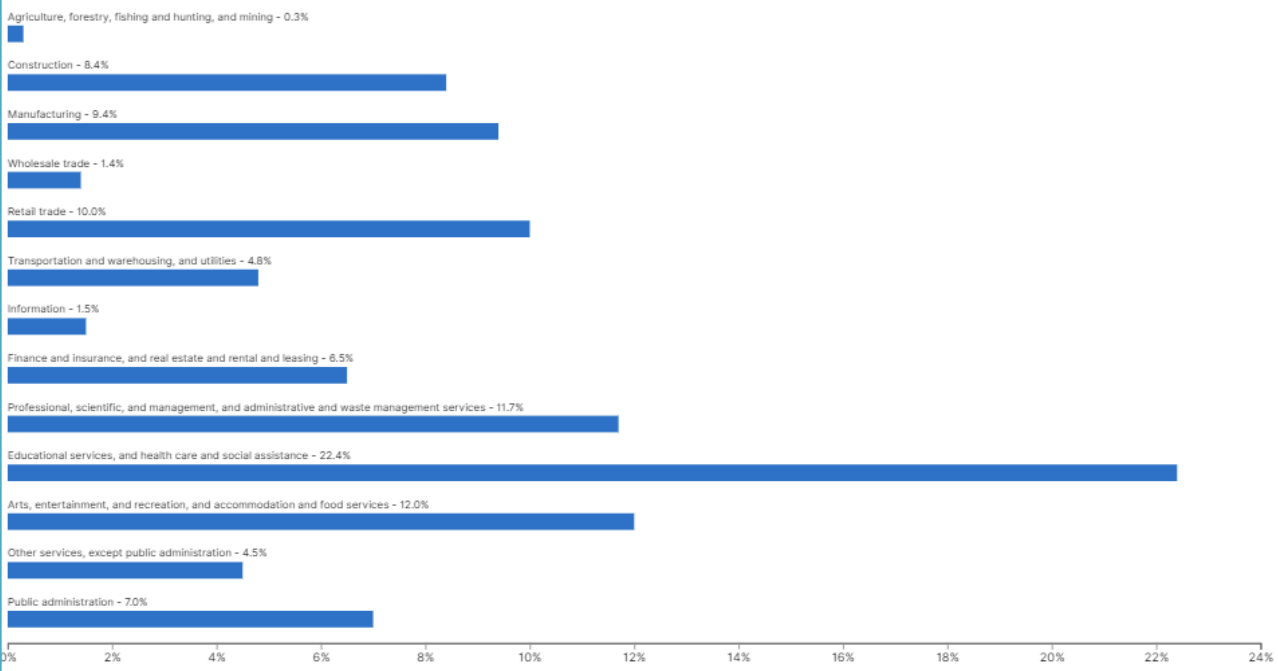
Children Under 18 by Age Range in Santee city, California



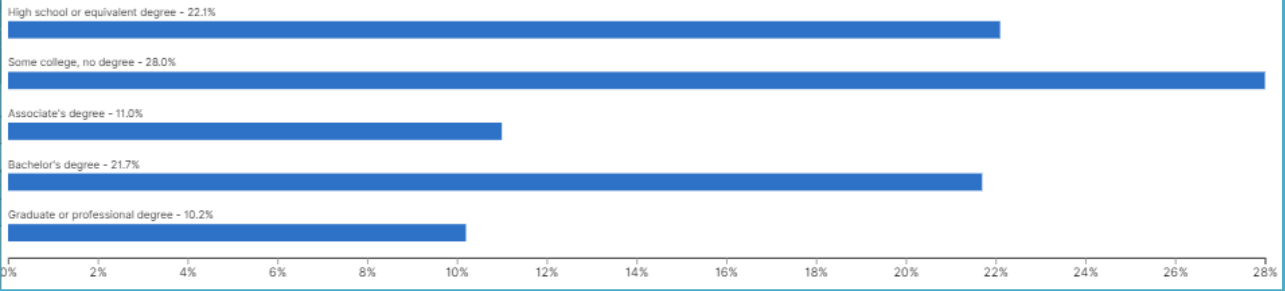
Median Income by Types of Families in Santee city, California



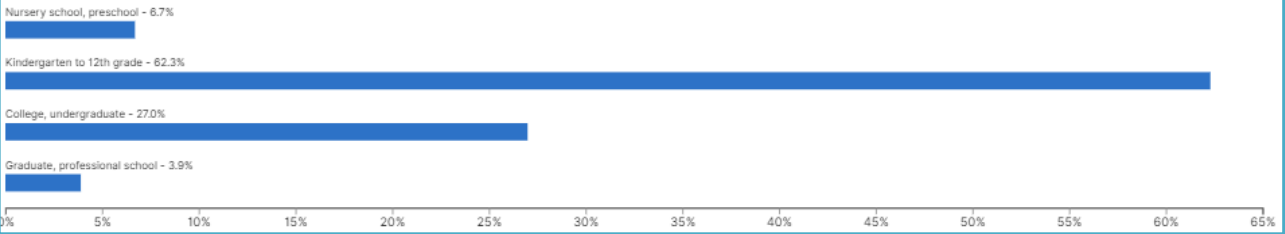
Industry for the Civilian Employed Population 16 Years and Over in Santee city, California



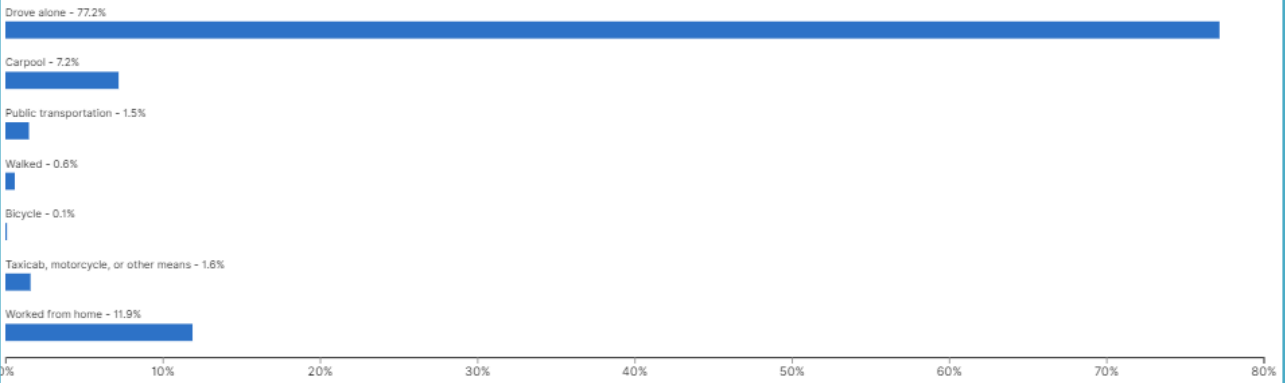
Education Attainment (Population 25 Years and Older) in Santee city, California



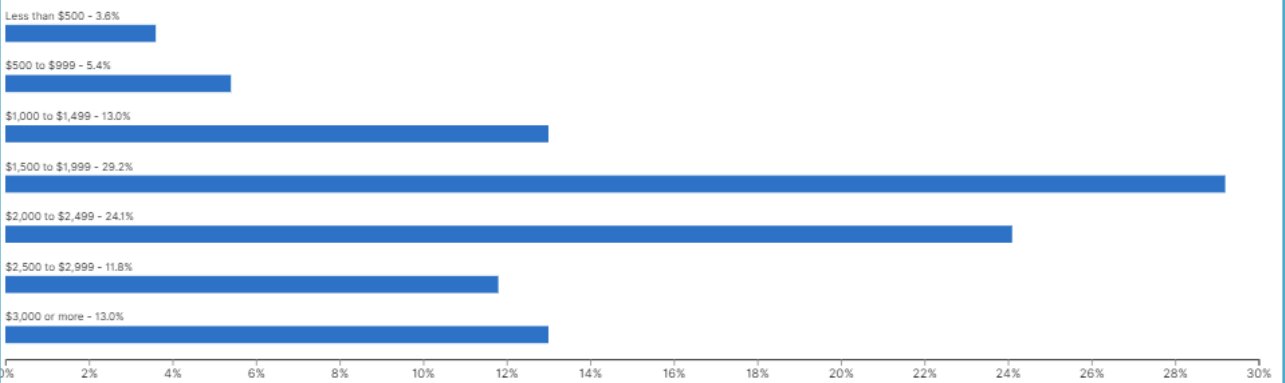
School Enrollment (Population 3 Years and Over Enrolled in School) in Santee city, California



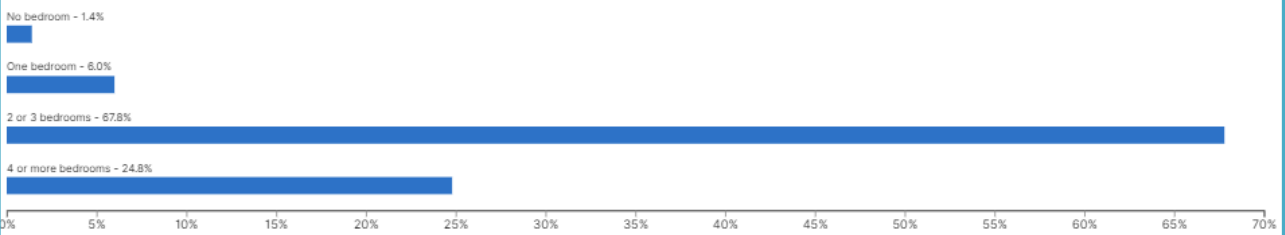
Means of Transportation to Work (Workers 16 Years and Over) in Santee city, California



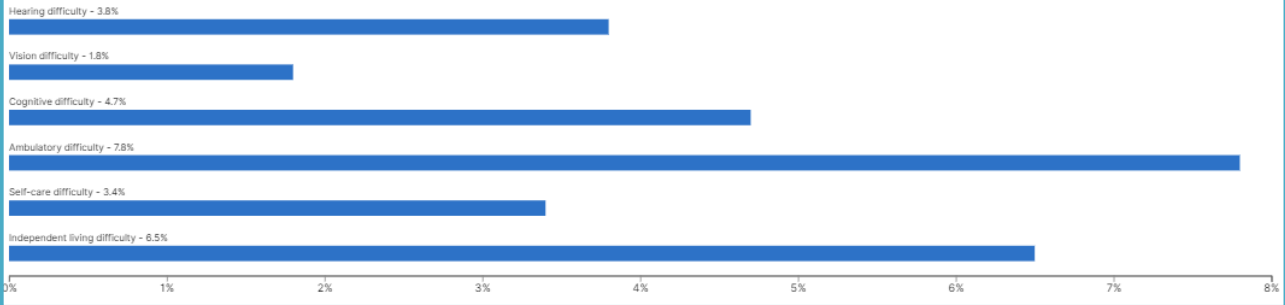
Occupied Units Paying Rent in Santee city, California



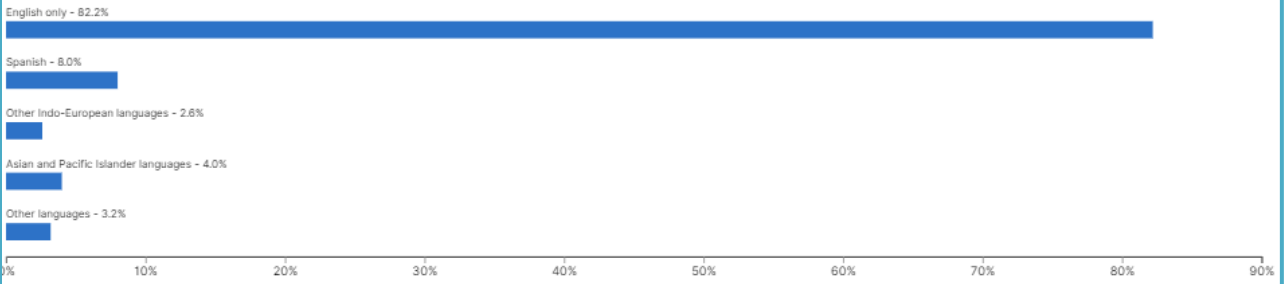
Bedrooms in Occupied Housing Units in Santee city, California

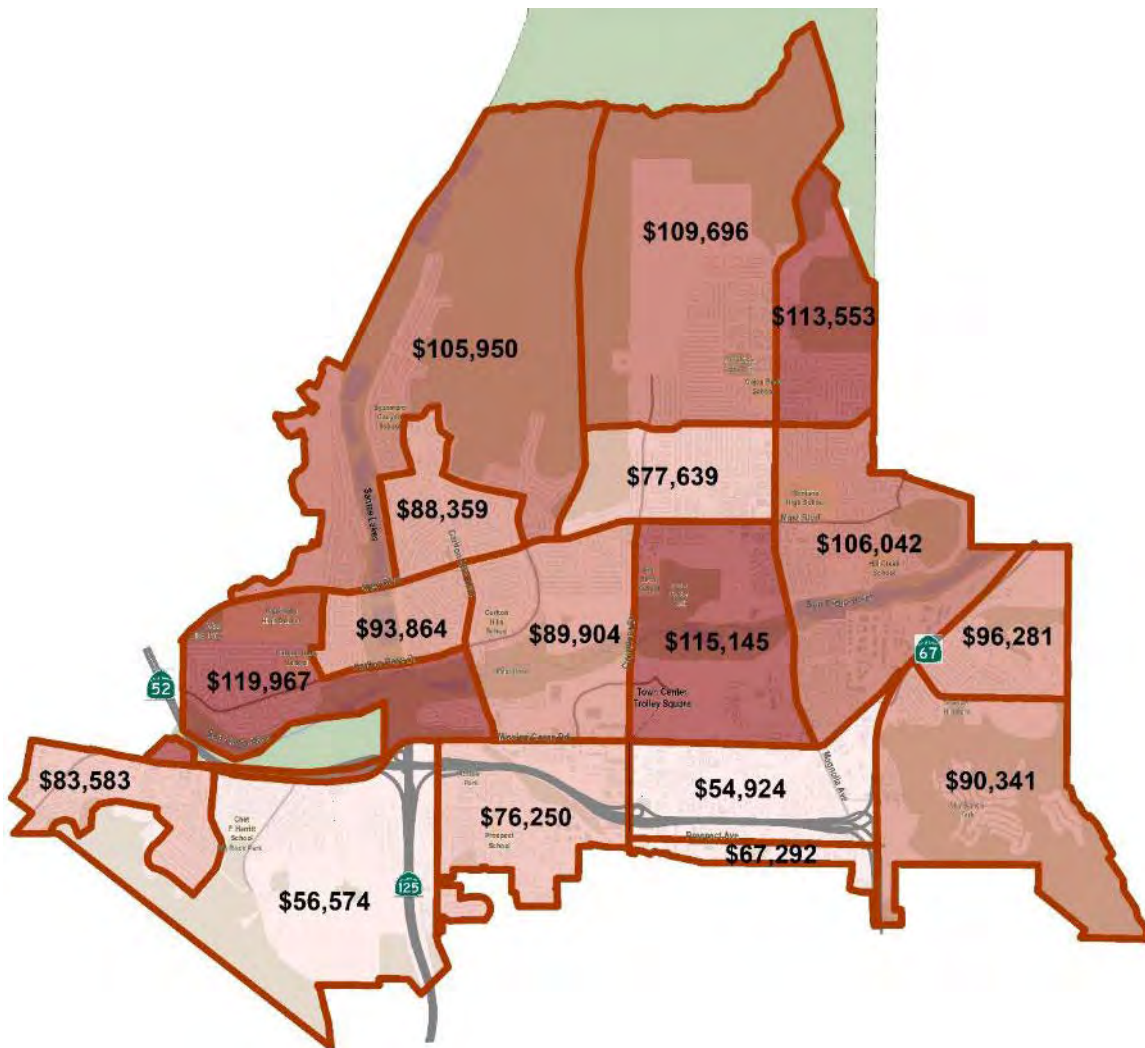


Types of Disabilities in Santee city, California



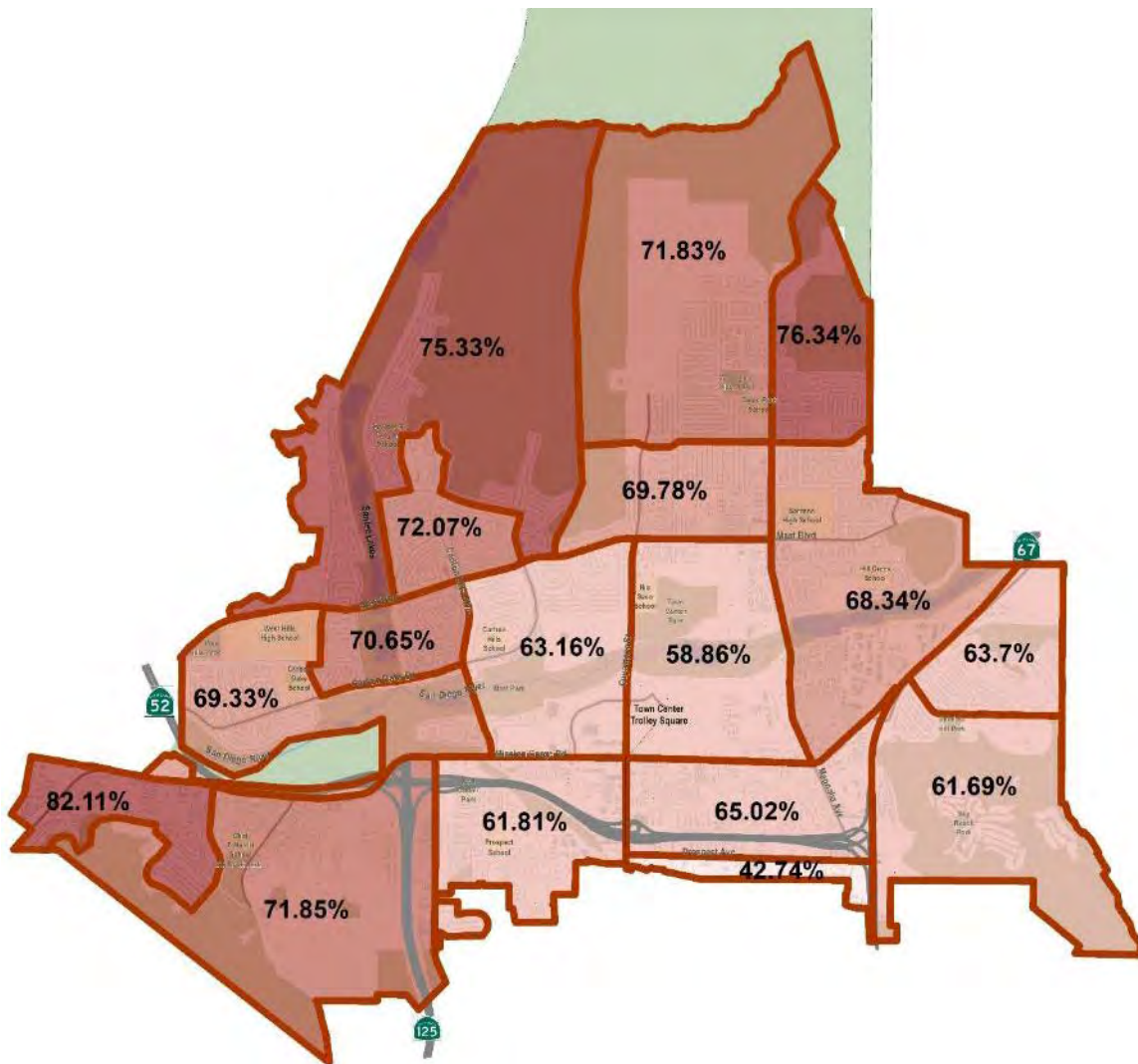
Types of Language Spoken at Home in Santee city, California



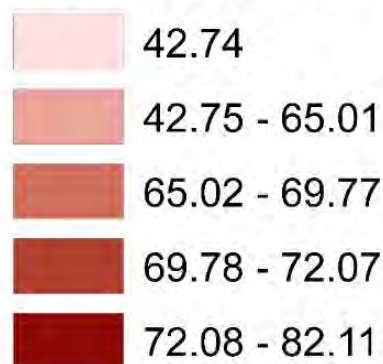


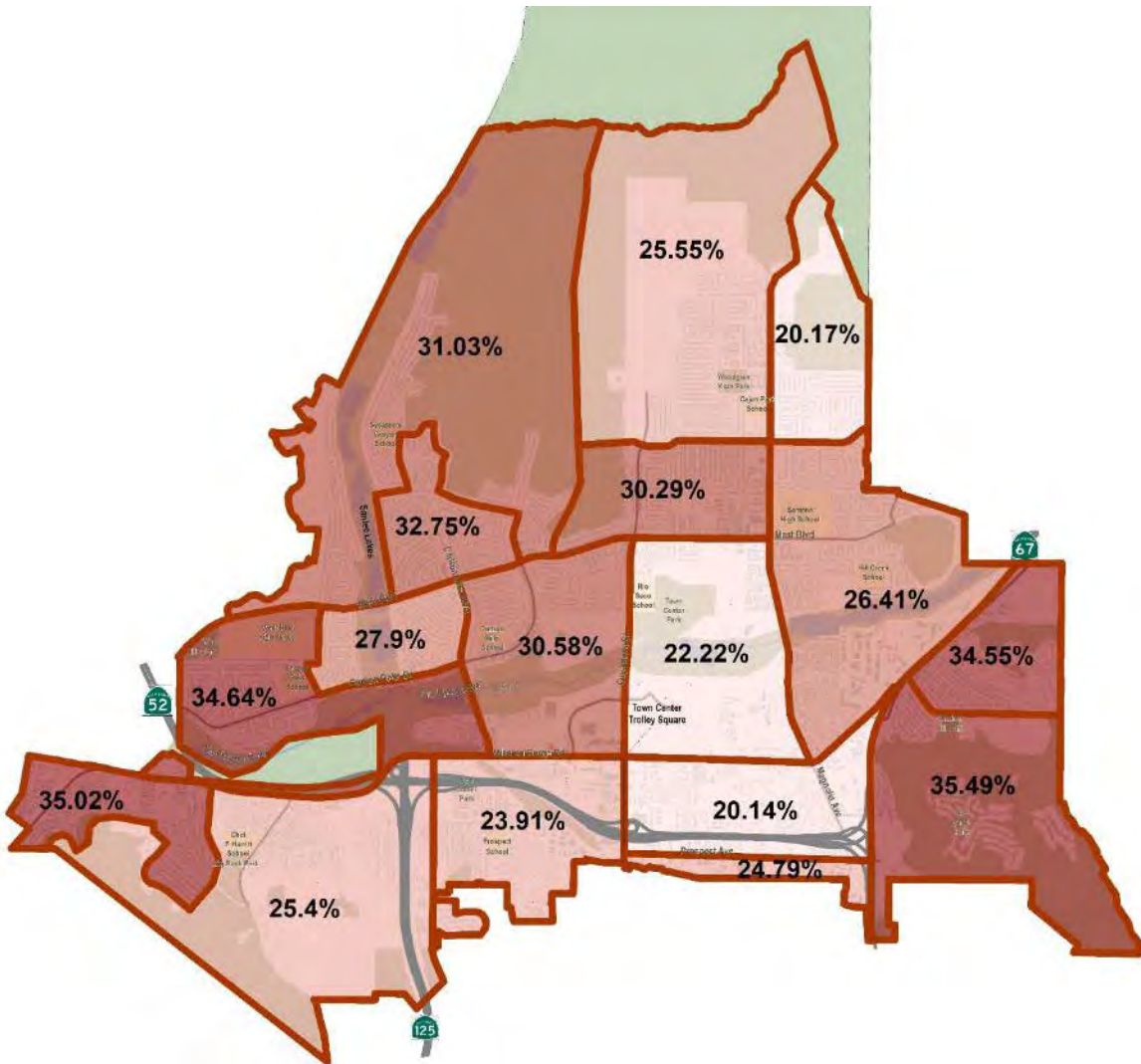
**Median Household Income
(2020 Census)**



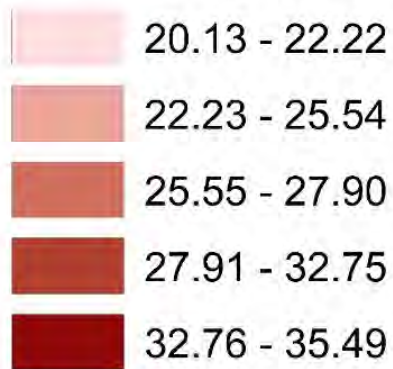


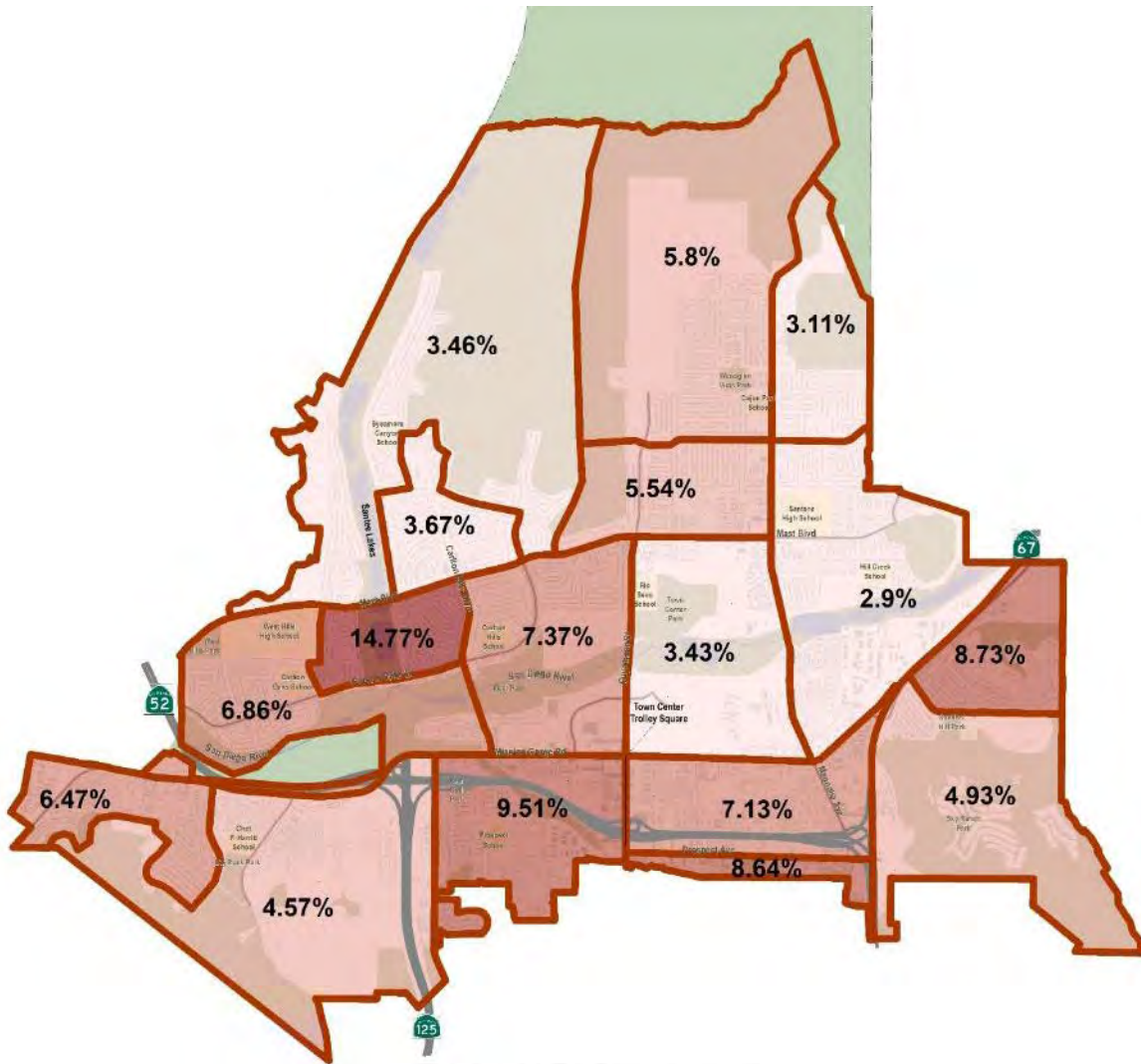
White Non-Hispanic Population Percentages



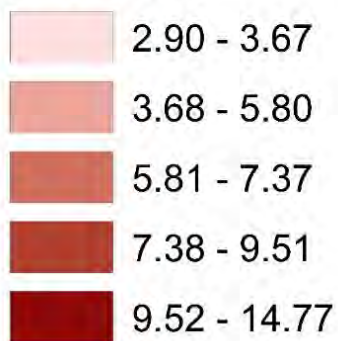


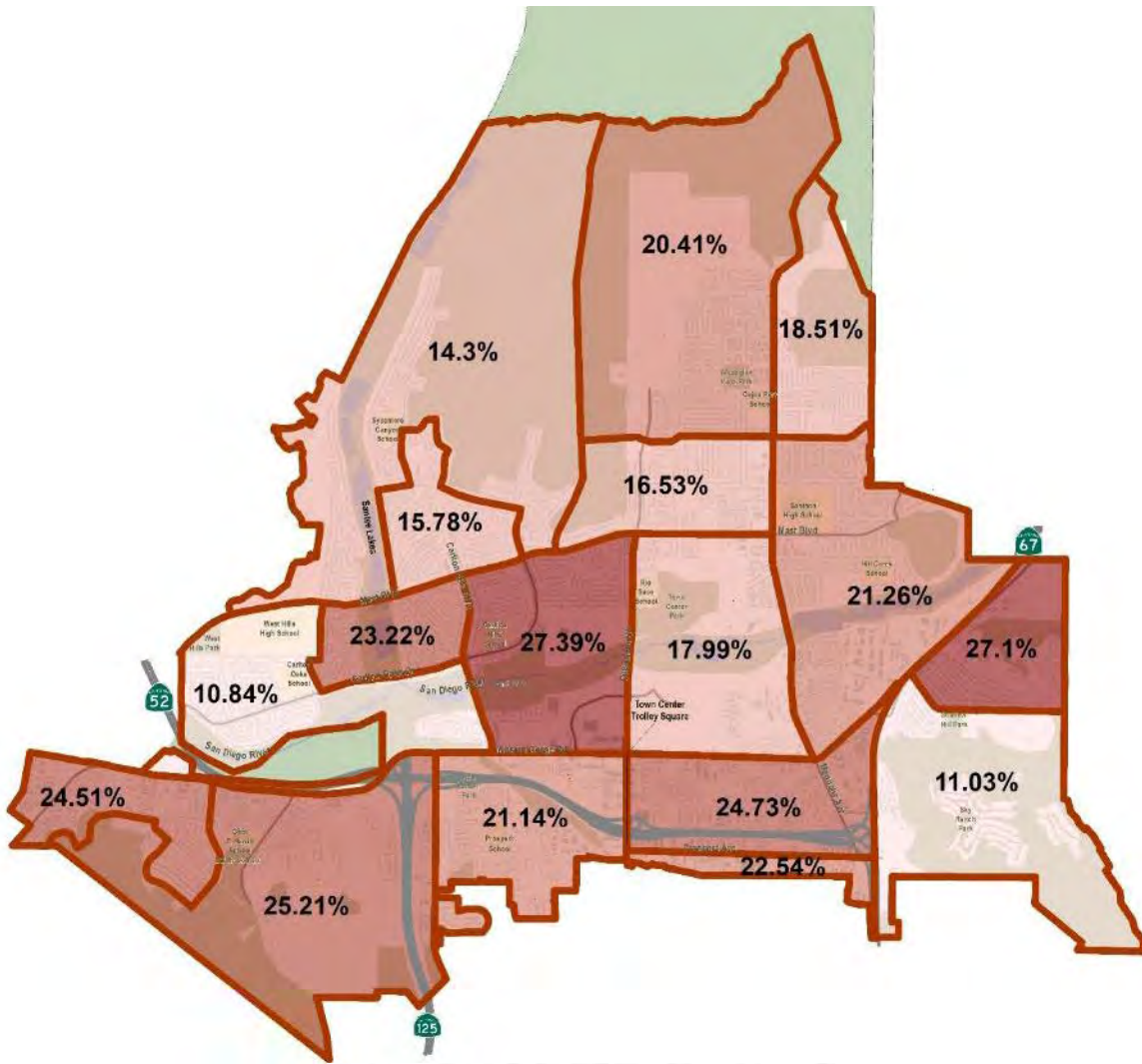
Educational Attainment Bachelors+ Percentage



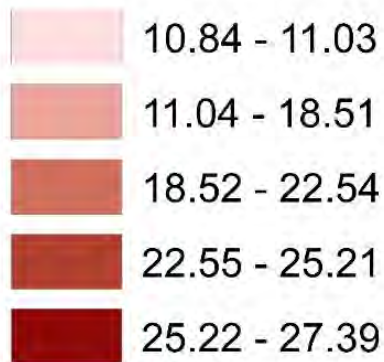


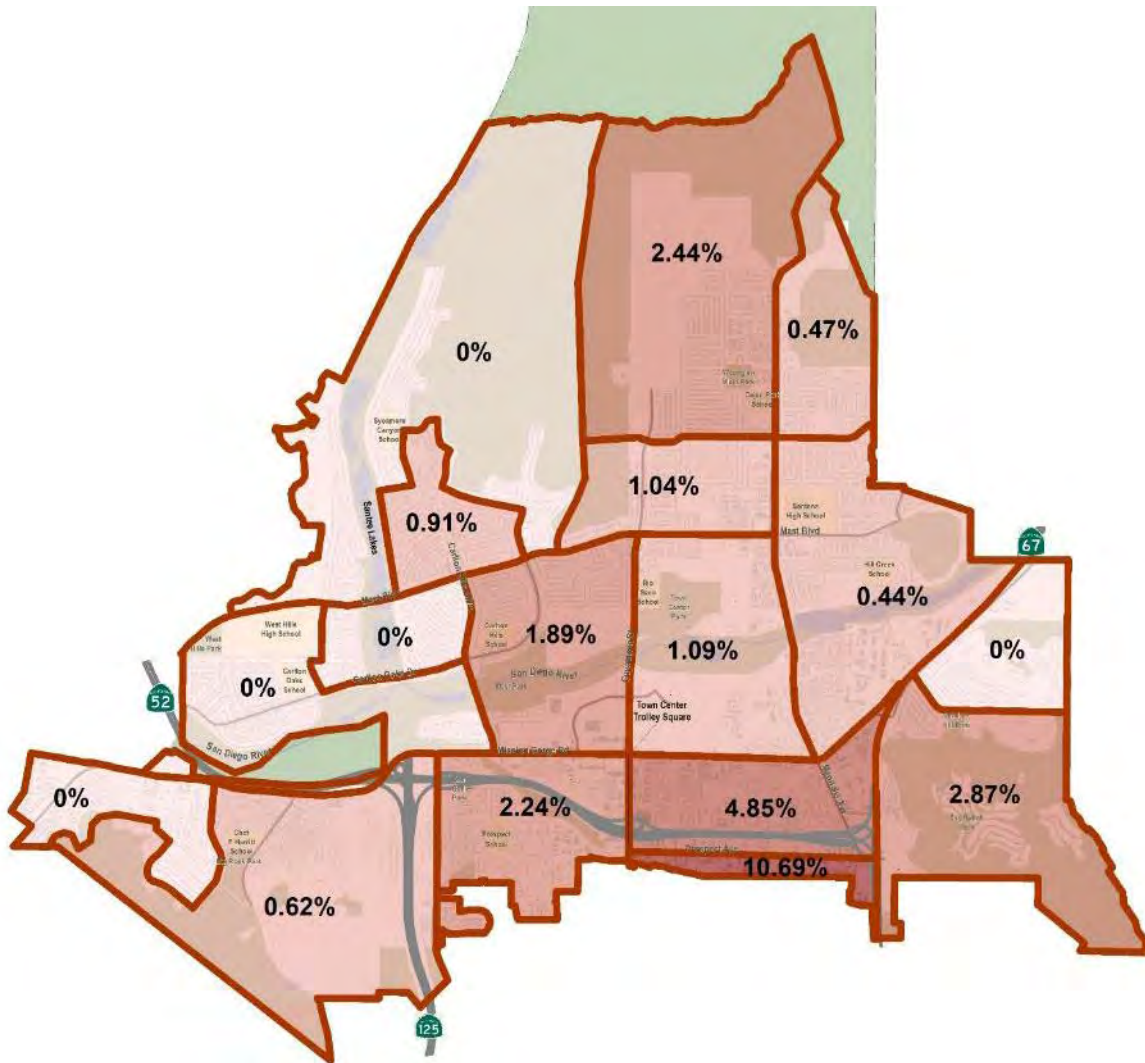
Unemployment Rates (%)



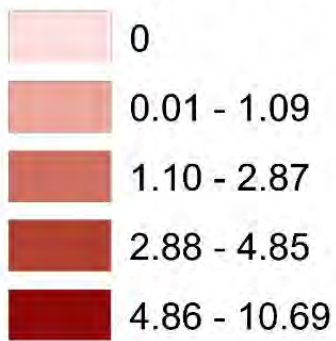


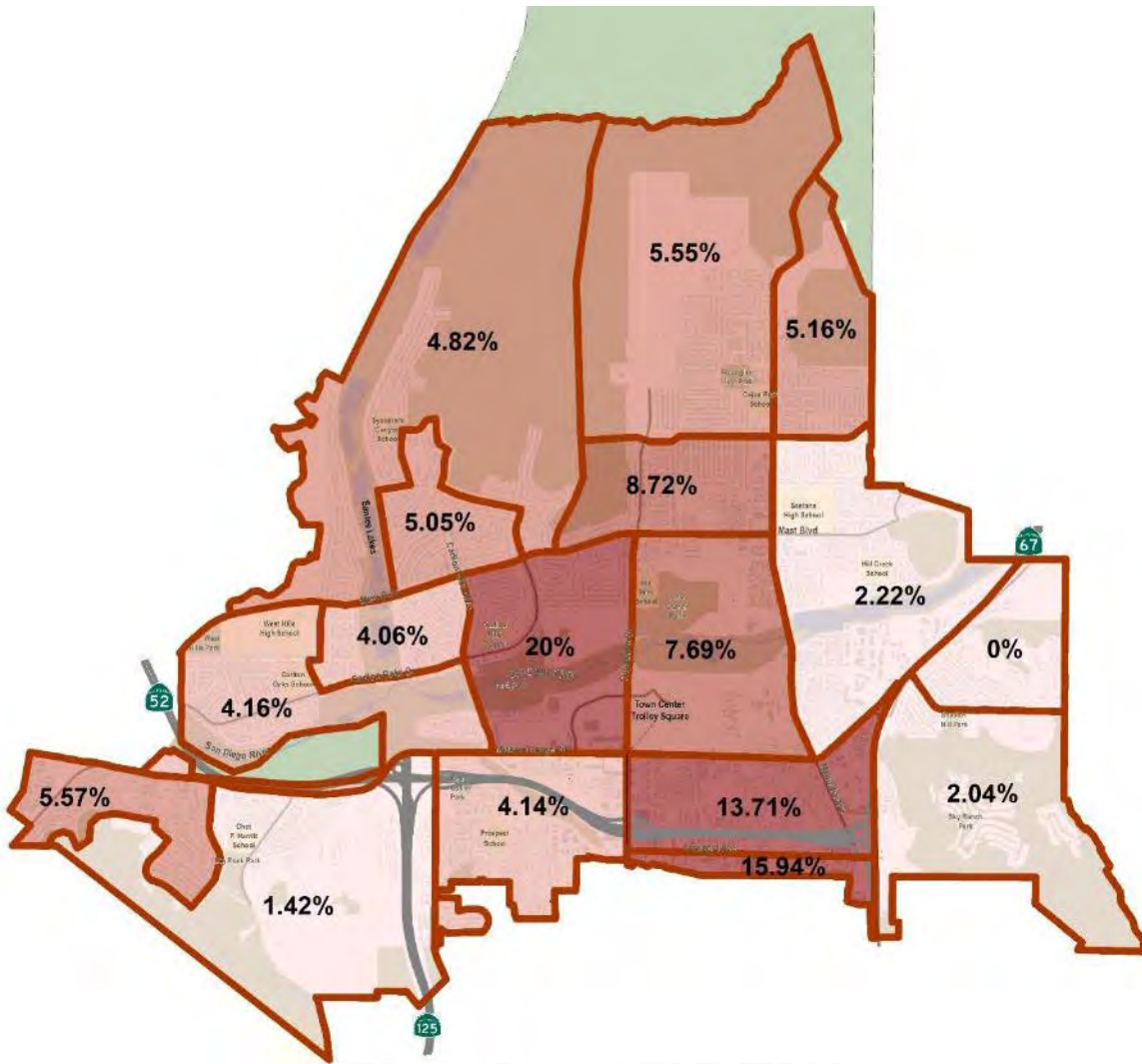
Single-Parent Headed Households (%)



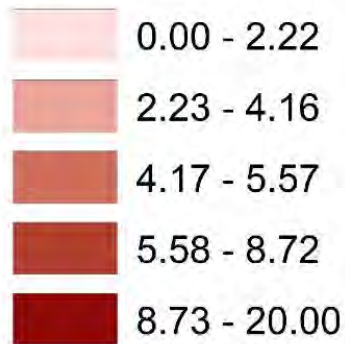


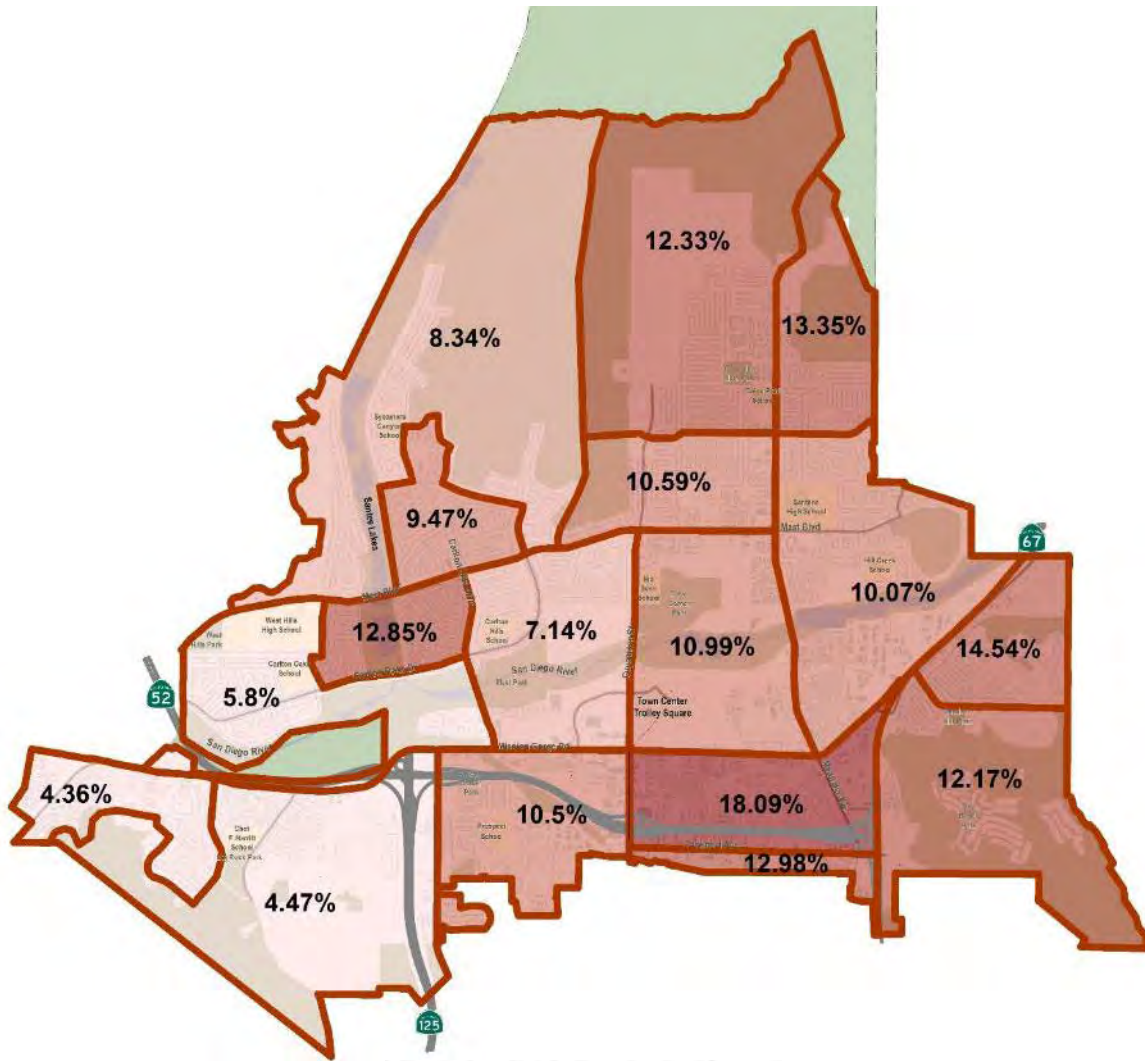
Public Transit Usage (%)



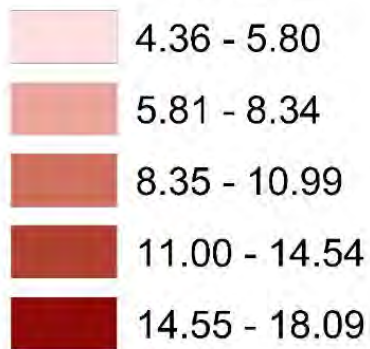


Families in Poverty (%)

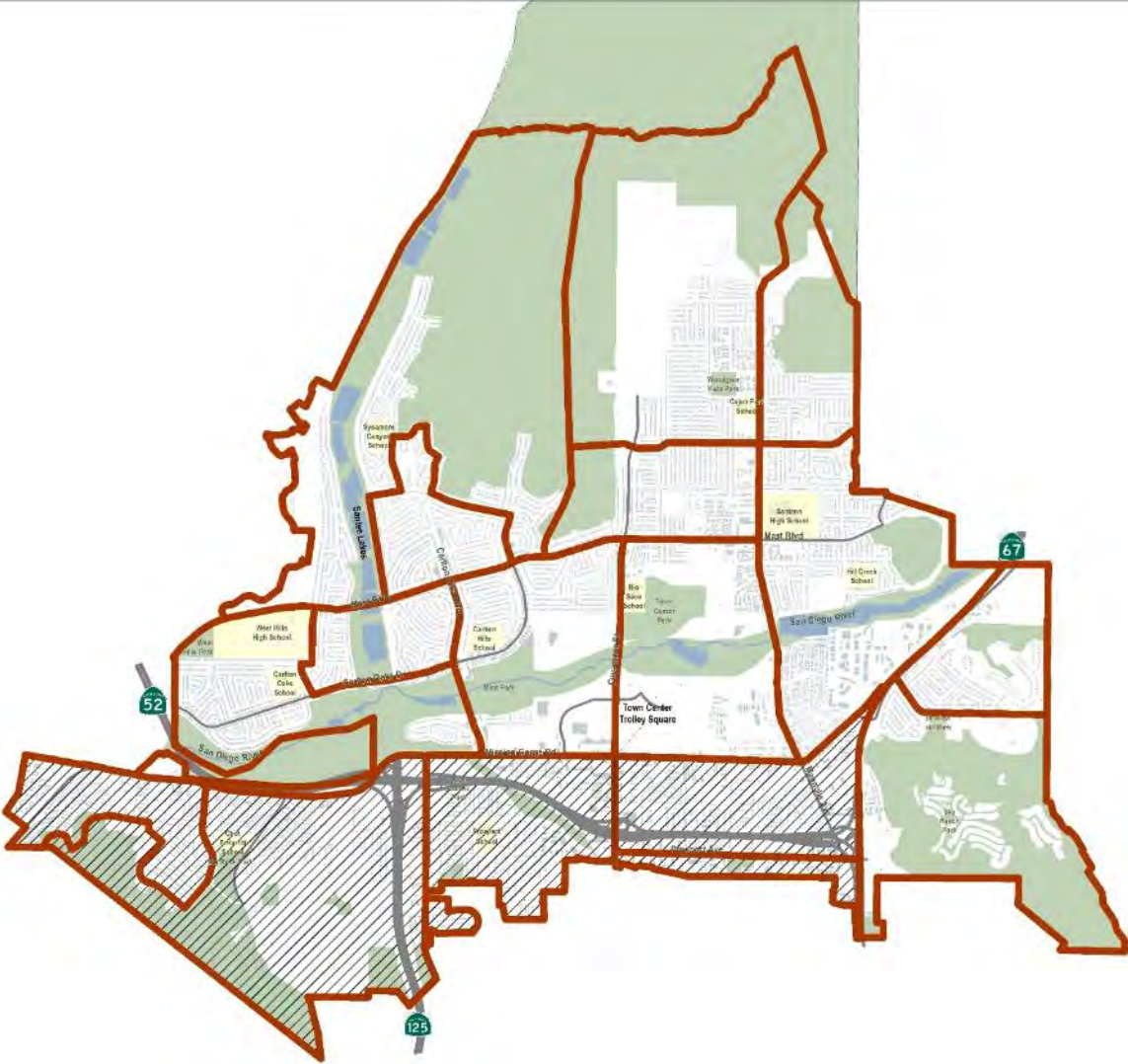




Population with a Disability (%)



Disadvantaged Communities



GENERAL PLAN

INTRODUCTION

California state law requires each city and county to adopt a general plan “for the physical development of the county or city, and any land outside its boundaries which in the planning agency’s judgment bears relation to its planning” (Gov. Code § 65300). The general plan expresses the community’s development goals and embodies public policy relative to the distribution of future land uses, both public and private. The California Supreme Court has described general plans as the “charter to which [zoning] ordinance[s] must conform”, but the general plan extends far beyond zoning and land use (Leshar Communications, Inc. v. City of Walnut Creek (1990) 52 Cal.3d 531, 540).

The purpose of a general plan is to guide land use planning decisions. Under state law, subdivisions, capital improvements, development agreements, and many other land use actions must be consistent with the adopted general plan. In counties and general law cities, zoning and specific plans are also required to conform to the general plan. In addition, preparing, adopting, implementing, and maintaining the general plan serves to identify the community’s land use, circulation, environmental, economic, and social goals and policies as they relate to future growth and development. Studies show that land use decisions affect transportation, electricity, and water demand. Each planning decision affects multiple objectives beyond the immediate outcomes. General plans benefit local communities by promoting better projects, streamlined processes, integrated planning, and improved access and use of available resources.

REQUIRED ELEMENTS

In statute, the general plan is presented as a collection of “elements,” or topic categories (Gov. Code §65302). These elements are briefly summarized below.

Land Use: designates the type, intensity, and general distribution of uses of land for housing, business, industry, open space, education, public buildings and grounds, waste disposal facilities, and other categories of public and private uses.

Circulation: correlates with the land use element and identifies the general location and extent of existing and proposed major thoroughfares, transportation routes, terminals, and other local public utilities and facilities.

Housing: assesses current and projected housing needs for all economic segments of the community. In addition, the housing element embodies policies for providing adequate housing and includes action programs for that purpose. By statute, the housing element must be updated every eight years according to a schedule set by the Department of Housing and Community Development (HCD).

Conservation: addresses the conservation, development, and use of natural resources, including water, forests, soils, rivers, and mineral deposits.

Open Space: details plans and measures for the long-range preservation and conservation of open-space lands, including open space for the preservation of natural resources, the

managed production of resources, agriculture, outdoor recreation, and public health and safety.

Noise: identifies and appraises noise problems within the community and forms the basis for land use distribution determinations.

Safety: establishes policies and programs to protect the community from risks associated with seismic, geologic, flood, and wildfire hazards, as well as from other concerns such as drought.

Environmental Justice: Identifies disadvantaged communities within the City and establishes objectives and policies to reduce the unique health risks in those communities, promote civic engagement in the public decision-making process and prioritize improvements and programs that address the needs of the disadvantaged communities.

Air Quality: Air quality considerations are required for cities and counties who are required to include an environmental justice element in their general plans and are optional elements in other areas of the state.

Other optional elements: a general plan may also include other topics of local interest. In addition to the mandatory elements, a city or county may adopt any other elements that relate to its physical development (Gov. Code § 65303).

The City of Santee has adopted the following General Plan Elements:

- Land Use Element
- Housing Element
- Mobility Element
- Recreation Element
- Trails Element
- Conservation Element
- Noise Element
- Safety Element (actively being updated)
- Community Enhancement Element
- Environmental Justice Element (being prepared as part of Safety Element Update)

The following are the numerous goals, objectives, and policies of all General Plan Elements adopted by the City of Santee:

LAND USE ELEMENT

Goal: Promote development of a well-balanced and functional mix of residential, commercial, industrial, open space, recreation, and civic uses that will create and maintain a high-quality environment.

Objectives and Policies:

Objective 1.0 Continue implementation of the Town Center Specific Plan which provides for retail commercial, office, recreational and other appropriate uses to establish a focal point for the City.

- Policy 1.1 The City shall encourage the continued use of public/private partnerships in the development and implementation of the Town Center Specific Plan.
- Policy 1.2 The City shall incorporate residential development into any master plan for the Edgemoor property on the south side of the San Diego River to take advantage of the proximity of the multi-modal transit station.
- Policy 1.3 The City should encourage the preservation of the biological and visual resources of the San Diego River as part of any development in the Town Center area.

Objective 2.0 Allow for the development of a wide range of housing types in the City.

- Policy 2.1 The City should promote the use of innovative site planning techniques that contribute towards provision of a variety of residential product styles and designs.
- Policy 2.2 The City should encourage the development of higher density residential developments in areas close to the multi-modal transit station and along major road corridors where transit and other convenience services are available.
- Policy 2.3 The City should encourage planned residential and/or planned unit developments that provide adequate open space, recreational facilities, off-street parking, interior circulation patterns and other amenities and facilities.

Objective 3.0 Provide and maintain the highest level of service possible for all community public services and facilities.

- Policy 3.1 The City should ensure that land divisions and developments are approved within the City only when a project's improvements, dedications, fees and other revenues to the City and other agencies fully cover the project's incremental costs to the City and other agencies. These costs are for providing new or upgraded capital improvements and other public facilities and equipment resulting from, and attributable to the project, which are necessary to protect and promote the public's health, safety and welfare and to implement feasible mitigation measures. Such facilities include, but are not limited to: parks, bridges, major roads, traffic signals, street lights, drainage systems, sewers, water, flood control, fire, police, schools, hiking/bicycle trails and other related facilities. In calculating benefits of land divisions and developments, the City may consider other public objectives and goals including social, economic (job creation, secondary economic benefits, etc) and environmental factors.

- Policy 3.2 The City should encourage the development and use of recycled water for appropriate land uses to encourage the conservation of, and reduce demand for, potable water.
- Policy 3.3 The City should consider the use of public / private partnerships when appropriate to facilitate introduction of desirable and innovative development within the City.
- Policy 3.4 The City shall continue to update and implement a 5-year Capital Improvement Program to improve existing public facilities and develop necessary new public facilities.
- Policy 3.5 The City should coordinate the scheduling of planned Capital Improvement Projects with other agencies and utilities to minimize disruptions of City streets and facilities.
- Policy 3.6 The City shall require the placement of utility lines underground where feasible.
- Policy 3.7 Development projects shall be reviewed to ensure that all necessary utilities are available to serve the project and that any land use incompatibilities or impacts resulting from public utilities shall be mitigated to the maximum extent possible.

Objective 4.0 Provide for the development of conveniently located neighborhood shopping centers.

- Policy 4.1 The City should ensure that all residential areas are adequately provided for in terms of day-to-day shopping needs which include convenience goods, food and personal services.
- Policy 4.2 Through the Development Review process, the City shall promote the consolidation of existing freestanding commercial outlets where appropriate and discourage additional strip commercial development.
- Policy 4.3 The City should locate new neighborhood commercial uses along major roadways in consolidated centers that utilize common access and parking for commercial uses, discourage the introduction of strip commercial uses and require adequate pedestrian links to residential areas.

Objective 5.0 Develop industrial uses which are compatible with adjacent land uses.

- Policy 5.1 The City should promote industrial uses on the north side of Gillespie Field which support or capitalize on the aviation opportunities available.
- Policy 5.2 The City should promote consolidation of industrial uses into comprehensively planned industrial parks.
- Policy 5.3 The City shall ensure that industrial development creates no significant off-site impacts related to access and circulation, noise, dust, odors, visual features and hazardous materials, that cannot be adequately mitigated.
- Policy 5.4 The City shall promote a mix of industrial uses that provide the City with a sound, diverse industrial base.

- Policy 5.5 The City should ensure that industrial developments provide for business service needs and the needs of employees.
- Policy 5.6 The City should consider the use of its redevelopment powers to help facilitate development of industrial properties within the Redevelopment Project Area which can improve blighted conditions and provide economic benefits to the community.

Objective 6.0 Ensure that natural and man-induced hazards are adequately addressed in the location and intensity of development in the City.

- Policy 6.1 The City shall utilize all mapped information, objectives and policies contained in the Safety and Conservation Elements during the development review process.
- Policy 6.2 The City should promote the use of innovative site planning to avoid on-site hazards and minimize risk levels.

Objective 7.0 Undertake development of large, contiguous, vacant or underutilized parcels in a comprehensive manner.

- Policy 7.1 The City shall utilize and initiate, in appropriate locations, the use of comprehensive planning process for development of large landholdings. Appropriate locations shall include large contiguous vacant or underutilized parcels (i.e., 10 acres or larger in area) under single ownership that contain unique resources such as a hillside or watercourse, where a combination of uses are proposed on the site or where phased implementation of the development is necessary to minimize the impact on the City. If a comprehensive planning process involves multiple ownerships, the plan should apply to the total area of these ownerships. For smaller contiguous vacant or underutilized parcels (i.e., less than 10 acres in area), a comprehensive planning process should be considered to allow for the comprehensive development of the land.
- Policy 7.2 A comprehensive development plan shall be prepared prior to approving any subdivision of land or land development proposal unless the Director of Development Services makes a determination that the subdivision would not have a significant affect on the ultimate development of the property.

Objective 8.0 Minimize land use conflicts and maximize mutual benefits between adjacent land uses in the City.

- Policy 8.1 The City shall, upon adoption of the updated General Plan, undertake a comprehensive review and revision of the existing Zoning Ordinance and related codes in a timely manner to ensure they are compatible with, and adequately implement, the General Plan.
- Policy 8.2 The City should consider relocation of remedial buffering treatments for mitigating land use conflicts.
- Policy 8.3 The City should encourage an innovative mix of land uses when such a mix could enhance the viability of development and provide for common public services and site planning requirements.

- Policy 8.4 The City should consider the Adjacent Land Use Compatibility Guide chart to assist in an initial determination of overall land use compatibility for adjacent land uses.
- Policy 8.5 The City shall strive to minimize direct and indirect impacts on existing or planned preserved open space from adjacent development.

Objective 9.0 Minimize land use conflicts between land uses in adjacent areas and existing and planned land uses in the City.

- Policy 9.1 The City should encourage the City of San Diego to protect vacant lands in the East Elliot area along the City’s western boundary as part of a regional biological preserve system.
- Policy 9.2 The City should oppose any expansion or operational changes at the Sycamore Landfill that will result in increased land use compatibility impacts to the City, unless they can be adequately mitigated.
- Policy 9.3 The City should oppose any new mining operations or expansion of currently approved mining operations to the north and northeast of the City that would conflict with planned development in the Fanita Ranch.
- Policy 9.4 The City should not support the establishment of any regional authority or agency that does not provide adequate representation for either the City or East County region.
- Policy 9.5 The City should oppose the establishment of a regional airport on the Marine Corps Air Station Miramar or adjacent lands east of Interstate 15. Any proposal for a regional airport at Miramar west of Interstate 15 should avoid significant adverse impacts to existing or planned development within the City.
- Policy 9.6 The City should support the continued expansion of the Mission Trails Regional Park, consistent with the approved Master Plan.
- Policy 9.7 The City shall oppose the establishment of an off-road vehicle park adjacent to, or near the City that will result in significant compatibility impacts with existing or planned development in the City.

Objective 10.0 Provide for the reasonable and logical future growth of the City.

- Policy 10.1 The City should actively pursue annexation of the land currently under the jurisdiction of the City of San Diego, which is located along the San Diego River at the western City limits to the Mission Trails Regional Park, and in the East Elliot area on the City’s western boundary.
- Policy 10.2 The City should cooperate with adjacent jurisdictions in establishing a Sphere of Influence.
- Policy 10.3 The City shall establish a Planning Area as identified in Figure 1-5, Planning Area, pursuant to provisions of Section 65300 of the California Government Code.
- Policy 10.4 The City should actively monitor and comment on all significant development proposals within the Planning Area.

Objective 11.0 Ensure that development in the City is consistent with the overall community character and contributes positively towards the City's image.

- Policy 11.1 The City shall ensure that all requirements set forth within the Community Enhancement Element are implemented during the development review process.
- Policy 11.2 The City should maintain, and update as needed, the design standards for landscaping and site planning to provide guidelines for future developments.

Objective 12.0 Maintain the Integrity and Consistency of the General Plan.

- Policy 12.1 Permitted land uses in the City shall be intensified only when the voters approve such changes. No General Plan amendment, Planned Development Area or new Specific Planning Area shall be adopted which would:
 - 1) increase the residential density permitted by law,
 - 2) change, alter, or increase the General Plan Residential Land Use categories if the change intensifies use; or
 - 3) change any residential designation to commercial or industrial designation on any property, or vice versa, if the change intensifies use; unless and until such action is approved and adopted by the voters of the City at a special or general election, or approved first by the City Council and then adopted by the voters in such an election.
- Policy 12.2 No change to the slope criteria and minimum parcel sizes and lot averaging provisions of this General Plan which would permit increased density or intensity of use shall be adopted unless and until such change is approved by ordinance adopted by the voters of the City at a special or general election, or approved first by the City Council and then adopted by the voters in such an election.
- Policy 12.3 The City Council shall set any election required by this Objective to the next available general municipal election at no cost to the proponent of the land use change, or set a special election, the cost of which shall be borne by the proponent.
- Policy 12.4 The voter approval requirement of subsection (a) shall not apply where the General Plan amendment is necessary to comply with state or federal law governing the provision of housing, including, but not limited to affordable housing requirements. This exception applies only if the City Council first makes each of the following findings based on substantial evidence in the record:
 - 1) a specific provision of state or federal law requires the City to accommodate the housing that will be permitted by the amendment;
 - 2) the amendment permits no greater density than that necessary to accommodate the required housing; and
 - 3) an alternative site that is not subject to the voter approval requirement in this Policy is not available to satisfy the specific state or federal housing law.

HOUSING ELEMENT

Goal: Ensure that decent, safe housing is available at a cost that is affordable to all current

and future residents of this community. To this end, the City will strive to maintain a reasonable balance between rental and ownership housing opportunities and to encourage a variety of individual choices of tenure, type, and location of housing throughout the community.

Objectives and Policies:

Objective 1.0 Conserve and improve the condition of the existing housing stock.

- Policy 1.1 Advocate the rehabilitation of substandard residential properties by homeowners and property owners.
- Policy 1.2 Offer a residential rehabilitation program that provides financial and technical assistance to lower income property owners to enable correction of housing deficiencies.
- Policy 1.3 Focus rehabilitation assistance to create substantive neighborhood improvement and stimulate additional privately initiated improvement efforts.
- Policy 1.4 Continue to utilize the City's code compliance program to bring substandard units into compliance with City codes and to improve overall housing quality and neighborhood conditions in Santee.
- Policy 1.5 Promote increased awareness among property owners and residents of the importance of property maintenance to long-term housing quality. Educate property owners regarding existing resources for residential rehabilitation.

Objective 2.0 Preserve existing affordable housing options in Santee.

- Policy 2.1 Monitor the status of at-risk multi-family rental housing units, work with potential purchasers/managers as appropriate, and explore funding sources available to preserve the at-risk units.
- Policy 2.2 Encourage the retention of existing, viable mobile home parks, which are economically and physically sound.
- Policy 2.3 Regulate the conversion of existing multi-family rental properties to condominiums through application of Santee's Condominium Conversion Ordinance.
- Policy 2.4 Continue to support rental assistance programs through the County.

Objective 3.0 Expand affordable housing options within Santee.

- Policy 3.1 Develop and maintain collaborative efforts among nonprofits, for-profit developers, and public agencies to encourage the development, maintenance, and improvement of affordable housing.
- Policy 3.2 Implement the City's Climate Action Plan. Promote design concepts that utilize technological advances in the application of alternative energy sources which make the use of the natural climate to increase energy efficiency and reduce housing costs.
- Policy 3.3 Encourage the provision of housing affordable to extremely low income households when reviewing proposals for new affordable housing developments.

Objective 4.0 Provide housing support services to address the needs of the City of Santee's

lower and moderate income residents, including extremely low income households and those with special needs.

- Policy 4.1 Continue to support and coordinate with social service providers and regional agencies to address the housing related needs of Santee residents, particularly those with special needs.
- Policy 4.2 Coordinate with local social service providers to address the needs of the City's homeless population. Provide funding to groups providing shelter and other services to the homeless.
- Policy 4.3 Continue to participate in the Countywide homeless working group in preparing and implementing recommendations to the Board of Supervisors, the appointed bodies and municipalities regarding plans for providing emergency housing, Low Barrier Navigation Centers (LBNC), and homes with supervised care.

Objective 5.0 Encourage the provision of a wide range of housing by location, type of unit, and price to meet the existing and future needs of Santee residents to the maximum extent possible.

- Policy 5.1 Provide a variety of residential development opportunities in the City, ranging in density from very low density estate homes to medium-high and high density development.
- Policy 5.2 Encourage both the private and public sectors to produce or assist in the production of housing, with particular emphasis on housing affordable to lower income households, including extremely low income households, as well as housing suitable for the disabled, the elderly, large families, and female-headed households.
- Policy 5.3 Require that housing constructed expressly for lower and moderate income households not be concentrated in any single area of Santee.
- Policy 5.4 Encourage developments of new housing units designated for the elderly and disabled persons to be in close proximity to public transportation and community services.
- Policy 5.5 Ensure that all new housing development and redevelopment in Santee is properly phased in amount and geographic location so that City services and facilities can accommodate that growth.
- Policy 5.6 Ensure that sites in the Residential Sites Inventory are available during the planning period by overriding the Gillespie Field ALUCP as appropriate.

Objective 6.0 Reduce or remove government constraints to housing production and opportunity where feasible and legally permissible.

- Policy 6.1 Promote efficient and creative alternatives to help reduce government constraints.
- Policy 6.2 Provide incentives and regulatory concessions for affordable and special needs housing through implementation of the density bonus ordinance and other mechanisms.

- Policy 6.3 Facilitate timely building permit and development plan processing for residential construction.
- Policy 6.4 Balance the need to protect and preserve the natural environment with the need to provide additional housing and employment opportunities.
- Policy 6.5 Approve residential uses if they meet use requirements, development criteria and design requirements of the General Plan and Municipal Code.

Objective 7.0 Promote equal opportunity for all residents to reside in the housing of their choice.

- Policy 7.1 Prohibit discrimination in the sale or rental of housing with regard to characteristics protected under State and Federal fair housing laws.
- Policy 7.2 Encourage the development of residential units that are accessible to disabled persons or are adaptable for conversion to residential use by disabled persons.
- Policy 7.3 Reasonably accommodate persons with disabilities who seek waiver or modification of land use controls and/or development standards pursuant to procedures and criteria set forth in the Zoning Ordinance.
- Policy 7.4 Accommodate emergency shelters, low barrier navigation center, transitional housing, supportive housing, residential care facilities, and community care facilities in compliance with State laws and City Zoning Ordinance.
- Policy 7.5 Collaborate with jurisdictions to explore the merit of a multi-jurisdictional agreement for the provision of emergency shelters.
- Policy 7.6 Continue active support and participation with the fair housing service provider to further spatial de-concentration and fair housing opportunities.

MOBILITY ELEMENT

Goal: A balanced, interconnected multimodal transportation network that allows for the efficient and safe movement of all people and goods, and that supports the current and future needs of Santee community members and travel generated by planned land uses.

Objectives and Policies:

Objective 1.0 Ensure that the existing and future transportation system is accessible, safe, reliable, efficient, integrated, convenient, well-connected and multimodal. The system will accommodate active transportation, and accommodate people of all ages and abilities, including pedestrians, disabled, bicyclists, users of mass transit, motorists, emergency responders, freight providers and adjacent land uses.

- Policy 1.1 The City shall provide integrated transportation and land use decisions that will enhance the smart growth development served by complete streets, which facilitate multimodal transportation opportunities.
- Policy 1.2 The City should design streets in a manner that is sensitive to the local context and recognizes that needs vary between mixed use, urban, suburban, and rural settings.

- Policy 1.3 The City shall ensure that the entire right-of-way is designed to accommodate appropriate modes of transportation.
- Policy 1.4 The City should create a vibrant town center by developing a connected system of multi-modal corridors that encourage walking, biking, and riding transit. A mobility hub should be considered at the existing Santee Trolley Square providing such features such as bikeshare, bike parking, carshare, neighborhood electric vehicles, real-time traveler information, demand-based shuttle services, wayfinding signage, bicycle and pedestrian improvements, urban design enhancements, etc.
- Policy 1.5 The City should review, update and collect adequate transportation impact fees (TIF) and ensure the efficient allocation of state and regional funding sources for the development and maintenance of local transportation (across all modes) improvements and operations.

Objective 2.0 Develop an efficient, safe and multi-modal transportation network, consisting of local roads, collectors, arterials, freeways and transit services, in a manner that promotes the health and mobility of Santee residents and that meets future circulation needs, provides access to all sectors of the City, and supports established and planned land uses.

- Policy 2.1 The City shall encourage an automobile Level of Service “D” on street segments and at intersections throughout the circulation network while also maintaining or improving the effectiveness of the non-automotive components of the circulation system (i.e. pedestrians, bicyclists, and public transit), especially in the Town Center area. The City may approve a lower automobile Level of Service if it finds that the effectiveness of non-automotive components of the circulation system would be maintained or improved as a result. In other cases, the City shall not approve any development that causes a drop in the level of service at a street segment or an intersection to LOS “E” or “F”, after feasible mitigation, without overriding social, economic, or other benefits.
- Policy 2.2 The City should ensure adequate responsibility for all modes to the northern undeveloped area of the City by designating a functional network of public streets for future dedication either prior to, or concurrent with anticipated need.
- Policy 2.3 The City shall establish minimum design standards for streets, which include grade, widths, alignment and public improvement requirements in a City design manual.
- Policy 2.4 The City shall manage the existing truck route network for use by City serving heavy commercial and industrial traffic to provide for a safe circulation system for all drivers.
- Policy 2.5 The City should not allow cite streets to be used for through-City truck traffic.
- Policy 2.6 The City should encourage traffic circulation improvements such as, but not limited to, enhanced roadway markings, synchronized traffic signals, and intelligent Transportation System (ITS) network management.

- Policy 2.7 The City should coordinate with Caltrans, SANDAG, MTS, and other responsible agencies to identify, plan, and implement needed transportation improvements.
- Policy 2.8 The City shall actively pursue local, state and federal funding for circulation and safety related public improvement projects.
- Policy 2.9 The City should work with the region to develop traffic and congestion management programs to improve commute times and improve air quality.

Objective 3.0 Upgrade and maintain Santee transportation corridors to meet the safety needs of all roadway users – including youth and elderly and travelers of varying physical abilities – and to provide a well-connected system throughout the City.

- Policy 3.1 The City shall encourage the development of improved signalization and intersection design while taking into consideration the safety of all modes.
- Policy 3.2 The City should encourage the utilization of traffic control devices, such as center medians and/or left-turn pockets where appropriate and that do not conflict with safety, and discourage the installation of median cuts where traffic safety cannot be assured.
- Policy 3.3 The City shall ensure that newly constructed roadways are designed to permit rapid access for emergency vehicles.
- Policy 3.4 The City shall provide adequate traffic control devices throughout the City to ensure safe and efficient mobility.
- Policy 3.5 The City shall encourage the use of innovative methods for traffic control (such as roundabouts, curb extensions, and traffic circles) where appropriate that add character, slow vehicle speeds, and create opportunity for improved aesthetics while effectively managing traffic.
- Policy 3.6 Based on available funding, the City shall assure all City streets are maintained in a safe condition through implementation of the Pavement Management System.
- Policy 3.7 The City should review high crash locations, injuries and fatalities by mode on an annual basis and seek feasible solutions.

Objective 4.0 Maximize the utilization of site planning techniques to improve traffic safety.

- Policy 4.1 The City shall encourage new subdivision development be designed in a manner where driveways do not take direct access from prime arterials, major roads or collector streets.
- Policy 4.2 The City should encourage the use of Neighborhood Traffic Management controls to lower residential speeds and discourage cut-through traffic. The City prepare a traffic calming policy manual to guide City efforts in managing these neighborhood traffic safety concerns.
- Policy 4.3 The City shall promote design standards that allow for safe and efficient transport, delivery, loading and unloading of goods from service vehicles within commercial and industrial areas.

- Policy 4.4 The City should pursue minimization of the number of entrances and exits to strategic locations along major thoroughfares by requiring the establishment of shared driveways and reciprocal access between adjoining properties.
- Policy 4.5 The City should establish and implement appropriate setback and off-street parking requirements.

Objective 5.0 Allow parking reductions around transit and affordable housing.

- Policy 5.1 The City should consider reducing parking requirements in the town center area and at transit stations as transit ridership increases over time due to increased development intensities and a broader mix of land uses.
- Policy 5.2 The City should maximize shared parking opportunities for uses with varied peak parking periods.
- Policy 5.3 The City should exercise flexibility in the application of parking standards to support transit-oriented development.

Objective 6.0 Increase the use of transit systems.

- Policy 6.1 The City should coordinate with SANDAG and MTS to maintain and enhance transit services in the City so that they are efficient, cost-effective, and responsive to growth and redevelopment.
- Policy 6.2 The City should coordinate with SANDAG and MTS to improve bus stop and shelter facilities to increase the comfort of users.
- Policy 6.3 The City should coordinate with SANDAG and MTS to provide multi-modal support facilities and adequate access near and to/from transit stops for bicyclists and pedestrians, including children and youth, seniors, and persons with disabilities.
- Policy 6.4 The City should coordinate with SANDAG and MTS to post route maps and pick-up/drop off times at each stop.
- Policy 6.5 The City should coordinate with MTS to encourage establishing transit stops in areas of concentrated activity such as near senior housing projects, medical facilities, major employment centers, and mixed use areas.
- Policy 6.6 The City should coordinate with MTS to accommodate transit centers and major stops with adequate bicycle and pedestrian access and secure bicycle storage where appropriate. Include facilities that are well-designed, provide appropriate lighting, and are safe, comfortable, and attractive.
- Policy 6.7 The City should provide incentives for transit-oriented development, such as a parking reduction consistent with regional standards, for more intense development and higher density residential uses along major transportation corridors or in areas accessible to transit use.

Objective 7.0 Develop, maintain, and support a safe, comprehensive and integrated bikeway system that encourages bicycling, as documented in the City's Bicycle Master Plan (BMP).

- Policy 7.1 The City shall continue to implement and maintain a comprehensive bicycle route system, and to designate appropriate bikeways through the regular update of the City's Bicycle Master Plan.
- Policy 7.2 The City should strive to achieve objectives and policies identified in the Bicycle Master Plan including those related to bicycle safety awareness, bicycle promotion, maintenance and monitoring. Educational awareness programs shall include an environmental component that teaches bicycle users the importance of staying on designated trails to minimize the impacts to wildlife resources.
- Policy 7.3 The City should promote the development of hiking and bicycle trails along the San Diego River in conjunction with the San Diego River Plan. Any plans for trails along the San Diego River shall be accompanied by a site-specific analysis, as required under CEQA, to confirm that such trails are consistent with the Subarea Plan (SAP) and located in the least environmentally sensitive areas.
- Policy 7.4 The City should require new development and redevelopment to provide connections to existing and proposed bicycle routes, where appropriate.
- Policy 7.5 The City should keep abreast of bicycle facility innovations in other cities and regions, and seek to incorporate these into the bicycle network.

Objective 8.0 Develop and maintain an accessible, safe, complete and convenient pedestrian system that encourages walking.

- Policy 8.1 The City should require the incorporation of pedestrian-friendly design concepts where feasible including separated sidewalks and bikeways, landscaped parkways, traffic calming measures, safe intersection designs and access to transit facilities and services into both public and private developments.
- Policy 8.2 The City should provide for the connectivity of wide, well-lit sidewalks and environments with safety buffers between pedestrians and vehicular traffic, where feasible.
- Policy 8.3 The City should pursue the elimination of physical barriers around public facilities and commercial centers to improve access and mobility of the elderly and disabled in a manner consistent with the Title 24 of the California Code of Regulations and the federal Americans with Disabilities Act (ADA).
- Policy 8.4 The City shall require non-contiguous sidewalks on all streets with a residential collector classification or higher, as appropriate.
- Policy 8.5 The City should identify and implement pedestrian improvements with special emphasis on providing safe access to schools, parks, community and recreation centers, and shopping districts.
- Policy 8.6 The City should promote walking and improve the pedestrian experience by requiring pedestrian facilities along all classified streets designated on the Circulation Plan; by implementing streetscape improvements along pedestrian routes that incorporate such elements as shade trees, street furniture, and lighting; by orienting development toward the street; by employing traffic-calming measures; and by enforcing vehicle speeds on both residential and arterial streets.

- Policy 8.7 The City should promote walking as the primary travel mode for the school trip through implementing the citywide Safe Route to School Plan.
- Policy 8.8 The City should improve pedestrian safety at intersections and mid-block crossings, where appropriate.
- Policy 8.9 On all primary pedestrian corridors, the City shall ensure adequate green time, based on established standards, at all crosswalks that allow the elderly and disabled to cross City streets on a single green light.
- Policy 8.10 The City should provide connected network of safe pedestrian crossings throughout the City.
- Policy 8.11 The City should enhance pedestrian visibility by enforcing parking restrictions at intersection approaches, improving street lighting, and minimizing obstructions.

Objective 9.0 Increased use of alternative modes of travel to reduce peak hour vehicular trips, save energy, and improve air quality.

- Policy 9.1 The City shall encourage and provide for Ride Sharing, Park 'n Ride, and other similar commuter programs that eliminate vehicles from freeways and arterials.
- Policy 9.2 The City should encourage businesses to provide feedback work schedules for employees.
- Policy 9.3 The City should encourage employers to offer shared commute programs and/or incentives for employees to use transit.
- Policy 9.4 The City should encourage the use of alternative transportation modes, such as walking, cycling, and public transit. The City should maintain and implement the policies and recommendations of the Bicycle Master Plan and Safe Routes to School Plan to improve safe bicycle and pedestrian access to major destinations.
- Policy 9.5 The City should improve safety of walking and biking environment around schools to reduce school-related vehicle trips.

Objective 10.0 The City shall remain actively involved in regional issues.

- Policy 10.1 The City should promote and support the continued expansion of the San Diego Trolley System which benefits residents of Santee, especially in higher density areas.
- Policy 10.2 The City supports necessary improvements to regional airport facilities, excluding any proposal to site a new regional airport at the Marine Corps Air Station Miramar.
- Policy 10.3 Any future extension of SR-125 north of SR-52 shall utilize the existing SR-52 bridge over the San Diego River and no such alignment shall occur within City's limits.
- Policy 10.4 The City supports the widening of SR-52 and SR-67.

- Policy 10.5 The City shall oppose the installation of freeway on-ramp meters unless appropriate mitigation is provided by Caltrans for impacts to City streets caused by such metering.
- Policy 10.6 The City supports the connection of Caltrans traffic signals on City streets to the City's interconnected traffic signal system to maintain traffic flow.

RECREATION ELEMENT

Goal: The goal of the Recreation Element is to provide a system of public parks and recreational facilities which serve the citizens of Santee.

Objectives and Policies:

Objective 1.0 Provide a minimum of 10 acres of park and recreational facilities for every 1,000 population in Santee. These 10 acres could include a combination of local parks, trails, school playgrounds, and other public facilities that meet part of the need for local recreational facilities.

- Policy 1.1 The City shall increase the amount of park and recreational facility acreage in Santee to more closely conform to the local parkland standard.
- Policy 1.2 The City shall continue to encourage the Santee School District and the Grossmont Union High School District to jointly develop and use school property for recreational purposes.
- Policy 1.3 The City shall encourage the Padre Dam Municipal Water District to continue to jointly develop and use the Santee Lakes Regional Park for recreational purposes and to maintain a balance between local serving and regional serving recreational uses.
- Policy 1.4 The City shall oppose any change in ownership of the Santee Lakes Regional Park property that would adversely affect the availability of recreational opportunities for Santee residents.
- Policy 1.5 The City shall promote the compatibility of land uses adjacent to parks.
- Policy 1.6 The City shall base the fees paid in lieu of dedication of parkland on the fair market value of land according to the formula established in the Park Lands Dedication Ordinance.
- Policy 1.7 The City shall not permit the payment of in-lieu fees for developments of 50 lots or more, unless the City Council finds there are no suitable lands available for park land dedication.
- Policy 1.8 The City should, when feasible, require developers to contribute land and develop on that land multi-purpose playing fields or recreational facilities.
- Policy 1.9 The City should not count private recreational facilities, or open space in planned residential developments, as fulfilling the requirement for park dedications or in-lieu park fees.
- Policy 1.10 The City shall use the Parks and Recreation Facilities Master Plan as a guide in evaluating development proposals on possible future park sites.

Objective 2.0 Provide adequate recreational acreage and facilities in all areas of the City.

- Policy 2.1 The City shall continue to encourage the development of a San Diego River Park with passive recreation uses throughout the City as part of an overall master plan concept for the entire San Diego River.
- Policy 2.2 The City shall encourage the inclusion of recreational facilities in all mixed land use developments, especially within the Town Center and the Fanita Ranch.
- Policy 2.3 The City should not relinquish existing developed public parkland to non-public purposes.
- Policy 2.4 The City should locate and use mini-parks in the built-up areas of Santee where recreational facilities are needed and where available land is limited.
- Policy 2.5 The City should require the inclusion of private recreation areas in all Planned Residential Developments.
- Policy 2.6 The City shall aggressively pursue the development of additional publicly owned parks and recreation facilities which are distributed throughout the City to meet the needs of all residents.

Objective 3.0 Provide readily accessible recreational facilities to meet the needs of persons of all ages, physical conditions and socio-economic situations.

- Policy 3.1 The City shall acquire sites and develop facilities to provide for special recreation needs.
- Policy 3.2 The City shall encourage service clubs, civic groups, individual donors and others to help in the development of recreational facilities.
- Policy 3.3 The City shall encourage private employee recreation in business and industrial areas in order to provide recreational opportunities for employees.
- Policy 3.4 The City shall continually review recreation programming to ensure that recreation programs reach all segments of the community.

Objective 4.0 Actively seek public and private funding sources to support recreation development, programs, and operations.

- Policy 4.1 The City should consider the development of a community arts program including visual and performing arts.
- Policy 4.2 The City shall utilize a wide array of funding sources for City recreational needs including public and private grants and funding sources as well as private contributions.

TRAILS ELEMENT

Goals:

- Overall Goal: The Trails Element shall encourage alternative means of transportation on a community and regional scale by providing a comprehensive network of bicycle, equestrian, and pedestrian trails which serve present and future needs of our

community, and which preserve and/or enhance the community character and the environment.

- Goal (Obj. & Pol.): Encourage alternative means of transportation on a regional and community scale.
- 5.2 Improved Trails Goal (Bicyclists): Designate the location and the appropriate type of improved (paved) bicycle trails that would have the greatest potential to serve the commuter and recreational needs of the community.
- Unimproved Trails Goal (Equestrian, biking, and hiking): Designate the location of the appropriate type of unimproved trails, which would have the greatest potential to serve the recreational needs of the community.

Objectives and Policies:

Objective 1.0 Provide safe and viable regional and community trails within the City.

- Policy 1.1 Priority should be placed on establishing multiple use trails (pedestrians, bicyclists, equestrians) wherever feasible.
- Policy 1.2 All new subdivisions or planned developments whether residential, commercial, or industrial which include proposed trail locations shall dedicate easements which will provide safe and direct access to community or regional trails, and provide for trail maintenance.
- Policy 1.3 Regional and/or community routes within the City should link up with existing or proposed routes within neighboring jurisdictions.
- Policy 1.4 There should be at least one east-west regional corridor extending from San Diego through Town Center to Lakeside and one north-south corridor extending from El Cajon through Town Center north to Fanita Ranch. The corridors should provide for, pedestrian, bicycle, and where feasible, equestrian use.
- Policy 1.5 The City's trail network should link focal points of the City such as Town Center, Fanita Ranch, employment centers, schools, residential neighborhoods, parks and open space, and the San Diego River.
- Policy 1.6 The City should continue to coordinate regional trail planning, acquisition and development efforts with adjacent jurisdictions.
- Policy 1.7 The City should work with utility companies, special districts, school districts and others to provide trails through easements, dedications, joint use agreements or other means.

Objective 2.0 Provide trails which are designed to impact the environment as little as possible and which blend in with the character of the community.

- Policy 2.1 Trails should be surfaced with materials which blend in with the surrounding area while complying with safety and maintenance requirements.
- Policy 2.2 Trails should be designated along existing drainage channels, utility right-of-ways and other areas which must remain undeveloped.

- Policy 2.3 When determining final alignments for planned trails in open space areas, priority should be given to utilizing existing trails where feasible, before creating new trails. When necessary, new trails should follow contour lines and should be aligned where the least amount of grading and / or habitat disruption would occur.
- Policy 2.4 Trails should be designated and designed with consideration given to appropriate widths, clearances, grade curvatures, surfacing, surface drainage, design speed, barriers, fences, signage, visibility, intersections, bridges, and street cleaning. Wherever feasible, consideration should be given to ensuring accessibility by the handicapped and other special needs groups in accordance with the Americans with Disabilities Act.

Objective 3.0 Provide accommodations for the trail user wherever possible.

- Policy 3.1 Large non-residential developments should be encouraged to provide showers and lockers, flexible work schedules and other means to encourage and facilitate use of alternative modes of transportation by employees.
- Policy 3.2 Bicycle racks should be made available at all new or rehabilitated nonresidential developments.
- Policy 3.3 Signage should be utilized to identify trail corridors.
- Policy 3.4 The City should include both hiking and bicycle trails in any trail system; equestrian trails shall also be considered.
- Policy 3.5 The City shall, in developing a trail system, especially in the San Diego River corridor, coordinate between various projects within the City, as well as with a regional trail system in neighboring jurisdictions.
- Policy 3.6 Provision of formal trailhead facilities including parking and restroom facilities should be considered for regional-serving trailheads.

Objective 4.0 Provide promotional material which indicates the type and location of trails in Santee.

- Policy 4.1 A trails map should be developed and posted where feasible at designated trailheads and other appropriate locations.
- Policy 4.2 The Trails Element as well as other informative material should be available to the public free or for a small fee.
- Policy 4.3 As routes are implemented, their availability and use should be encouraged through the City's website, newsletters or the media.

Objective 5.0 To provide paved trails which are safe.

- Policy 5.1 The determination of the appropriate type of paved trail should primarily be based upon safety requirements. There are three classifications of bike trails:
 - 1. Bicycle paths (Class I) are the safest type of bicycle trail and should, therefore, be utilized as much as possible for regional and community trails, but not for those designated on small local streets where traffic volume is minimal.

- 2. Bicycle lanes (Class II) are the second safest type of bicycle trail. These should be utilized as necessary links to bicycle paths or local routes where paths are not feasible.
- 3. Bicycle routes (Class III) are the least safe type of bicycle trail. They should be utilized as a last priority for necessary links or as interim links prior to the implementation of bicycle paths. When used, they should be signed wherever possible.
- Policy 5.2 Trails should be designed to facilitate bicycle riding by incorporating standards which would reduce slopes, sharp curves, and interference with vegetation, pedestrians, and traffic.
- Policy 5.3 Bicycle paths should be incorporated into the design of community land use plans, Capital Improvement Projects, and in parks and open space as specified in the General Plan.
- Policy 5.4 Encourage facilities such as lighting, benches, bathrooms and drinking fountains along trails where it is appropriate.

Objective 6.0 Provide unimproved trails that are viable routes within the community.

- Policy 6.1 Priority shall be given to designating unimproved trails for multipurpose use whenever feasible.
- Policy 6.2 Develop a future system of trails on the Fanita Ranch site as well as throughout the City's Multiple Species Conservation Program Preserve Planning Area. Priority shall be given to using existing trail alignments whenever feasible.
- Policy 6.3 Trail segments should not be made available for public use until a usable segment is established and where unauthorized entry onto private property can be controlled.
- Policy 6.4 It should be recognized that in areas where equestrian trails extend into the street for crossing, pedestrians will also be utilizing these designated areas. Equestrian use trails should end in areas where horses are allowed or where there are hitching posts.
- Policy 6.5 The location of equestrian trails should be coordinated with horse stables and clubs, equestrian centers and major regional trailheads.
- Policy 6.6 Trails should be designed in loops to prevent having to repeat the same route.
- Policy 6.7 Encourage trail connections with planned trails on the Santee Lakes property and future development of Fanita Ranch.
- Policy 6.8 Where feasible, consider trail routes that pass under bridges to avoid street crossings where possible.

Objective 7.0 Provide trails which are safe.

- Policy 7.1 The determination of appropriate type of trails should primarily be based on safety requirements.

- Policy 7.2 Pedestrian and equestrian trails should be separated from the street. Only when absolutely necessary should riding trails be designated on streets.
- Policy 7.3 For new trails, switchbacks should be utilized in areas of steep terrain.
- Policy 7.4 Unimproved trails which are not subject to maintenance shall be posted at trails entrances to advise users of trail risks.

Objective 8.0 Provide community trails that link with regional trail systems and facilities.

- Policy 8.1 Encourage the establishment of trail systems in the East Elliot area and on the Fanita Ranch that link the Fanita Ranch and Mission Trails Regional Park with Santee Lakes and Goodan Ranch Regional Parks, Sycamore Canyon Open Space Preserve and any future northern expansion of Mission Trails Regional Park.
- Policy 8.2 Encourage trail connections to the Trans-County trail system, the Upper San Diego River Improvement Plan, the Mission Trails Regional Park trail system and trails leading to Goodan Ranch and Sycamore Canyon Open Space Preserve.
- Policy 8.3 Encourage trail connections which take advantage of trailhead and support facilities planned or existing within neighboring regional parks.

Objective 9.0 Provide trails within the future Multiple Species Conservation Program Preserve which are consistent with the City’s Subarea Plan and Implementing Agreement.

- Policy 9.1 Preference should be given to locating trails in the least sensitive areas of the Preserve and utilize existing trails / dirt roads to the extent feasible.
- Policy 9.2 Avoid placing new trails between different habitat types where resource sensitivities and values are high.
- Policy 9.3 The width of new trails should be minimized to the extent possible to avoid impacting critical resources.
- Policy 9.4 Fencing should be considered in strategic locations to limit off-trail use in sensitive resource areas.
- Policy 9.5 Equestrian trails and staging areas should be located a sufficient distance from riparian or coastal sage scrub resources to minimize the possibility of cowbird parasitism and to ensure biological values are not impaired.
- Policy 9.6 Avoid conflicts with key movement routes utilized by wildlife to the maximum extent possible.

CONSERVATION ELEMENT

Goal: The goal of the Conservation Element is to conserve open space, natural and cultural resources.

Objectives and Policies:

Objective 1.0 Protect areas of unique topography or environmental significance to the greatest extent possible.

- Policy 1.1 The City shall encourage significant natural landforms to be maintained during development whenever possible.

- Policy 1.2 The City should encourage, through the environmental review process, the preservation of hillsides with steep slopes as appropriate to minimize danger from landslides and mudslides, as well as to protect key visual resources.
- Policy 1.3 To protect and wisely manage hillsides and topographic resources, the City shall use the following hillside development guidelines:

Percent Natural Slope	Guideline
Less than 10%	This is not a hillside condition. Conventional grading techniques are acceptable.
10% - 19.9%	Development with grading will occur in this zone, but existing landforms should retain their natural character. Padded building sites are permitted on these slopes, but contour grading, split level architectural prototypes, with stacking and clustering are expected.
20% and over	Special hillside grading, architectural and site design techniques are expected, and architectural prototypes should conform to the natural landform. Compact development plans should be used to minimize grading footprints.

Objective 2.0 Protect floodways to reduce flood hazards, protect biological resources and preserve the aesthetic quality along water corridors.

- Policy 2.1 The City shall encourage the protection of the San Diego River Corridor and all other City water corridors to reduce flood hazards, protect significant biological resources and scenic values, and to provide for appropriate recreational uses.
- Policy 2.2 The City should promote open space in conjunction with other appropriate land uses along the San Diego River corridor and other water corridors found in the City.
- Policy 2.3 The City should participate in regional planning efforts aimed at habitat protection and recreational enjoyment of the San Diego River.
- Policy 2.4 The City should promote the design and use of floodways and adjacent land for recreation whenever appropriate as part of flood control and habitat improvements.
- Policy 2.5 The City should avoid concrete channelization of waterways whenever possible and promote alternative flood control designs which have open space value.
- Policy 2.6 The City encourages the development of appropriate flood control measures to assure public safety, which also prioritize maintenance of natural habitats and vegetation, and provision of community recreational opportunities as feasible and appropriate.

- Policy 2.7 The City shall ensure that all development proposals are located outside of designated floodways and all development in the 100-year floodplain is consistent with the City's Flood Damage Protection Ordinance.

Objective 3.0 Maintain adequate domestic water supplies for all residents and uses within the City.

- Policy 3.1 The City should encourage the use of drought-resistant vegetation and encourage the use of recycled water for irrigation for both private development as well as public projects and facilities.
- Policy 3.2 The City shall encourage the development and utilization of innovative water conservation measures in all proposed developments.
- Policy 3.3 The City should continue to support the Padre Dam Municipal Water District in expanding the water reclamation facility to its ultimate capacity and support the expansion of recycled water infrastructure.
- Policy 3.4 The City should encourage the Padre Dam Municipal Water District to satisfy both existing and planned potable water and recycled water demands within the City and District service area prior to considering out-of-district contracts and agreements.

Objective 4.0 Reduce the amount of erosion of soil in the City.

- Policy 4.1 The City shall require that appropriate soils and geologic surveys be completed for all proposed development, consistent with the policies and implementation measures found in the Safety Element.
- Policy 4.2 The City shall require appropriate grading, erosion control measures and replanting to minimize erosion and prevent slippage of man-made slopes.

Objective 5.0 Conduct extraction of mineral deposits with a minimum amount of disturbance to adjacent properties.

- Policy 5.1 The City shall require that all proposed mining operations are adequately reviewed during the project and environmental review processes to minimize to the greatest degree possible, all identified environmental impacts, especially water quality, habitat preservation and bridge undermining.

Objective 6.0 Reclaim all mined lands to usable conditions that are adaptable for alternative land uses.

- Policy 6.1 The City shall require the planned reclamation of mined lands following extraction of mineral resources with consideration of the land's potential for recreational, wildlife habitat, and scenic uses as well as for residential, industrial or commercial development.

Objective 7.0 Preserve significant biological resources.

- Policy 7.1 The City shall encourage the preservation and enhancement of significant biological resources in areas designated as permanent open space.
- Policy 7.2 The City shall require that all development proposals provide appropriate mitigation for identified significant biological resources including selective

preservation, sensitive site planning techniques and in-kind mitigation for identified impacts.

- Policy 7.3 The City shall require that, for all development proposals involving the setting aside of land for permanent open space either on-site or off-site, provisions are in place to ensure the long term management of the open space and biological resources.
- Policy 7.4 The City shall complete an Multiple Species Conservation Program Subarea plan that conserves a minimum of 2,600 acres in the City as permanent open space for preservation of habitats and species.

Objective 8.0 Preserve significant cultural resources.

- Policy 8.1 The City shall require either the preservation of significant historic or prehistoric sites, or the professional retrieval of artifacts prior to the development of a site, consistent with the provisions of the California Environmental Quality Act. Preservation may include various measures including avoidance, preservation in place, incorporation into open space, or covering or capping. The type of preservation would depend upon the nature and significance of the archaeological resource and the practical requirements of the proposed land use.
- Policy 8.2 The City should require curation of any recovered artifacts as a condition of any cultural resources mitigation program.

Objective 9.0 Reduce pollutants in urban runoff and stormwater discharges.

- Policy 9.1 The City shall use careful planning and review to identify and eliminate urban runoff problems before development is approved.
- Policy 9.2 The City shall enforce the implementation of appropriate best management practices (BMPs) during construction projects.
- Policy 9.3 Reduce the discharge of pollutants into the storm drain system from existing municipal, industrial, and commercial facilities and residential areas to the maximum extent practicable.
- Policy 9.4 Actively seek and eliminate illicit discharges and connections to the storm water conveyance system.
- Policy 9.5 The City shall continue to coordinate water quality planning and implementation efforts with other cities.

Objective 10.0 Preserve significant natural resources, such as mineral deposits, biological resources, watercourses, groundwater, hills, canyons, and major rock outcroppings, as part of a Citywide open space system.

- Policy 10.1 The City should encourage the conservation of rare or unique plants and wildlife by identifying such resources through the environmental review process and by using open space preservation, where appropriate, to preserve the resources as a condition of a project approval, consistent with the City's future Multiple Species Conservation Program Subarea Plan.

- Policy 10.2 The City should encourage the preservation of significant natural features, such as watercourses, ridgelines, steep canyons, and major rock outcroppings through the Development Review process.
- Policy 10.3 The City should encourage the preservation of appropriate open space in the Town Center area for recreational and open space purposes as part of the overall Specific Plan.

Objective 11.0 Promote a balanced mix of open space uses with development throughout the City to enhance visual resources, avoid hazards and conserve resources.

- Policy 11.1 The City should promote the dedication of open space or parklands and the designation of private open space within all proposed residential developments.
- Policy 11.2 The City should encourage, where feasible, the development of an interconnected system of open spaces throughout the City.
- Policy 11.3 The City should support State and Federal legislation which would provide funds for local parkland acquisition.
- Policy 11.4 The City should ensure that adequate passive and active open space uses are incorporated into the development of the Town Center, Fanita Ranch, Rattlesnake Mountain and other large, existing vacant areas.
- Policy 11.5 The City shall encourage compact development plans when appropriate to maximize the preservation of open spaces.

NOISE ELEMENT

Goal: Improve the city's overall quality of life by reducing harmful and annoying noise for existing and future residents.

Objectives and Policies:

Objective 1.0 Control noise from sources adjacent to residential, institutional and other noise-sensitive receptors.

- Policy 1.1 The City shall support a coordinated program to protect and improve the acoustical environment of the City including development review for new public and private development and code compliance for existing development.
- Policy 1.2 The City shall utilize noise studies and noise contour maps when evaluating development proposals during the discretionary review process.
- Policy 1.3 The City shall enforce motor vehicle laws and standards as appropriate, related to traffic flow and speed, in an effort to reduce noise along roadways experiencing high noise levels.
- Policy 1.4 The City shall promote alternative sound attenuation measures rather than traditional wall barrier wherever feasible; these may include glass or polycarbonate walls, berms, landscaping, and the siting of noise-sensitive uses on a parcel away from the roadway or other noise source.

- Policy 1.5 The City shall review future projects with particular scrutiny regarding the reduction of unnecessary noise near noise-sensitive areas such as hospitals, schools, parks, etc.
- Policy 1.6 The City shall continue to monitor noise throughout Santee and enforce the standards and regulations of the City's Noise Ordinance.
- Policy 1.7 The City shall discourage any future expansion of the facilities of Gillespie Field or intensification of operation, other than what has been already planned in the airport's master plan, that would result in greater noise impacts to the City.
- Policy 1.8 The City shall encourage the implementation of noise control procedures by Gillespie Field to minimize noise exposure caused by aircraft flyovers within the City.
- Policy 1.9 As recommended by the Gillespie Field Comprehensive Land Use Plan, the City of Santee shall work with the County of San Diego to reduce the future 65dB CNEL noise contour impact on residentially zoned areas.
- Policy 1.10 The City of Santee shall require single family detached residences located between the 65-70 dB CNEL contours for Gillespie Field to ensure that interior noise levels do not exceed 45dB Ldn.
- Policy 1.11 The City shall require disclosure of airport noise impacts as a condition of all future residential development in the 65-70dB noise contours.
- Policy 1.12 The City shall require the recordation of aviation easements for new development proposed within the 65-70dB noise contours and the Runway Protection and Inner Approach / Departure zones for Gillespie Field.
- Policy 1.13 The City shall continue to monitor helicopter routes from MCAS Miramar to ensure approved routes are adhered to and shall oppose any realignment of existing routes or establishment of new routes that would result in increased noise impacts to the City.
- Policy 1.14 The City shall, whenever feasible, take noise generation into consideration for new equipment purchases for the City.
- Policy 1.15 The City shall encourage Caltrans to recognize and implement the City's noise standards for planned and future freeway projects in the City.
- Policy 1.16 The City shall ensure that appropriate regulations and standards are incorporated into the City's development policies and ordinances, including the use of noise evaluations in Environmental Impact Reports and statements, which take all aspects of noise into consideration.
- Policy 1.17 The City shall officially support the control of noise through legal regulations and cooperative government efforts.

Objective 2.0 Ensure that future developments will be constructed to minimize interior and exterior noise levels.

- Policy 2.1 The City shall adhere to planning guidelines and building codes which include noise control for the exterior and interior living space of all new residential developments within noise impacted areas.
- Policy 2.2 The City should require new development to mitigate noise impacts to existing uses resulting from new development when: 1) such development adds traffic to existing City streets that necessitates the widening of the street; and 2) the additional traffic generated by the new development causes the noise standard or significance thresholds to be exceeded.
- Policy 2.3 The City should not require new development to mitigate noise impacts to existing uses when the new development only adds traffic already anticipated by the City's General Plan to an existing street, but does not necessitate widening of that street.

SAFETY ELEMENT

Goal: The goal of the Safety Element is to minimize injuries, loss of life, and property damages resulting from natural and human-induced safety hazards.

Objectives and Policies:

Objective 1.0 Minimize injuries, loss of life and property damage resulting from flood hazards.

- Policy 1.1 The City should encourage the use of innovative site design strategies within the floodplain which ensure minimizing of flood hazards, maintaining the natural character of waterways and maximize the use of water as a design feature.
- Policy 1.2 All development proposed within a floodplain area shall be required by the City to utilize design and site planning techniques to ensure that structures are elevated at least one foot above the 100-year flood level.
- Policy 1.3 All proposed projects which would modify the configuration of any of the three main waterways in Santee (San Diego River and Sycamore and Forester Creeks) shall be required to submit a report prepared by a registered hydrologist that analyzes potential effects of the project downstream as well as in the local vicinity.
- Policy 1.4 The City should actively pursue the improvement of drainage ways and flood control facilities so as to lessen recurrent flood problems and include such public improvements in the Capital Improvements Program for the City.
- Policy 1.5 The City should pursue the identification of flood hazard areas along Fanita and Big Rock Creeks and apply protective measures where necessary.
- Policy 1.6 The City should require a hydrologic study, including the analysis of effects on downstream and upstream properties and on the flood-carrying characteristics of the stream, for development proposed in the floodplain.
- Policy 1.7 Critical Emergency uses (hospitals, fire stations, police stations, the Emergency Operations Center, public administration buildings and schools) shall not be located in flood hazard areas or in areas that would affect their ability to function in the event of a disaster.

- Policy 1.8 Development within the 100-year floodway shall be prohibited, subject to the provisions of the City's Flood Damage Prevention Ordinance.
- Policy 1.9 For the purpose of land division, floodway areas shall not be included in the calculation of net area.

Objective 2.0 Minimize the loss of life and destruction of property in Santee caused by seismic and geologic hazards.

- Policy 2.1 The City should utilize existing and evolving geologic, geophysical and engineering knowledge to distinguish and delineate those areas that are particularly susceptible to damage from seismic and other geologic conditions.
- Policy 2.2 The City should ensure that if a project is proposed in an area identified herein as seismically and/or geologically hazardous, the proposal shall demonstrate through appropriate geologic studies and investigations that either the unfavorable conditions do not exist in the specific area in question or that they may be avoided or mitigated through proper site planning, design and construction.
- Policy 2.3 The City shall require that all potential geotechnical and soil hazards be fully investigated at the environmental review stage prior to project approval. Such investigations shall include those identified by Table 8.1, Determination of Geotechnical Studies Required, and such soil studies as may be warranted by results of the Initial Environmental Study.

Objective 3.0 Minimize the risk of damage to persons, property and the environment caused by hazardous materials.

- Policy 3.1 The City shall continue to implement the County's Hazardous Waste Management Plan or develop and implement an equivalent plan.
- Policy 3.2 The City shall continue to participate in the Hazardous Materials Incident Response Team in dealing with hazardous materials incidents.
- Policy 3.3 The City shall require that any potential hazardous materials issues be fully investigated at the environmental review stage prior to project approval.
- Policy 3.4 The City shall review any proposed uses involving the use, transport, storage or handling of hazardous waste to ensure that such uses will not represent a significant risk to surrounding uses or the environment.
- Policy 3.5 The City shall continue to provide for a household hazardous waste collection program for City residents as part of the contract with the City trash franchisee.
- Policy 3.6 The City shall control the location, manufacture, storage or use of hazardous materials in Santee through Zoning Ordinance implementation and the Development Review process.
- Policy 3.7 Encourage safe and proper disposal of household hazardous waste.
- Policy 3.8 Promote safe, environmentally sound means of solid waste disposal for the community.

- Policy 3.9 Investigate ways to encourage businesses to recycle their waste.

Objective 4.0 Minimize injuries, loss of life and property damage resulting from fire hazards.

- Policy 4.1 Proposed developments should be approved only after it is determined that there will be adequate water pressure to maintain the required fire flow at the time of development.
- Policy 4.2 The City should ensure that all new development meets established response time standards for fire and life safety services.
- Policy 4.3 The City shall require the installation of fire hydrants and establishment of emergency vehicle access, before construction with combustible materials can begin on an approved project.
- Policy 4.4 The City shall require emergency access routes in all developments to be adequately wide to allow the entry and maneuvering of emergency vehicles.
- Policy 4.5 The City should support State legislation that would provide tax incentives to encourage the repair or demolition of structures that could be considered fire hazards.
- Policy 4.6 The City should support the continuation of the existing weed abatement program.
- Policy 4.7 The City shall ensure that the distribution of fire hydrants and capacity of water lines is adequate through periodic review.
- Policy 4.8 Encourage and support the delivery of a high level of emergency services through cooperation with other agencies and use of available financial opportunities.
- Policy 4.9 All proposed development shall satisfy the minimum structural fire protection standards contained in the adopted edition of the Uniform Fire and Building Codes; however, where deemed appropriate the City shall enhance the minimum standards to provide optimum protection.
- Policy 4.10 Encourage the continued development, implementation and public awareness of fire prevention programs.
- Policy 4.11 In order to minimize fire hazards, the Santee Fire and Life Safety Department shall routinely be involved in the review of development applications. Considerations shall be given to adequate emergency access, driveway widths, turning radii, fire hydrant locations and needed fire flow requirements.
- Policy 4.12 The timing of additional fire station construction or renovation, or new services shall relate to the rise of service demand in the City and surrounding areas.
- Policy 4.13 Support mutual aid agreements and communications links with County and the other municipalities participating in the Unified San Diego County Emergency Service Organization.

Objective 5.0 Minimize injuries, loss of life and property damage and losses resulting from criminal activities.

- Policy 5.1 The City shall encourage citizen participation in the Neighborhood and Kids Watch programs and promote the establishment of new neighborhood watch programs to encourage community participation in the patrol, and to promote the awareness of suspicious activity.
- Policy 5.2 The City shall incorporate Crime Prevention Through Environmental Design (CPTED) principles into site planning for new developments and renovations of existing developments, taking into account the concepts of defensible space, surveillance, territoriality, access control and maintenance.
- Policy 5.3 The City shall encourage the upgrading of building security requirements.
- Policy 5.4 The City shall involve law enforcement personnel in the review of new development applications through participation in the Development Review process.
- Policy 5.5 All structures should be adequately identified by street address and be lighted sufficiently to deter criminal activity.
- Policy 5.6 The City should work with the school districts in the establishment of a permanent School Resource Officer program, or similar measure to provide a law enforcement presence at city schools.
- Policy 5.7 The City should support the County of San Diego's efforts to relocate the existing Las Colinas jail as part of a state-of-the-art consolidated justice facility to be located elsewhere on the County's Town Center property.

Objective 6.0 Minimize injuries, loss of life, and property damage resulting from traffic hazards.

- Policy 6.1 The City shall continue to review traffic safety problems and enforcement of parking regulations.
- Policy 6.2 The City shall promote the utilization of traffic control devices such as signals, medians and other street design measures along busy roadways to regulate, warn, and guide traffic, thereby diminishing traffic hazards.
- Policy 6.3 Encourage ridesharing, the use of transit and other transportation systems management programs to reduce the number of vehicle miles traveled and traffic congestion.
- Policy 6.4 The City shall preclude through-City truck traffic on local roadways and limit truck routes through the City to principal and major arterial roadways.
- Policy 6.5 The City shall promote the establishment of shared driveways and reciprocal access between adjoining properties to reduce the number of curb cuts and reduce conflicting traffic movements on major roads.

Objective 7.0 Minimize injuries, loss of life, and property damage resulting from airport hazards.

- Policy 7.1 The City should review all development proposed within the Gillespie Field Airport Influence Area to ensure that design features are incorporated into the site plan to address identified aircraft safety and noise hazards.

- Policy 7.2 The City should discourage the establishment of additional high-risk uses, including schools, hospitals, nursing homes and daycare centers (excluding residential care facilities and small family daycare) in the Runway Protection and Inner Approach / Departure Zones for Gillespie Field.

Objective 8.0 Ensure the efficient control of emergency operations during natural or human-caused disasters.

- Policy 8.1 The City shall continue to hold periodic disaster exercises in cooperation with the appropriate State and Federal agencies.
- Policy 8.2 The City shall update its adopted emergency operations plan periodically to ensure the safety of residents, employees and visitors in times of man-made or natural disaster.

COMMUNITY ENHANCEMENT ELEMENT

Goal: To respect and integrate the natural and man made environments of Santee to enhance the quality of life, revitalize older neighborhoods and community places, and sustain a beautiful, distinctive and well organized community for our citizens.

Objectives and Policies:

Objective 1.0 Ensure an environment that promotes racial, ethnic and religious tolerance and which is free from discrimination.

- Policy 1.1 The City should continue to support community and religious efforts and programs that advance tolerance, and embrace diversity and anti-discrimination.
- Policy 1.2 The City should support the creation of a Human Relations Board or any other group or committee that advances positive human relations in the City.

Objective 2.0 Strengthen neighborhood identity.

- Policy 2.1 The City shall promote introduction of distinctive landscape treatments, signage, entry statements, etc., in residential areas.
- Policy 2.2 The City shall encourage the use of existing natural features (river, hillsides, etc.) as character/theme sources for new residential development.
- Policy 2.3 The City should encourage the strengthening of neighborhood edges through strategic location of open space/ recreational buffers, use of distinctive street tree/streetscape designs and changes in residential products/forms.
- Policy 2.4 The City shall provide for formation of distinct residential neighborhoods when implementing the Redevelopment Plan.
- Policy 2.5 The City shall encourage the formation of a focal point/activity center for neighborhoods when feasible and practical.
- Policy 2.6 The City shall identify older neighborhoods in need of revitalization and develop a strategy that utilizes tools such as neighborhood watch, law enforcement, community services, rehabilitation loan programs, code compliance and waste management services to enhance and stabilize them.

Objective 3.0 Improve the diversity and quality of housing in the City.

- Policy 3.1 The City shall encourage innovative site planning and housing product designs.
- Policy 3.2 The City shall promote the mix of housing product types and site planning features within larger residential developments.
- Policy 3.3 The City shall encourage use of varied setbacks, lot orientations and placement of dwelling units.
- Policy 3.4 The City shall discourage the overuse of repetitious dwelling unit designs and site planning features.
- Policy 3.5 The City shall encourage adaptive housing products and siting treatments in hillsides and along the river corridor that respect and enhance the features of the natural environment.
- Policy 3.6 The City shall support housing in mixed use projects that offer a desirable urban lifestyle.

Objective 4.0 Promote the integration of new residential development with the existing community.

- Policy 4.1 The City shall promote the Town Center as a focal point and activity center for the entire City.
- Policy 4.2 The City shall ensure that new residential development are adequately linked to the existing community by streets, sidewalks, trails and bikeways.

Objective 5.0 Improve or remove negative visual elements within residential areas.

- Policy 5.1 The City shall develop a neighborhood revitalization program that brings together City resources, the resources of other agencies and residents to voluntarily improve the appearance and safety of their neighborhoods.
- Policy 5.2 The City shall pursue the rehabilitation/demolition of dwelling units in need of major repairs consistent with the policies of the Housing Element.
- Policy 5.3 The City shall pursue the removal of vehicles on residential property which are abandoned, unregistered or in a state of disrepair that are public safety hazards or community eyesores.
- Policy 5.4 The City shall promote trash clean-up events in neighborhoods.

Objective 6.0 Improve the appearance and condition of commercial facilities in the City.

- Policy 6.1 The City shall ensure that all new commercial developments contribute towards an overall positive and cohesive visual identity.
- Policy 6.2 The City shall promote rehabilitation of commercial sites and investigate funding opportunities for rehabilitation/remodeling of small businesses.
- Policy 6.3 The City shall continue to promote commercial signage which consolidates advertising for commercial outlets and presents a cohesive thematic pattern.
- Policy 6.4 The City shall develop a kiosk, or similar sign program that will allow for advertising of public and quasi-public events and meet the needs of the community.

- Policy 6.5 The City shall investigate partnerships with its corporate base and businesses to develop a public arts program.
- Policy 6.6 The City shall ensure all commercial development is designed to a pedestrian scale.

Objective 7.0 Consolidate strip commercial uses into functional commercial units.

- Policy 7.1 The City shall promote replacement of individual store parking lots and driveways with shared parking areas and driveways whenever possible.
- Policy 7.2 The City shall promote coordinated structure setbacks, re-orientation of business entrances, coordinated thematic landscaping, minimizing curb cuts, establishment of reciprocal access points between adjacent properties and consolidation of entrance/exist locations during rehabilitation or redevelopment of commercial areas.
- Policy 7.3 The City shall ensure that public streetscape improvements are coordinated with proposed rehabilitation/ redevelopment of commercial areas.

Objective 8.0 Improve the appearance and function of existing and planned industrial areas.

- Policy 8.1 The City shall explore opportunities for comprehensive industrial development consistent with the Redevelopment Plan.
- Policy 8.2 The City shall ensure that adjacent residential land uses are adequately buffered from industrial uses through site planning and landscaping features.
- Policy 8.3 The City shall ensure through the Development Review process that standards established for the industrial areas are maintained.
- Policy 8.4 The City shall ensure that all industrial development is attractive and of high quality design to enhance the image of the City.

Objective 9.0 Provide a unifying and distinctive streetscape system throughout the City.

- Policy 9.1 The City shall promote visual continuity of trafficways through coordinated landscape plantings, lighting and street improvements which reinforce the hierarchy of the street system.
- Policy 9.2 The City shall promote a Citywide street tree and median planting program which enhances views and is scaled in relationship to the function of the roadway.
- Policy 9.3 The City shall ensure adequate landscaped buffers are provided between trafficways and sidewalks.
- Policy 9.4 The City shall provide for streetscape treatments at activity nodes and major decision-making points, through paving materials and lighting, accent plantings and thematic signage to reinforce their importance.
- Policy 9.5 The City shall continue to utilize landscape maintenance districts where practical to ensure the maintenance of streetscape plant materials and hardscape features.

- Policy 9.6 The City should consider introduction of sculptural elements to the streetscape at major activity nodes (such as water fountains, public art, etc).
- Policy 9.7 The City shall require landscaping and the use of decorative materials for structural features along the State Route 52 right-of-way. Once completed, the City shall explore opportunities for beautification of the freeway right-of-way through Caltrans' Transportation Art Program.
- Policy 9.8 The City shall promote and facilitate the beautification of the State Route 67 right-of-way.
- Policy 9.9 Upon completion of the State Route 52 to State Route 67, the City shall explore pursuing its designation as a State Scenic Highway, all or in part, as appropriate.
- Policy 9.10 The City should promote a community tree forestry program, using the resources of the Tree USA program or other similar programs that encourage city-wide tree plantings.

Objective 10.0 Strengthen the gateways into the City.

- Policy 10.1 The City shall preserve the high quality scenic viewshed visible from the western entry along Mission Gorge Road and State Route 52.
- Policy 10.2 The City shall maintain distinctive signage, accent plantings and paving materials for entries from the east and south.
- Policy 10.3 The City should discourage the placement of temporary signs in gateway setback areas.

Objective 11.0 Remove visually disruptive elements from the street system.

- Policy 11.1 The City shall pursue the undergrounding of utilities and/or the relocation of overhead utility lines to enhance road corridors.
- Policy 11.2 The City shall ensure all signs are compatible with the overall streetscape design and pursue the consolidation or redesign/removal of those signs which are disruptive elements.

Objective 12.0 Recognize historic structures for their ability to strengthen place identity.

- Policy 12.1 The City should ensure that future development respects and enhances the Edgemoor "Polo Barn" setting.
- Policy 12.2 The City shall support the continued protection of the Mission Dam Historic Site within the Mission Trails Regional Park.
- Policy 12.3 The City should preserve materials of the Granite House in a manner that increases public awareness and appreciation of the City's heritage.

Objective 13.0 Integrate adequate open space uses into new development within the City.

- Policy 13.1 The City shall ensure the provision of open space which provides adequate visual relief from developed portions of the City.

- Policy 13.2 The City shall ensure that adequate amounts of open space are located along the San Diego River and its tributaries to protect and enhance the river character.
- Policy 13.3 The City shall ensure that open space is provided in hillside areas proposed for development that performs multiple functions of view maintenance, resource protection and hazard avoidance.

Objective 14.0 Minimize alteration of existing topography especially in hillside areas during the development and redevelopment process.

- Policy 14.1 The City shall encourage and work with developers to minimize the impacts of grading for new development throughout the City.
- Policy 14.2 The City shall ensure that development is oriented along natural terrain contours to the extent possible to maintain landform integrity.
- Policy 14.3 The City shall require use of contour grading techniques and multi-layered landscaping, whenever possible, to ensure the natural appearance of manufactured slopes.
- Policy 14.4 The City shall require the use of hillside development techniques in areas of steeper slopes.
- Policy 14.5 The City shall encourage the protection of prominent ridgelines whenever feasible. This shall be accomplished by siting development below ridgelines in such a manner that permits the ridgeline to remain visible.

Objective 15.0 Maintain and enhance existing scenic views.

- Policy 15.1 The City shall require revegetation of graded slopes with indigenous plant materials, where feasible, to maintain scenic views and assist in slope stabilization.
- Policy 15.2 The City should provide for the maintenance of view opportunities to surrounding hillsides by ensuring proposed structures do not significantly impact existing community-level viewsheds.

Objective 16.0 Utilize the natural design elements presented by the river/creek system within the City.

- Policy 16.1 The City should encourage the strengthening of links between the San Diego River, Forester Creek, Woodglen Vista Creek and the Sycamore Creek/Santee Lakes.
- Policy 16.2 The City should promote the introduction of water elements (fountains, streams/canals, ponds, etc.) and riparian plant materials (i.e Sycamores, Oaks, etc) into developments along watercourses.
- Policy 16.3 The City should ensure that all development along the River corridor maximizes orientation towards the River and enhances the natural character of the River.
- Policy 16.4 The City shall respect the natural stream processes of the San Diego River and its tributaries and ensure that flood control improvements along existing

watercourses/channels avoid concrete channelization whenever possible and retain the natural character of the corridor through planting or preservation of native vegetation.

- Policy 16.5 The City shall integrate habitat enhancement with recreation opportunities along the San Diego River and its tributaries wherever feasible and practical in meeting recreation and conservation needs.

Objective 17.0 Balance development with natural resource protection needs.

- Policy 17.1 The City should provide for the preservation of significant habitat and vegetation in strategic locations along watercourses and in undeveloped hillside areas.
- Policy 17.2 The City should promote the incorporation of unique and significant natural resource features (vegetation, habitat, rock outcrops) into development plans.



ANNUAL PROGRESS 2023

The following provides a summary of accomplishments by City entity during calendar year 2023 demonstrating how the City is meeting the goals and objectives of the General Plan. Also included are future actions planned by each City entity, which would further the goals and objectives of the General Plan.



MISSION STATEMENT

The mission of the City of Santee is to honor the public trust and serve our community by providing quality services and programs to promote economic prosperity, safety, social well-being and a healthy environment.

PROGRAM DESCRIPTION

As the City of Santee's legislative and policy-making body, the City Council establishes policy; approves contracts and agreements; adopts an annual budget; enacts ordinances and resolutions essential for governing the affairs of the City; adopts measures that may be necessary for the protection of the health, safety, welfare and property of the City's residents; and represents the interests of the community at local, regional, state and federal levels.

2023 ACCOMPLISHMENTS

- Continued work on the City Council's priorities, which include a focus on economic development opportunities and fiscal stability; infrastructure and road repairs; services and safety for the homeless; an automated permit system; and affordable housing efforts
- Supported staff in the accomplishment of many of the priorities set by City Council, including adopting a new Housing Element, and continued progress towards the construction of a new Community Center
- Adopted a set of Community Core Values that the COMPOC subcommittee proposed after surveying the community in an effort to advance the City's Diversity, Equity and Inclusion (DEI) initiatives
- Successfully transitioned into a local joint powers authority (JPA) Santee-Lakeside Emergency Medical Services Authority (SLEMSA) format to provide ambulance services in Santee
- Adopted and implemented the San Diego River Corridor Ordinance that went into effect on January 2023 and began enforcement in May 2023
- Launched and expanded the Santee Hometown Heroes Banner program, which recognizes veteran and active duty military with light pole banners
- Reengaged with the City's two adopted Marine Units: HMH-462 and 2nd Battalion, 1st Marines to provide support to our troops

FUTURE ACTIONS - GOALS AND OBJECTIVES

- Maintain emphasis on efficient delivery of City services for taxpayers with a high level of fiscal responsibility while balancing competing interests in challenging economic times
- Uphold the priority to protect the health, safety and welfare of Santee residents through effective public safety strategies
- Continue efforts to increase City revenues through support of balanced economic development initiatives, including residential, commercial and entertainment projects
- Work with staff to design a cannabis business application process

- Encourage regional collaboration with other agencies on issues that may impact Santee and our surrounding community
- Continue work with federal, state and local agencies in support of the Highway 52 Coalition
- Work towards implementing recommendations from the Community Risk Assessment Report for additional fire stations and fire station upgrades
- Continue to support staff with the implementation of the Arts & Entertainment District to diversify economic development
- Continue efforts to enforce the San Diego River Corridor Ordinance and increase awareness of the river bottom corridor safety
- Complete the implementation of the Permitting and Land Management System

MISSION STATEMENT

The City Attorney's office provides candid and independent legal advice to the City of Santee, through its City Council and staff, and represents the City in civil, criminal code enforcement and administrative proceedings.

PROGRAM DESCRIPTION

The City Attorney is a statutory office filled by City Council appointment. The City Attorney prepares or reviews all general legal documents related to the conduct of the City's business affairs including contracts, leases, property acquisition and disposition documents. The office also oversees the preparation of all ordinances and resolutions, and related regulations. The City Attorney advises City departments regarding compliance with Federal, State and City law. The City Attorney provides legal counsel relating to the legal implementation and enforcement of the City's planning and zoning laws, including compliance with the California Environmental Quality Act. The City Attorney represents the City in all litigation, civil and criminal, code enforcement matters, unless otherwise directed by the City Council. The General Retainer covers day-to-day work including reviewing contracts and agenda items, responding to questions from staff, and attending Council meetings and staff meetings. Special services are those services related to individual projects or tasks that are outside the general scope of work and / or require specific legal expertise.

2023 ACCOMPLISHMENTS

- Successfully assisted the City in executing a Hotel Operating Agreement for the Excel Hotel, and in processing the project approvals for the Hotel
- Successfully assisted the City in the LAFCO process to dissolve County Service Area 69 (CSA 69)
- Successfully assisted the City in establishing the Santee-Lakeside Emergency Medical Services Authority (SLEMSA) to transfer emergency medical services funding and responsibility in the former CSA 69 boundaries to Santee and Lakeside Fire Protection District
- Successfully enforced the City's settlement agreement with Citywide Protection Services
- Drafted a comprehensive review of all major City contracts
- Assisted the City in adopting a cannabis regulatory ordinance
- Assisted the City in updating the Housing Element
- Assisted the City in adopting the San Diego River Corridor Ordinance to reduce fire risk and protect sensitive habitat in the River Corridor
- Assisted the City on issues related to diversity, equity and inclusion
- Assisted the City in implementing the AB 2404 Settlement Agreement and completing the improvements to Field 1, creating two new softball fields
- Assisted the City in establishing the Hometown Heroes Banner Program to recognize veterans

- Assisted the City in creating a comprehensive banner policy
- Assisted the City in continuing to process the Cuyamaca Right Turn Lane Acquisition
- Completed the fourth annual update to the Santee Municipal Code
- Continued the successful implementation of the City's Community Oriented Policing Program

FUTURE ACTIONS - GOALS AND OBJECTIVES

- Continue to assist the City in implementing SLEMSA
- Continue to support the City's efforts to process the Excel Hotel project
- Continue to assist the City in implementing the San Diego River Corridor Ordinance, including by prosecution of violations
- Assist the City in the development and implementation of the Arts & Entertainment District
- Provide City staff with tailored training on governance, transparency and ethical roles and responsibilities
- Continue to support the City's efforts to assess impediments to equality and tolerance and assist the City in efforts to remove them
- Continue to assist the City in adopting application procedures for the cannabis regulatory ordinance and in processing applications for cannabis business permits
- Distribute comprehensive review of all major City contracts and work with the City departments responsible for implementing those contracts to ensure that City is obtaining the full benefit of all existing agreements
- Assist the City in exploring options to purchase City streetlights from SDG&E
- Assist the City in considering options to renegotiate the City's gas and electricity franchise agreements
- Complete the fifth annual Santee Municipal Code update
- Continue to assist the City in the transition of the building services functions, and continue to support the City's processing of land development projects
- Continue to assist the City in processing the Cuyamaca Right Turn Lane Acquisition
- Continue to support the City's efforts to comply with affordable housing requirements
- Continue to support the City's efforts to develop a Community Center
- Continue to implement the Community Oriented Policing Program
- Assist the City in pursuing the City Council's stated priorities for FY 2023-24

MISSION STATEMENT

The City Manager's Office provides leadership, inspiration and support to the City organization. The Office develops and recommends solutions to current and future challenges, and holds the community's interests as its top priority.

PROGRAM DESCRIPTION

The City Manager's Office is responsible for the implementation of City Council policies and day-to-day management of the municipal operations. The City Manager advises the City Council on issues facing the City, establishes working relationships with other agencies and municipal organizations whose actions may affect the City, and oversees the City's financial condition. The Office also undertakes economic development and marketing initiatives, oversees SanteeTV operations, directs the City's information technology services, oversees law enforcement and animal control services, and provides internal programs to maintain a quality workforce.

2023 ACCOMPLISHMENTS

- Assisted with the implementation and coordination of executing City Council priorities and held an Executive Staff retreat to layout future goals and priorities
- Navigated the City's path with regards to advancing Diversity, Equity and Inclusion (DEI) initiatives, in cooperation with the COMPOC subcommittee and other City departments, while establishing Community Core Values, which were adopted by City Council
- Applied for and awaiting approval for federal/FEMA funding to establish a San Diego River Corridor Plan and increase defensible space along the river
- Worked with the City Attorney and City Council to establish and adopt the San Diego River Corridor Ordinance
- Established a homeless working group to bring together the City of Santee and partnering agencies to support homeless related issues and persons experiencing homelessness
- Continued to manage the transition of several long-term department directors to new replacement staff
- Bifurcated the Development Services Department into the Engineering Department and Planning and Building Department
- Entered into MOU negotiations with the Santee Firefighters Association
- Assisted the City Council in the transition of contract building services to a City staffed building division

FUTURE ACTIONS - GOALS AND OBJECTIVES

- Continue to provide leadership, guidance and direction to City departments and staff in all matters of operation
- Ensure timely and accurate information is provided to the City Council, media and the public
- Pursue options to complete funding for a new Fire Station 4 and the Community Center Work with staff and the private sector to pursue a new theater and hotel in the Arts & Entertainment District, while also pursuing additional entertainment and hospitality venues

- Work with staff and City Council to establish a cannabis business application process and provide new businesses for City Council consideration

ECONOMIC DEVELOPMENT & MARKETING

PROGRAM DESCRIPTION

The Economic Development & Marketing Division is responsible for implementing programs and activities that promote business attraction, expansion and retention to enhance the community's local economic and employment opportunities. The Division also coordinates the development of promotional materials and public information strategies to attract economic investments and stay connected with residents, businesses, community groups and the media regarding City services, activities and events. The Division also oversees SanteeTV, which enhances local government transparency and provides an additional communication tool to stay connected with residents, visitors and businesses through livestreaming of City Council meetings and other public meetings, and broadcasting of community information and events.

2023 ACCOMPLISHMENTS

- Received two Savvy Awards from the City-County Communications & Marketing Association (3CMA) for SanteeTV and a public service announcement for the City's dog parks
- Continued to maintain a GIS map of all food and beverage businesses in Santee to help stimulate the economy and encourage shopping local, while showcasing new businesses
- Streamlined and expanded the City's marketing and communication efforts by managing the Fire Department's Facebook, Instagram and YouTube pages, and added a City of Santee LinkedIn and YouTube page
- Redesigned the City of Santee's website to enhance the Economic Development page highlighting City demographics, a City profile/welcome video, and business information; reflect the separation of the Development Services Department into an Engineering Department and Planning & Building Department; and added a new Marketing & Communications page
- Continued to immerse the City's new brand into daily operations with updated letterhead, business cards, City Council agendas, forms, templates, signs and promotional materials
- Attended the International Council of Shopping Centers (ICSC) conference to recruit and prospect potential businesses
- Launched a seasonal electronic newsletter with City updates for the community
- Embarked on developing a partnership with Grossmont Union High School District to collaborate on class projects and a summer internship program
- During the past fiscal year, there were 19 new commercial businesses that opened in 65,332 square feet of space. By the end of the year, 14 of 22 shopping centers were 100% leased. Over the past fiscal year, the City also gained seven new national retailers: Broken Yolk, Honda Service Center, Sportman's Warehouse, David's Bridal, Earl of Sandwich, Chuck E. Cheese and Popeyes

FUTURE ACTIONS - GOALS AND OBJECTIVES

- Continue implementation of the City's brand to improve and expand outreach efforts, marketing strategies and economic development opportunities

- Continue to support the recovery and revitalization of local businesses and expand economic development opportunities by marketing City programs and opportunities on SanteeTV and social media pages
- Finalize and implement an economic development strategic plan while enhancing business support and development through the coordinated use of City communication outlets, including SanteeTV, the website, email, and social media platforms
- Further pursue targeted recruitment strategies to attract breweries, craft distilleries, wineries, restaurants and other entertainment and hospitality related industries to key areas of the City, including the Entertainment District
- Promote tourism for the City, highlighting the trail system, Entertainment District, Santee Lakes, Sportsplex USA, arts and shopping venues
- Continue to work with local partnership agencies, such as Padre Dam Municipal Water District and the Santee School District, to provide additional community content on SanteeTV
- Redesign the City of Santee's website

INFORMATION TECHNOLOGY

PROGRAM DESCRIPTION

The Information Technology (I.T.) Division oversees all of the City's technology and telecommunications needs, including administration and security of the City's network operating systems; installation, configuration, testing and maintenance of all hardware and software; day-to-day user support and technical troubleshooting; oversight of the Geographic Information System (GIS); and application support for the City's website, financial system, Council Chamber audio/visual system, broadcasting of public meetings, SanteeTV, and the Emergency Operations Center (EOC). Support is provided to over 125 users located at four City facilities.

2023 ACCOMPLISHMENTS

- Conducted a cyber security assessment and implemented an updated citywide comprehensive firewall solution to further protect the City's network infrastructure
- Upgraded the optical fiber at City Hall to improve broadband capabilities and speed
- Acquired software to implement automated workflow and electronic signature capabilities for legal documents
- Created a Government Community Cloud infrastructure to assist with implementation of the new EnerGov online permitting system and further enhance cloud capabilities
- Created services necessary for two step authentication to further secure network services
- Implemented GIS Story Maps to showcase the City's amenities and points of interest
- Created a city-managed address and parcel database, and integrated GIS databases with permitting
- Assisted the Fire Department with new fire station suitability location options through the use of different GIS scenarios, and assisted with mapping of fire locations and creation of a GIS map to support the San Diego River Corridor ordinance
- Expanded GIS knowledge to other divisions to assist with content creation
- Continued to provide critical technical support in the ongoing implementation of the automated Permitting and Land Management system
- Continued membership on the San Diego Regional Cyber Lab Technical Steering Committee

FUTURE ACTIONS - GOALS AND OBJECTIVES

- Continue to update and implement advanced security measures, including network infrastructure vulnerability testing and segmentation, firewall upgrades, software upgrades and employee training on email phishing prevention to improve network and computer security
- Upgrade to Microsoft Office 365 and create a hybrid email environment to take full advantage of the advanced Office 365 features
- Provide support for the upgrade of the City's website
- Continue to research additional opportunities to utilize SharePoint to create automated workflows and improve productivity
- Update and further develop the City's I.T. policies to ensure the City's technology requirements are accurately addressed and documented

ANIMAL CONTROL

MISSION STATEMENT

To provide animal control services for the City of Santee through a contractual agreement with the San Diego Humane Society in order to protect the health, safety and welfare of people and animals.

PROGRAM DESCRIPTION

The San Diego Humane Society provides several fundamental domestic animal services for the City of Santee and its residents, including:

- Enforcement of animal laws and public protection
- Investigation of animal violations, including animal cruelty, dog bites, barking dogs and other animal noise complaints
- Shelter and care of domestic animals
- Pet adoptions
- Dog licensing
- Vaccination clinics
- Lost and found, and rehoming services
- Microchipping services
- Spay and neuter programs
- Humane euthanasia and after care services
- Pet loss support
- Animal behavior, training and education classes
- Youth and community engagement programs
- Eviction and housing support
- Assistance with veterinary care for low-income families
- Emergency response and evacuation assistance during disasters

The San Diego Humane Society also works to improve the quality of life for local wildlife and the community as a primary resource for animal rehabilitation and conservation education through their Project Wildlife program.

CITY CLERK

MISSION STATEMENT

The City Clerk's Office promotes community involvement and awareness, and supports City Council and staff by coordinating the legislative process, administering City elections, and managing City records with integrity, accuracy, impartiality, and professionalism.

PROGRAM DESCRIPTION

The City Clerk is appointed by the City Council and performs duties as outlined in the Santee Municipal Code, City Charter, California Government Code and California Election Code. The City Clerk's Office is responsible for the preparation of the City Council agendas, maintaining the legislative history by accurately recording and documenting Council actions in official minutes, resolutions and ordinances; and oversees the citywide records management program. As the Election Official, the City Clerk is responsible for the administration of all general and special municipal elections, and as the Filing Officer, receives Campaign Disclosure Filings and Statements of Economic Interest in accordance with the Political Reform Act. As the Legislative Administrator, the City Clerk is responsible for the legislative agenda, verifying legal notices have been posted or published, running efficient meetings and recording decisions of the Council. As the Records Manager, the City Clerk is responsible for the preservation and protection of the public record. This office also receives and responds to all subpoenas and requests for public information, maintains the Santee Municipal Code and receives and publicly opens bids for City goods and services.

2023 ACCOMPLISHMENTS

- Administered appropriate actions for the appointment of two Council Members following the cancellation of the 2022 election
- The Passport program remains consistent and in high demand, staff assisted more than 1,800 customers related to Passport services in 2022
- Prepared training guides and trained all Boards, Commissions and Committee staff liaison on the updated AV equipment to effectively run a meeting for broadcasting
- Provided administrative support for the new Santee Lakeside Emergency Medical Services Authority
- Archived more than 353 new boxes for offsite storage of City records
- Administered oaths for new employees
- Started the process of updating the City's Record Retention Schedule which has not been updated since 2007

FUTURE ACTIONS – GOALS AND OBJECTIVES

- Implement new agenda management software to assist with the streamlining of reviewing and issuing the City Council Agenda
- Prepare for the November 5, 2024 General Election for Mayor and two Council seats: District 3 and District 4; including the Oath of Office ceremony

- Continue to respond to requests for public records and information within the California Public Records Act legal guidelines. Research options for a public portal for ease of access to the public and transparency
- Complete the major overhaul and update of the Records Retention Schedule to ensure consistency with government codes and records destruction and archiving

HUMAN RESOURCES

MISSION STATEMENT

To recruit and retain talented individuals, provide professional development to employees, and foster respectful labor relations.

PROGRAM DESCRIPTION

The Human Resources and Risk Management Department is responsible for the City's recruitment and selection process, classification and compensation plan, benefits administration, labor and employee relations, employee training and development and risk management functions including liability and property insurance, workers' compensation, general liability claims and loss control.

2023 ACCOMPLISHMENTS

- Provided ongoing consultation and guidance to departments on policy and employee relations, including interpretation of language in MOU, Personnel Rules and Administrative Policy Memoranda
- Provided support and consultation to supervisors, managers and department heads to appropriately respond to employee performance matters, incidents, investigations, disciplinary processes and team building
- Coordinated employee training sessions on various subjects, and assisted with individual employee professional development opportunities
- Continued to participate in the City/County Risk Management Association and City/County Personnel Association to contribute and receive information and resources regarding HR/Risk management best practices
- Continued Employee Wellness Program; the City of Santee was awarded a 2023 Silver Level Healthy Workforce Designation by Cigna for the second consecutive year. Employee event and education participation has continued to increase
- Partnered with hiring managers to plan and develop the recruitment plan for their vacant positions – including job posting details, ideal candidate language, interview questions and testing materials to hire the most qualified applicants
- Recovered funds owed to the City as the result of subrogation efforts
- Timely and accurately responded to PRAs, subpoenas, and other requests for documents and records
- Continued quarterly employee-member Safety Committee
- Implemented a new streamlined on-boarding orientation presentation for new hires (full time and part time)
- Partnered with City departments and an outside consultant to update to the City's Americans with Disabilities Act (ADA) Transition plan
- Successfully executed the annual benefit open enrollment health fair, provided benefit education events, assisted employees and processed the 2024 plan year enrollments
- Managed the COVID-19 Prevention Program – providing notifications, instruction and tracking of employee cases, and educating city personnel with updates from health authorities
- Developed a more efficient workers' compensation process for injured workers by fostering improved

communication with all parties (employer, employee and third party claims administrator)

- Executed a two-year Memorandum of Understanding with the Santee Firefighters' Association (SFFA)
- Developed and launched "HR TV" – a media presentation highlighting events, announcements, wellness activities, photos and helpful resource information for employees.

FUTURE ACTIONS – GOALS AND OBJECTIVES

- Continue to attract, recruit, hire and retain new employees for vacant positions in a timely manner, and communicate a recruitment schedule for department directors
- Identify positions that require succession planning for future vacancies due to retirements
- Develop and implement an HR intranet page (via Sharepoint) alongside other departments - that will include HR resources, policies and information to all City employees, thereby promoting employee engagement and easy access to helpful information
- Partner with Finance to update employee forms to improve efficiency and reduce paper waste
- Provide new supervisor training to employees newly promoted into a supervisor role
- Develop a workflow procedure on the performance evaluation process for all City employees
- Develop a workflow procedure and Hiring Guide for Managers and Supervisors
- Develop specific goals and initiatives for FY 24-25

MISSION STATEMENT

We are dedicated to safeguarding City assets while providing sound fiscal management and excellent customer service to all citizens, the business community, and City employees. We accomplish budgetary planning, the investment of public funds, purchasing, accounting and business licensing with professionalism and integrity.

PROGRAM DESCRIPTION

The Finance Department is responsible for the collection and investment of City monies, accounting and financial reporting, budget preparation and administration, debt administration, long-range fiscal planning, grant reporting and fiscal compliance, purchasing, business licensing, parking citation administration, payroll, accounts payable, accounts receivable, and capital asset inventory control.

2023 ACCOMPLISHMENTS

- Submitted the City's Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2022 to the Government Finance Officers Association of the United States and Canada (GFOA) for the Certificate of Achievement for Excellence in Financial Reporting program and expect to receive this award for the 19th consecutive year
- Provided sound fiscal planning by utilizing strong budgetary controls and a five-year financial projection to ensure the continued fiscal health of the City
- Made an Additional Discretionary Payment (ADP) to CalPERS to help pay down the City's unfunded liability. This is the second consecutive year in which the City has made this payment
- Successfully led the development of the City's Fiscal Year 2023-24 Operating Budget and five-year Capital Improvement Program for Fiscal Years 2024 – 2028
- Participated in the implementation of the Licensing module of the Tyler Enterprise Permitting and Licensing Land Management System • Completed the transition of the City's bank accounts from Union Bank to US Bank. This included new payroll and accounts payable check procedures, updating all banking information with entities that use non-check methods of payment, and converting all end users to the new accounts and website
- Selected a consultant to assist the City with a Development Impact Fee study
- Assisted in the dissolution of CSA 69 and the creation of the Santee-Lakeside Emergency Medical Services Authority (SLEMSA) JPA
- Responsible for the accounting, treasury, and budgeting for SLEMSA, which includes: setting up an Interim and Preliminary budget, setting up banking for ambulance billing, coordinating the distribution of funds received from the dissolved CSA 69, overseeing the Special Tax Consulting for the Ambulance Fee Assessment, and providing accounts payable, purchasing, and administrative duties to SLEMSA

FUTURE ACTIONS – GOALS AND OBJECTIVES

- Continue to identify and implement strategies to address unfunded liabilities including CalPERS retirement costs
- Submit the City's Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2023 to the Government Finance Officers Association of the United States and Canada (GFOA) for the Certificate of Achievement for Excellence in Financial Reporting program

- Complete the implementation of the Tyler Enterprise Permitting and Licensing Land Management System
- Continue to support SLEMSA
- Identify funding options for the replacement of Fire Station No. 4
- Complete the Development Impact Fee study
- Issue a Request for Proposals for consultant services and complete a User Fee study
- Lead the development of the City's FY 2024-25 Operating Budget
- Develop an enhanced long-range financial planning model to better assist the City in its long- range fiscal planning effort



MISSION STATEMENT

Guiding sustainable development through community partnership and excellence in service.

PROGRAM DESCRIPTION

The Engineering Division has the responsibility for Capital Improvements Program (CIP) project programming and implementation, Land Development engineering activities, Traffic Engineering, utility coordination, and the preparation of special studies and reports for the City Council.

The Capital Improvement Program section is responsible for the planning, programming, bidding, award and construction of all new City parks, bridge repairs, storm drain repair, paving and concrete repairs to roads, repair of City owned infrastructure, the large-scale maintenance, renovation and construction of City owned facilities, the coordination and management of emergency facility repairs, and performing construction inspections.

The Land Development section administers the Grading, Encroachment, Subdivision and Flood Damage Prevention Ordinances; provides public information on grading and encroachment permits; prepares and reviews grading and improvement plans, and administers the Storm Water Program.

The Traffic Engineering section is responsible for responding to and investigating citizen requests on traffic issues related to signage, striping, signal operation, traffic calming and improving traffic safety. The Traffic Engineering section is also responsible for maintenance of the City's street lights, traffic signals, street signage and roadway striping, carrying out traffic-related projects, seeking grant funding, and traffic review for development projects.

The Engineering Division also provides support for projects and programs of the Community Services Department, provides information to outside agencies, administers all right-of-way encroachments, applies for and administers roadway and safety grants and has program responsibility for several other funds including Flood Control, Santee Roadway Lighting District, TransNet, Regional Transportation Congestion Improvement Program (RTCIP) and Gas Tax.

2023 ACCOMPLISHMENTS

Capital Improvement Program (CIP)

- Managed the construction of three street paving projects totaling 2.07 Lane Miles of pavement overlays, 4.44 Lane Miles of slurry and chip sealing, 1,623 square feet of concrete sidewalk, 14 accessible pedestrian ramps, 417 feet of curb and gutter
- Completed a report evaluating the remaining corrugated metal pipe (CMP) locations within the City to allow new priorities, bid and awarded 22 pipe segments to be repaired
- Managed the construction and completion of 110 storm water trash capture devices for conformance with Regional Water Quality objectives
- Managed the construction and completion of the Town Center Community Park Field 1 Improvements
- Managed the construction and completion of the Community Development Block Grant facilities construction program installing 46 accessible pedestrian ramps.

Capital Improvement Program (CIP) (Continued)

- Coordinated the development and the configuration of the Permit and Land Management Software with City Departments and consultant staff
- Managed the construction of the Active Transportation Grant funded Mesa Road and Prospect Avenue intersection improvement project
- Managed the construction and completion of the Walker Preserve Fence Repair Project
- Prepared the design-build RFD and oversaw the bid for the Sports Complex soccer arena at Town Center Community Park

Land Development

- Provided plan review and construction oversight for grading and improvements required for, including and not limited to the completion of the Mission Gorge Multi-Family project, Summit Avenue Subdivision, Cuyamaca Service Station and Riverview at Town Center
- Completed coordination and plan review for the issuance of over 12 grading permits, 254 encroachment permits, several parcel/final maps, easements boundary adjustments, development permit applications, pre-applications and supported numerous public inquiries/contacts at the community information counter; in addition to responding to storm water complaints and spills
- Completed the close out of the Sky Ranch project, including acceptance of right-of-way for Units 2 and 3 and the Weston development off-site public improvements
- Granted occupancy on the first phase of homes at the Walker Trails subdivision project

Traffic Engineering

- Completed the construction of the Magnolia Avenue traffic signal and communications upgrade project
- Maintained the City's traffic signals, striping, signage, and street lights
- Investigated and responded to 130 citizen requests on traffic issues including traffic safety in a timely manner
- Conducted a city-wide traffic safety review and implemented improvement measures
- Re-striped approximately 3,000 feet of crosswalks and stop bars, and approximately 20,000 feet of lane lines on arterial, major and collector streets, and 10,000 feet of red curbs
- Reviewed and approved 114 traffic control plans for encroachment permits
- Reviewed 55 development plans
- Installed 3 speed feed-back signs for traffic calming
- Issued a purchase order for replacement panels of the clock tower
- Submitted a Federal RAISE (Rebuilding America Infrastructure with Sustainability and Equity) grant application in the amount of \$25 million for SR 52 improvements

- Submitted a grant application for the Federal Nationally Significant Multimodal Freight and Highways Projects grants program in the amount of \$10 million for SR 52 improvements
- Submitted a HSIP (Highway Safety Improvement Program) grant application for installation of missing street lights on Mast Boulevard

FUTURE ACTIONS – GOALS AND OBJECTIVES

Capital Improvement Program (CIP)

- Plan, coordinate, and manage the construction of the Citywide Pavement Rehabilitation Program for major reconstruction and maintenance projects
- Bid and award the next phase of the CMP storm drain repair program based on re-prioritized locations
- Complete the construction of the CDBG Pedestrian Ramp Improvements project
- Complete the construction of the following projects: Mesa Road/Prospect Avenue Intersection Improvements, and the Cuyamaca Street Right Turn Pocket
- Complete the construction of the Concrete Repairs Citywide project and the current phase of the Citywide Trash Diversion Project
- Coordinate the design of the Santee Community Center at Town Center Community Park
- Coordinate the construction and inspection of the East County Advanced Water Purification Project pipelines as it relates to restoration of City facilities on Mast Blvd and Fanita Parkway

Land Development

- Continue occupancy inspections and improvement oversight on ongoing and upcoming development projects; including The Hotel at Town Center, Parcel 6 at Town Center, the Pure Flo site, Carlton Oaks Golf Course project, Woodspring Suites Hotel, Lantern Crest – Phase 4 and 5, Prospect Estates II, Fanita Drive subdivision, Lake Canyon subdivision; and acceptance of the Weston development on-site public improvements
- Provide plan review and/or construction oversight for grading and improvements required for the Laurel Heights Subdivision, Lantern Crest Ridge II project, Rancho Fanita Villas, Mission Gorge Road Service Station, Walker Trails Subdivision, Laurel Heights Subdivision, Walker Trails Subdivision project, Mission Gorge Road Service Station, and other approved land development projects
- Implement electronic permit tracking and inspection software
- Complete the LAFCO process for the Weston development to adjust the City boundary between the Cities of San Diego and Santee
- Assist the public and development community by processing land development applications and requests for grading permits, building permits, and encroachments into the public right of way

Traffic Engineering

- Continue to collaborate with Caltrans for implementing the Phase I improvements for SR-52, coordinating with developers and Caltrans on project development and related issues
- Continue to maintain the city's traffic signals, striping, signage, and street lights

Traffic Engineering (Continued)

- Continue to address requests on traffic issues including traffic safety in a timely manner
- Continue to pursue grant funding for traffic and safety related projects including smart signals
- Continue to review traffic control and development plans
- Install electronic traffic control devices for traffic calming
- Continue to implement the City's Transportation Improvement Master Plan to upgrade obsolete traffic signal controllers and communications (Smart System)
- Apply for grants in support of State Route 52 phased improvements
- Complete the Clock Tower Upgrade project
- Complete the ARPA funded communication upgrade project for fire stations and City's Operations Center
- Implement the Traffic Signal LED Replacement project
- Implement the street lights LED replacement project as necessary

MISSION STATEMENT

To implement programs that protect and enhance surface water quality within the City of Santee. Strive to keep the City in compliance with the Regional Storm Water Permit and coordinate on regional program implementation. Increase cooperation between City Departments/Divisions to achieve compliance expectations and reduce risk. Participate in Co-Permittee workgroups and advocate for improvements to policies and regulations.

PROGRAM DESCRIPTION

The San Diego River flows through the center of our city, making it one of the city's most prominent features and a major part of our city's parks and trails system. The river and associated trails and open space are a draw for residents, businesses and outdoor enthusiasts alike. As such, the City's Storm Water Program makes it a priority to protect this valuable resource and strives to comply with all federal, state and local regulations which pertain to protecting water quality. Through the implementation of a suite of programs, the City works to prevent pollution and eliminate discharges to the storm water conveyance system and waterways to the maximum extent practicable. Program components include; development and planning review, construction site compliance, commercial and industrial business inspections, documentation of the routine maintenance of the City's storm water conveyance systems, community education and outreach, regional coordination, complaint/hotline response, water quality monitoring (sampling), and residential area program implementation.

2023 ACCOMPLISHMENTS

- Collaborated with 21 other local jurisdictions (Co-Permittees) to develop and implement regional education, monitoring, land development programs, cost-share budgets and reporting to the State
- Provided feedback to Regional Water Quality Control Board staff regarding pending regulations and permits
- Participated in developing a regional strategy, implementation plan, correspondence, and reports addressing requirements under the Bacteria Investigative Order and pending Time Sensitive Order (TSO)
- Implemented program components of the City's Jurisdictional Plans and the San Diego River Water Quality Improvement Plan
- Provided outreach and education via online methods, due to the Covid-19 pandemic
- Worked on phase two implementation of the City's Trash Order compliance plan
- Facilitated multiple contracts to help manage storm water related tasks and duties
- Conducted a special monitoring study to narrow down locations where human contributions of bacteria to the storm drain system are identified within the City
- Collaborated with several departments on the application for a Hazard Mitigation Grant to remove invasive and plants and create defensible spaces in the San Diego River

FUTURE ACTIONS – GOALS AND OBJECTIVES

- Continue to review, develop and implement programs which protect Santee's waterways
- Continue implementing educational and outreach programs and materials
- Facilitate storm water-specific training for City employees
- Strive to ensure that the City of Santee remains in compliance with applicable water quality laws and regulations
- Continuously seek process improvements for existing efforts and infrastructure maintenance programs
- Facilitate the use of GIS map layers which will display the inventory of businesses and structural Best Management Practices (BMPs) inventory so that staff can further strategize efforts
- Seek to decrease human sourced bacteria in our storm drain system by performing additional microbial source tracking, and identifying a suite of structural controls which may be utilized to address “hot spots”
- Continue to monitor and ensure the timely implementation of the Trash Order compliance plan
- Continue to collaborate with other named parties to implement the monitoring plan in accordance with the Bacteria Investigative Order
- Implement requirements set forth by the tentative TSO
- Implement new requirements set forth by the new Regional Permit (estimated to be released during this time period)
- Regularly participate in the co-permittee workgroups and work towards collaboratively addressing common regulatory requirements
- Continue to work collaboratively with the likely hazard mitigation grant approval efforts to reduce hazards in the San Diego River by removing invasive plants in an effort to improve water quality through management of the vegetation

PLANNING & BUILDING PLANNING

MISSION STATEMENT

Guiding sustainable development through community partnership and excellence in service.

PROGRAM DESCRIPTION

The Planning Division administers planning and development of the City's residential communities, commercial and industrial centers, community parks, and open space preserves. Within this framework, the Planning Division provides long-range planning and policy analysis through the preparation, maintenance, and administration of the General Plan and Town Center Specific Plan. Implementation of the physical development process requires coordination with other local, regional, state, and federal agencies to ensure consistency with local regulations, regional policy, and state and federal laws.

The Planning Division budget focuses resources on essential short-term and long-range planning services to meet the City's strategic goals and those mandated by the State, to include the California Environmental Quality Act, accommodation of housing, measures that protect water quality, and measures that satisfy the State's greenhouse gas emission reduction goals. The Planning Division's budget is based on the continuation of essential, mandated, and City Council directed services related to planning activities.

2023 ACCOMPLISHMENTS

- Adopted and received certification on the sixth update to the Housing Element, an eight-year program outlining goals, policies, and programs to support residential development at all income levels
- Completed the Housing Element Rezones Program, upzoning numerous properties throughout the City, including strategic sites within the Town Center in support of economic development opportunities for the City
- Adopted a By-Right Housing Ordinance, Updated Mixed-Use Ordinance, and Objective Design Standards for ministerial multifamily and mixed-use projects
- Developed and submitted the calendar year 2022 General Plan and Housing Element Annual Progress Report to the City Council and California Department of Housing and Community Development
- Worked in coordination with the City Attorney's Office to craft an Essential Housing Ordinance to streamline housing development
- Updated the City's website to provide conceptual plans of accessory dwelling units for public use
- Applied for and was awarded a \$150,000 State grant and a \$264,000 SANDAG grant to assist with the Housing Element implementation
- Facilitated municipal code updates to Titles 9 and 13 of the Santee Municipal Code to reduce regulations on accessory dwelling units and junior accessory dwelling units, ministerially approve lot splits in single-family zones without need for discretionary review or public hearing, and allow staff to ministerial approve "essential housing project" applications for housing

developments without need for discretionary review or public hearing

- Began working with Tyler Technologies to implement a digital land management system that will manage and report on the vast majority of processes in the department including building permits, grading permits, planning discretionary actions, code enforcement, storm water activities, and all related inspections
- Initiated an update to the General Plan and Town Center Specific Plan to develop an arts and entertainment overlay to encourage a concentration of arts, cultural, and entertainment-oriented uses
- Processed a variety of land use applications such as Conditional Use Permits, Tentative Maps, Parcel Maps, and Development Review Permits
- Assisted with department mapping needs and keeping the City's Active Project List up to date
- Remained open to the general public for all services throughout the COVID-19 pandemic; including zoning inquiries and general development questions from the public, site inspections, and public counter service.
- Began using a digital dashboard available to the public for tracking Greenhouse Gas emission reductions associated with implementation of the Sustainable Santee Plan (SSP)
- Continued work on the Safety and Environmental Justice Element of the General Plan
- Obtained two SANDAG grants totaling \$664,000 to fund the update the Town Center Specific Plan
- Completed environmental review for Capital Improvement Projects, Community Development Block Grant (CDBG) projects and the Active Santee Plan
- Continued to work with the wildlife agencies to complete Santee's MSCP Subarea Plan
- Executed contract with Interwest to bring on contract Associate Planner to assist with billable current planning projects
- Recorded the Restrictive Covenant for completed restoration work in Forester Creek
- Assisted with the adoption of the cannabis ordinance and corresponding Mitigated Negative Declaration

FUTURE ACTIONS – GOALS AND OBJECTIVES

- Complete the implementation of the Tyler Enterprise Permitting and Licensing automated land management and permitting system
- Present for adoption the updated Safety and Environmental Justice Element
- Execute a revised professional services agreement with M.W. Steele to commence work on a new Town Center Specific Plan with a focal Arts & Entertainment District
- Hold community workshops in support of the Town Center Specific Plan Update/Arts & Entertainment District
- Finalize the MSCP Subarea Plan and corresponding Program EIR to present to Council for adoption
- Adopt new chapter of the Municipal Code to implement the City's administration of Subarea Plan-related permits
- Continue to seek out grants to assist with Subarea Plan, housing, economic development and general planning efforts

- Facilitate on-going implementation of the Sustainable Santee Plan
- Participate in SANDAG’s technical working groups focused on environmental programs, energy conservation/sustainability, and population and housing forecasts (Series 15)
- Hold workshop on City’s new housing zones and related ordinances with a focus on highlighting potential housing/economic development opportunities to the building industry.
- Coordinate with the Building Official/City Engineer to complete improvements to the public service counter
- Coordinate with the Building Official to identify improvements to the plan check process, such as evaluating the responsibility over the Construction and Demolition Debris Recycling Program
- Collaborate with IT and Economic Development to update planning webpages to make them more user friendly and incorporate enhanced maps, informational videos, and handouts with improved graphics
- Ongoing review of the municipal code for compliance with new State laws and the elimination of code discrepancies
- Initiate a comprehensive update to the Zoning Ordinance with an assessment of design and development standards, definitions, land uses, and parking standards
- Work with IT to develop an interactive GIS story map of the City’s development and CIP projects
- Continue to keep Active Projects Map up to date
- Assist with the implementation of the cannabis ordinance and with the formulation and processing of corresponding permits
- Initiate an update to the Santee Sustainable Plan
- Scope out a work schedule and budget for an update to the Land Use Element of the General Plan
- Continue to provide guidance and assistance to the development community on local zoning and planning procedures to ensure that we continue to attract high-quality development to the City

PROGRAM DESCRIPTION

The Building Division disseminates information related to construction codes and ordinances, construction materials and methods, state energy conservation requirements and disabled accessibility regulations. This Division performs technical plan review and field inspection services, and coordinates permit approvals with City departments and outside agencies (County Health Department, Padre Dam Municipal Water District, School Districts, and Air Pollution Control District). The Building Division performs plan checks, issues building permits and verifies that work is completed in accordance with codes and state regulations. The Building Division is responsible for compliance with California Title 24 and other state-related mandates governing accessibility. The Building Division works collaboratively with the Code Compliance Division to evaluate substandard structures.

Building Division is staffed by a Building Official, Senior Inspector/Plan Check and two Permit Technicians. This change occurred in response to City Council recommendations to have on site staff. The Building Division produces weekly, monthly and annual reports that are submitted to the United States Census Bureau, the State Department of Finance and Building Standard Commission, and the County Assessor.

2023 ACCOMPLISHMENTS

- Issued over 1,700 permits with a total value of over \$12 million by end of year for new residential structures; over \$13 million for commercial/industrial structures additions, and alterations and \$16 million for residential building additions and alterations
- Conducted over 8,000 inspections; including final inspections of new buildings, completed tenant improvements, and completed residential additions/alterations
- Plan checking of all Photovoltaic applications are now done on-site
- Rechecks of most projects are being done by City staff
- Provided an increased level of support on code compliance cases and planning reviews
- Provided daily customer service to walk-in customers
- Building permits fees reached almost \$1,000,000 in 2023

FUTURE ACTIONS – GOALS AND OBJECTIVES

- Complete the implementation of the Land Management and Permitting System
- City Staff to perform a majority of plan checks
- Implement policies to be consistent with Regional Standards
- Implement scanning the backlog of permit documents and plans into digital format
- Initiate a Quick Check review process for small projects

PLANNING & BUILDING CODE COMPLIANCE

PROGRAM DESCRIPTION

The Code Compliance Division works with the community to maintain a safe, healthy and attractive environment, and to preserve and improve the overall quality of life within Santee's neighborhoods. As such, this Division interfaces with the public to resolve complaints. This Division resolves zoning violations involving property maintenance and land use issues, construction-related issues involving unsafe buildings and non-permitted work, animal complaints, non-permitted signs, inoperable vehicles, junk and debris, parking enforcement, and assists with illicit discharges into the City's municipal storm drain system. The Abandoned Property and Weed Abatement Programs are administered in this Division and to accomplish this the Code Compliance Division coordinates with other agencies such as the County Sheriff's Department, Fire Prevention Services, County Vector Control, County Health Department and Animal Services.

2023 ACCOMPLISHMENTS

- Continued to resolve long-standing code compliance cases through receivership and court warrants
- Responded to approximately 2,000 questions and complaints; resolved approximately 800 violations, including non-permitted work, non-permitted uses, property maintenance issues, weed abatement, inoperative vehicles, unpermitted signs, animals, and vacant properties involving approximately 2,200 field inspections
- Processed approximately 890 parking enforcement requests and issued over 290 parking citations. Increased enforcement in areas with large numbers of complaints, and facilitated the installation of "No Overnight Parking" signs for oversize vehicles in other areas which resulted in less abandoned vehicle (72-hour violation) citations
- Obtained CLETS certification to better assist the Sheriff's Department with enforcement of parking violations
- Continued to liaison with the County Sheriff's Department and the City Attorney's Office

FUTURE ACTIONS – GOALS AND OBJECTIVES

- Continue to implement the City's Code Compliance Program and Weed Abatement Program
- Continue to identify issues facing neighborhoods and communities and deploy necessary resources to best address and resolve such matters
- Use advisory notices to encourage voluntary correction of less serious code violations that do not pose an imminent and serious hazard to life, health or the environment
- Participate in the newly formed Homeless Response Team
- Participate in the California Association of Code Enforcement Officers (CACEO)
- Fully integrate case tracking and online complaint submittals, including in-the-field recording of inspections and issuing notices of violations electronically, as supported by the Tyler Enterprise Permitting and Licensing automated permit system



COMMUNITY SERVICES ADMINISTRATION

MISSION STATEMENT

We create community by providing exceptional programs, caring for and enriching public spaces, and facilitating rewarding life experiences.

PROGRAM DESCRIPTION

The Community Services Department provides a wide array of services to the community via the following divisions: Public Services, Parks & Recreation, Solid Waste and Recycling, Special Events and Facility Operations. The Department initiates and collaborates on park capital improvement projects. Community Services Administration serves as the City's liaison with the community, serving as staff liaison to the Mission Trails Regional Task Force, Santee Park and Recreation Committee and the Goodan Ranch Policy Committee, and also has responsibility for web content and social media.

2023 ACCOMPLISHMENTS

- Continued facilitating the design and construction documents of the proposed Community Center project
- Conducted a Request for Proposal for concession services at Mast Park and executed a professional services agreement with the Dog Haus Disc Golf Shop
- In partnership with the Engineering Department, submitted two park appropriation requests under Congressional Community Funding Projects: Big Rock Trailhead Enhancement and Electric Vehicle changing station for Parks/City Hall
- Collaborated with the Cameron Family YMCA to identify a plan to refurbish and update the aging aquatic infrastructure
- Executed a professional services agreement for City Hall slope and irrigation rehabilitation and revegetation
- Collaborated with the Engineering Department to ensure Weston Park Playground enhancements stayed on the scheduled construction timeline
- With assistance from the City Manager's Office, proposed new service rates for Waste Management franchise agreement for solid waste services
- With assistance from the Human Resources Department, onboarded two key middle management positions for the Community Services Department

FUTURE ACTIONS – GOALS AND OBJECTIVES

- Continue facilitating the design and construction documents of the proposed Community Center project and identify grant funding
- Continue collaboration with SANDAG and community members to reach consensus on a design for the next phase of the San Diego River Trail at Carlton Oaks Golf Course
- Oversee developer conditioned construction of new segments of the San Diego River Trail in Town Center
- Provide the City Council further analysis and options for City street sweeping services
- Continue to participate and provide community services related expertise to the Homeless Working Group and increase collaborative efforts with local homeless services providers

- Develop a partnership with Mission Trails Regional Park and the County of San Diego to enhance trail access and development near Big Rock Park
- Assist the Cameron Family YMCA to complete the refurbishment of aging aquatic infrastructure
- Expand and create new essential programs and services for families as directed by the City Council; by soliciting input via surveys, outreach efforts, and the Santee Park and Recreation Committee (SPARC)
- Renew the City's Joint Use Agreements with Grossmont Union High School District and the Santee School District
- Promote safety in and around public spaces and trails, create opportunities for social engagement, and instill the value of the Arts and the benefits of technology in the programs and services offered by the Community Services Department
- Collaborate with the Fire Department and Sheriff's Department to monitor and implement the new San Diego River Corridor Ordinance
- Expand grant administration for aging park and facility related infrastructure at Big Rock Park
- Collaborate with the Santee Community Foundation to promote and redefine the brand by establishing a marketing strategy to promote more robust community engagement
- Coordinate with the Planning & Building Department to integrate the goals of the Santee Arts and Entertainment District and advocate the importance of creating meaningful areas for Arts and Entertainment to allow for a more livable/engaging experience in the District

COMMUNITY SERVICES

PUBLIC SERVICE (MAINTENANCE)

PROGRAM DESCRIPTION

The Public Services Division performs maintenance and repairs to City-owned buildings and property, parks, rights of way, the municipal storm drain system, the urban forest, City trails and landscape maintenance districts.

2023 ACCOMPLISHMENTS

- Coordinated with the Finance Department to revise, bid, award and renew maintenance contracts for electrical, pest management and alarm monitoring, inspection and repairs
- Continued measures necessary to enhance current service delivery methods such as inspecting sidewalks to eliminate tripping hazards, performing annual drain inlet inspections and cleaning and implementation of new safety training programs
- Performed bi-annual deep cleaning, grooming and disinfection to the two synthetic fields at Town Center Community Park East
- Installed new engineered wood fiber mulch to all our playgrounds
- Proactively addressed vandalism and the abatement of graffiti
- Conducted an asset inventory of all backflows, water meters and water shut offs and entered the data into our GIS system
- Accepted Tree City USA designation for the 21st consecutive year
- Continued to maintain the brush clearing of defensible space and fuel reduction throughout the San Diego River corridor

FUTURE ACTIONS – GOALS AND OBJECTIVES

- Continue to assess and evaluate service delivery methods and make necessary adjustments for the City to become a model for municipal maintenance service delivery
- Continue to perform street maintenance including pothole patching, skin patching and small asphalt dig outs
- Continue to plant street trees, perform general park improvements, and perform landscape median improvements
- Continue to receive designation for the City as a Tree City USA and host the Arbor Day event
- Due to high use, add an additional synthetic turf deep cleaning, grooming and disinfection to the two synthetic fields at Town Center Community Park East for a total of three annual visits
- Continue to support the Recreation Division special events throughout the year
- Continue to partner with the San Diego River Park Foundation and volunteers to assist with their cleanups

COMMUNITY SERVICES PUBLIC SERVICES (STORM WATER)

PROGRAM DESCRIPTION

The Public Services Division performs maintenance and repairs to City-owned municipal storm drain system.

2023 ACCOMPLISHMENTS

- Contracted and scheduled the cleaning of the hydrodynamic separator at Mast Park
- Cleaned all the concrete lined storm drain channels and underneath the Olive Lane Bridge
- Inspected and identified storm drain inlets and cleaned the ones that needed cleaning
- Inspected and cleaned Morning View, Black Horse and Shoredale detention basins; as needed
- Cleaned up several encampments in the river bottom
- Partnered with the San Diego Riverpark Foundation to remove trash and debris from Forester Creek and the San Diego River

FUTURE ACTIONS – GOALS AND OBJECTIVES

- Continue to schedule the cleaning of the hydrodynamic separator
- Continue to clean all the concrete lined channels and bridge aprons
- Continue to inspect all the City-maintained storm drains and cleaned; as needed
- Continue to inspect and clean all the detention basins
- Continue to partner with the San Diego River Park Foundation and volunteers to assist with their cleanups

COMMUNITY SERVICES SOLID WASTE & RECYCLING

PROGRAM DESCRIPTION

Ensure compliance with State waste management regulations, administer contract with franchise hauler, secure and administer State grants, provide public awareness and education on proper waste management techniques, handle resident complaints, and develop new waste diversion/recycling programs where possible.

2023 ACCOMPLISHMENTS

- Continued implementing organics recycling citywide to comply with SB 1383 in collaboration with Waste Management
- Maintained annual solid waste disposal rate below the State's pounds-per-person-per day (l/p/d) target goal set for Santee at 6.5 l/p/d. Santee's 2021 reporting year disposal rate was at 5.6 l/p/d
- Continued to work with the franchise hauler to implement recycling plans for multi-family and commercial waste generators
- Continued focus on awareness and education of SB 1383
- Secured grant funds for beverage container recycling and public education
- Hosted two citywide community clean-up and shred days with hauler to assist all residents in disposal of large unwanted items totaling nearly 24 tons of debris with approximately 40% of those tons being recycled and diverted from the landfill
- Using State grant funds, contracted with vendor to assist in compliance of SB 1383 regulations

FUTURE ACTIONS – GOALS AND OBJECTIVES

- Continue focusing on fully implementing all requirements of SB 1383
- Continue assisting businesses and commercial generators in Santee to right size services in collaboration with Waste Management
- Host two citywide community clean up and shred day with hauler to assist all residents in disposal of large unwanted items
- Increase resident & commercial education and participation in the proper disposal of organics, including food waste, used oil and other household hazardous waste materials through the use of franchise hauler, organizations and social media
- Continue solid waste disposal education, to maintain a disposal rate below the State's pounds- per-person-per day target goal set for Santee at 6.5 l/p/d, through the use of the franchise hauler and social media
- Continue public education of electronic waste, universal waste diversion, and sharps disposal through the use of the franchise hauler and social media
- Pursue additional grant funds

COMMUNITY SERVICES FACILITY OPERATIONS

PROGRAM DESCRIPTION

Facilities Operations of the Parks & Recreation Division of the Community Services Department coordinates the use of Civic Center buildings 7 and 8, picnic shelters, park use, ball fields, courts and other park amenities like dog parks and disc golf. The Recreation Coordinator monitors city park operations after-business hours and weekends. Part-time staff disc golf course monitor also oversees weekend course compliance and verifies patron payments. Focus is on customer service, park safety and beautification. Staff interacts with community members to answer questions, verify permit/rule compliance and ensure proper use of park facilities/amenities.

2023 ACCOMPLISHMENTS

- Updated Community Services forms including Civic Center permit application, Park Pavilion permit application, form and Park Use permit application
- Developed and implemented comprehensive refund policies for field, picnic shelter and room rentals
- Continued to solicit businesses and renew Mast Park Disc Golf sponsor signs
- Increased field rentals and room rental revenue during non-prime time use hours with support of two new Recreation Coordinators
- Improved the customer experience at picnic shelters by improved cleanliness, community signage and productive communication between permit holders, office and park patrol staff

FUTURE ACTIONS – GOALS AND OBJECTIVES

- Continue to improve Civic Center/City Hall Room rental deposits, policies, and fees
- Develop a security and safety plan for late night reservations or private events serving alcohol
- Continue to identify professional development opportunities for both full time and part-time staff
- Continue to improve indoor facility rentals by: updating the training manual, purchasing cleaning tools for users, and developing a plan for regular equipment replacement
- Continue efforts to offer themed party packages for Civic Room renters to enhance customer experience and generate revenue, with a focus on winter holiday use
- Focus on methods to boost disc golf daily play and monthly pass revenue

COMMUNITY SERVICES RECREATION SERVICES

PROGRAM DESCRIPTION

The Parks & Recreation Division of the Community Services Department provides professional supervision and management of a variety of leisure, recreational and entertainment experiences. Programs and services offered to the community include: Instructional Programs and Camps, Special Events, Senior Programs, Teen Center, the Santee Skate Park, permitting and use of parks, fields and facilities.

The Active Older Adults 55+ (Senior) Program hosts programs for ages 55 and over. Activities include socials, workshops, drop-in programs, and local outings.

The Santee Teen Center located at the Community Services Building at Big Rock Park is an after school and summer facility for grades 5-12. Programs include daily indoor and outdoor activities, various table games, educational presentations and homework assistance. Transportation is provided to the center by the Santee School District through a partnership agreement. Summer programs at the center include camps and the junior leader/volunteer program.

The Santee Skate Park allows skate board, scooter, roller blade, bicycle moto-cross (BMX), and all-wheel activities. The Skate Park is open to the public daily and the park hosts workshops, clinics and camps designed to serve all age groups.

This division serves as City liaison to community organizations and other public and non-profit organizations and also supports city and community committees including the Santee Collaborative, COMPOC and SPARC.

The Parks & Recreation Division coordinates the design, publication and marketing of the Recreation Activity Guide and Brochure, other promotional materials and park and trail signage.

2023 ACCOMPLISHMENTS

- Improvements, including fencing modifications, were made to the Big Rock Park to Pickleball courts in response to a growing need in the community. Increased programming elements include: fundraiser tournaments, occasional rentals, beginner and intermediate free clinics open to the public. Signage, rules and procedures have been established.
- Continued senior program partnerships including: the First Wednesday sponsored by the Santee Library; and newly added San Diego County sponsored Feeling Fit free exercise program and Sharp moves exercise program
- Professional development opportunities for both full and part time staff were achieved with attendance at the CPRS Conference at the San Diego Convention Center
- Developed a marketing strategy with the Santee Marketing Team which streamlines the process for public communication
- Continued teen center partnership with SD Nights teen outreach program and Santee Library to offer special activities for all teens including Santee Teen Center participants
- Expanded Teen Center programming to include youth in 5th grade to accommodate a growing need for inclusion of this transitional grade and improved center daily attendance

FUTURE ACTIONS – GOALS AND OBJECTIVES

- Continue to grow the Santee Seniors 55+ Program through community partnerships, outreach and trending recreation interests
- Expand senior programming and increase mobile home outreach, active older adult and working adults' activities
- Explore partnering with AARP on the Age-Friendly Communities Initiative
- Continue to improve a comprehensive document detailing the standards, policies and procedures for youth sports and girls' sports equity in Santee
- Continue efforts to install permanent kiosk signage for biannual updates
- Continue to identify professional development opportunities for both full and part time staff
- Continue updating Community Service forms and applications to bring them all in line with the new branding and accurately reflect permit guidelines
- Explore offering additional family programs and outings • Create and implement park banner policy and procedures

COMMUNITY SERVICES SPECIAL EVENTS

PROGRAM DESCRIPTION

The Recreation Services Division – Special Events provides events throughout the year for the Santee community. Events vary in theme and size, from small community-based events to large scale regional events that attract attendees from around the county. In-house events include City functions; such as grand openings, dedications, ribbon cuttings, ground breakings, and oath-of-office ceremonies.

2023 ACCOMPLISHMENTS

- Partnered with Waste Management to host two Community Cleanup Days where residents could dispose of unwanted large items for disposal/recycling and documents for shredding
- Increased Santee Summer Concerts dates from previous year
- Record number attendance at Santee Salutes 4th of July event
- Continued to implement online advanced reserved parking sales for 4th of July event, which was well received by public
- Created and hosted Santee Brews & Bites Festival Fundraiser, an event to support local businesses
- Hosted ribbon cutting events: the Weston Park Playground; and the two (2) new girls softball fields at Town Center Community Park West
- Record number attendance at Holiday Lighting Celebration
- Hosted the annual Employee Holiday Social for City employees
- Supported the annual USATF Race Walk National Championships in January 2023
- Hosted Santee Discovery Month, a self-guided photo challenge to highlight Santee's Neighborhood and Community Parks
- Increased vendor and public participation at the Fido Fest event
- Hosted the Hop Down the Bunny Trail event in partnership with Santee Trolley Square to highlight Santee's Arts and Entertainment District
- Partnership with Santee Trolley Square included corner banner signage for City events hosted on property including: Holiday Lighting Celebration, Friday Nights Live and Hop Down the Bunny Trail
- Continued to integrate Santee's new brand into special events and marketing pieces
- Continued to utilize the Square Point-of-Sale system to create easy purchasing options for vendors, event and program participants
- Developed relationships with local businesses as sponsors and vendors at special events
- Hosted Friday Nights Live, a four-week series of family friendly entertainment and activities at Santee Trolley Square; for a continued focus on Santee's Arts and Entertainment District

FUTURE ACTIONS – GOALS AND OBJECTIVES

- Research opportunities to increase revenue for funding community events
- Continue to build partnerships with businesses in Santee
- Provide safe, secure, and family friendly events that create lasting memories and traditions
- Continue to make efforts to activate Santee Trolley Square as a hub for events and entertainment
- Make efforts to integrate in multi-cultural and DEI elements to existing special events
- Continue to increase our emergency protocol and plans while working with the Fire Department and Sheriff's Department
- Continue utilizing and expand use of Square Point-of-Sale system to create easy process for participants, sponsors, and vendors
- Ensure the success of the Santee Brews & Bites Festival Fundraiser
- Continue to find cost-saving opportunities whenever possible, including in-kind donations, use of volunteers, etc.



LAW ENFORCEMENT SERVICES

MISSION STATEMENT

We provide the highest quality public safety service to everyone in San Diego County.

PROGRAM DESCRIPTION

Law enforcement services are provided through a contract with the San Diego County Sheriff's Department. These services include patrol, traffic, criminal investigations, narcotic/gang enforcement, crime prevention and crime analysis support. Services also include support from the Sheriff's Emergency Services Division to assist with search and rescue, emergency planning, helicopter support, and tactical and bomb/arson support for critical incidents.

2023 ACCOMPLISHMENTS

- Through proactive and information-led policing strategies, achieved the 2nd lowest crime rate of the nine Sheriff's contract cities
- Conducted several traffic enforcement details in areas with higher levels of safety concerns
- Assisted in the development of a river ordinance to help prevent pollution and fires along the San Diego River
- Adopted the Safe Santee project to provide a unique opportunity to partner with residents and businesses to help combat crime and address community safety in real-time
- The Homeless Outreach Program and Engagement (HOPE) team provided resources and outreach for the homeless population in collaboration with community partners
- Conducted Metropolitan Transit System (MTS) and Joint Trolley Task Force details to address and deter criminal activity on and around the trolley platform at Santee Trolley Square
- Continued use of social media platforms to enhance communication with the community
- Conducted active shooter training to be better prepared for critical incidents

FUTURE ACTIONS – GOALS AND OBJECTIVES

- Continue to focus on lowering crime rates in Santee with proactive policing strategies to make Santee the safest city in San Diego County
- Increase traffic services in and around schools to provide juveniles a safe passage to and from school while increasing a presence to reduce crime at local businesses after school hours
- Continue utilizing the Homeless Outreach Program and Engagement (HOPE) team and work with other regional partners to provide resources and services to those in need
- Continue to provide qualified clinicians assigned to the Psychiatric Emergency Response Team to help provide resources to those experiencing a mental health crisis
- Increase community engagement through in-person events such as coffee with the community
- Through partnership with the community, raise fentanyl awareness and reduce fentanyl related crimes and overdoses
- Offer Harm Reduction Kits consisting of two doses of naloxone to people who could benefit
- Continue to provide specially assigned School Resource Officers to local schools

MISSION STATEMENT

We protect life and property in our community through aggressive fire suppression, public education and emergency medical services (EMS), with leadership and professionalism.

PROGRAM DESCRIPTION

Fire Administration is responsible for the management and administration of fire and life safety planning, emergency operations, disaster preparedness, emergency medical services, loss prevention, code enforcement, fire investigation, and hazardous materials mitigation. This department is also responsible for administering City fleet maintenance, citywide communications, and the City's Safety Program.

2023 ACCOMPLISHMENTS

- Completed the Dissolution of County Service Area 69 and formation of Joint Powers Authority
- Conducted entry-level Firefighter Paramedic testing and hired four new Firefighter Paramedics
- Conducted promotional testing for the position of Fire Captain
- Complete joint Battalion Chief exam with Heartland Fire and Rescue
- Secured grant funding from San Diego River Conservancy for a Type VI apparatus (small brush engine)
- Completed the Community Risk Assessment and Long-Range Master Plan (Standards of Cover)
- Submitted SAFER Grant for Squad personnel
- Submitted AFG grant for a Light Rescue unit
- Received 2022 SHSP grant award letter
- Implemented temporary administrative captain
- Hired a Nurse Coordinator for SLEMSA
- Developed Mission, Vision, and Values

FUTURE ACTIONS – GOALS AND OBJECTIVES

- Continue wildfire mitigation within the San Diego River corridor
- Develop 5-year strategic plan including fire station and shop replacement
- Reorganize Fleet management
- Expand City vehicle fueling capabilities at the Public Services Operations Center
- Accept the Multi-Jurisdictional Hazardous Mitigation Program Grant
- Complete grant applications for SHSP, AFG, UASI, SDRC

FIRE & LIFE SAFETY EMERGENCY OPERATIONS

PROGRAM DESCRIPTION

Emergency Operations is responsible for day-to-day operations including response to and mitigation of emergency incidents and service calls. Supporting emergency response activities requires the coordination of safety, training activities and the utilization of current information technology. Emergency response personnel also add value by providing public education and performing commercial occupancy fire code inspections.

2023 ACCOMPLISHMENTS

- Delivered several newly required State fire training courses in-house
- Conducted Two Fire Academies for four new Firefighter Paramedics
- Updated the Multijurisdictional Hazard Mitigation Plan
- Implemented a two-person response policy (squad)
- Created new annual training plan and calendar
- Responded to multiple wildland fires within the City boundaries

FUTURE ACTIONS – GOALS AND OBJECTIVES

- Complete another Joint Fire academy with Central zone agencies
- Place a full time two-person Squad in service
- Implement determinant dispatching and Call triage
- Determine Turnout Time standard and improve response times
- Complete an Engineer exam • Replace 4202 with a larger vehicle
- Improve operational competence through timed evolutions and manipulative training
- Purchase a Type VI apparatus (small brush engine) with substantial funding provided by a grant from the San Diego River Conservancy

PROGRAM DESCRIPTION

Under the direction of the Emergency Medical Services (EMS) Battalion Chief, the Emergency Medical Services Division is responsible for responding to 911 emergency calls and providing Advanced Life Support (ALS) patient care in the treatment of medical illness or traumatic injury. This budget provides funding for all ALS services including, but not limited to: ALS and Basic Life Support (BLS) training consistent with State and local laws, as well as County of San Diego policies; ambulance maintenance and repair; medical supplies; employee health, safety and wellness programs; ALS and BLS equipment maintenance and repair; community education and public relations programs; personnel costs associated with the delivery of EMS provided by the Santee Fire Department. Ambulance procurement is budgeted through the separate Vehicle Acquisition & Replacement Fund. The program is funded through the Santee Lakeside Emergency Medical Services Authority (SLEMSA) Joint Powers Authority (JPA).

2023 ACCOMPLISHMENTS

- Dissolution of CSA-69 and the formation of the SLEMSA JPA
- Hiring of a full-time nurse coordinator for SLEMSA
- Transitioned the quality assurance program and EMS training to the new nurse coordinator
- Partnered with Central Zone departments to contract for a zone-wide medical director
- Established a BLS transport program and hired non-safety Emergency Medical Technicians (EMT's)
- Deployed LUCAS mechanical compression devices on both front-line medic units
- Remounted reserve ambulance V-187

FUTURE ACTIONS – GOALS AND OBJECTIVES

- Purchase an additional ambulance
- Add patient transport ventilators to both medic units
- Expand the EMS internship program
- Replace one aging Autopulse with a LUCAS mechanical compression device
- Provide emotional intelligence training to all personnel
- Evaluate the effectiveness of the BLS ambulance and determine the need for additional system enhancements

FIRE & LIFE SAFETY EMERGENCY PREPAREDNESS

PROGRAM DESCRIPTION

The Emergency Preparedness Program is responsible for planning, preparing, and responding to natural disasters, man-made emergencies and war-related emergencies utilizing the National Incident Management System (NIMS). The goals of the program include prevention and mitigation training directed towards saving lives, limiting civilian and responder casualties, minimizing property damage and restoration of the City to normal operations in an efficient and expeditious manner following a large-scale emergency event. The Emergency Preparedness Program achieves community risk reduction through innovative and comprehensive public education and preparedness training. Additionally, this program includes training in the areas of documentation, damage assessment, disaster relief, cost recovery, the City's Emergency Operations Plan (EOP), the Cities Readiness Initiative (CRI) Plan, the Continuity of Operations Plan (COOP), Community Emergency Response Team (CERT) training and readiness of the City's Emergency Operations Center (EOC).

2023 ACCOMPLISHMENTS

- Continued COVID-19 mitigations efforts through the end of the Federal, State, and Local Disaster Declarations
- Hosted an in-person community CPR class at Fire Station 4
- Hosted a regional CERT drill at the Santee Operations Center with CA-TF8 Urban Search and Rescue (USAR) canine teams

Provided public education and first aid staffing for multiple city events including: Santee Salutes, Fido Fest, and the Chamber of Commerce Street Fair

FUTURE ACTIONS – GOALS AND OBJECTIVES

- Replace the aging publication education trailer with a more versatile van to support City events
- Develop an outreach program with local high schools to educate students on career opportunities in fire and emergency medical services
- Upgrade two automatic external defibrillators at City facilities
- Host quarterly CPR classes for City staff and residents
- Work with the marketing team to promote fire safety and public education through social media



-End of Report-

Jurisdiction	Santee	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	04/30/2021 - 04/30/2029

Building Permits Issued by Affordability Summary		
Income Level	Current Year	
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	17
Above Moderate		69
Total Units		86

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	1	44	16
2 to 4 units per structure	0	0	0
5+ units per structure	71	25	26
Accessory Dwelling Unit	0	17	11
Mobile/Manufactured Home	0	0	0
Total	72	86	53

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	22	58
Not Indicated as Infill	4	28

Housing Applications Summary	
Total Housing Applications Submitted:	40
Number of Proposed Units in All Applications Received:	109
Total Housing Units Approved:	72
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions - Applications	
Number of SB 35 Streamlining Applications	0
Number of SB 35 Streamlining Applications Approved	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 35 (2017)	0	0

Ministerial and Discretionary Applications	# of Applications	Units
Ministerial	37	37
Discretionary	3	72

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	1
Number of Units in Applications Submitted Requesting a Density Bonus	17
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	16
Sites Rezoned to Accommodate the RHNA	0

Jurisdiction	Santee
Reporting Year	2023 (Jan. 1 - Dec. 31)
Planning Period	9th Cycle 04/30/2021 - 04/30/2029

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Housing Element Implementation

Note: "*" indicates an optional field

Cells in grey contain calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier				Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bc Applic	
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA SFD 2 to 4, 5+ ADU/MH)	Tenure R= Renter O= Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by Project	Total DISAPPROVED Units by Project	Please select streamlining provisions the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 659157
Summary Row: Start Data Entry Below							0	0	17	0	0	0	91	1	109	72	0		
	384-106-16-00	8932 1st Street	Habitat for Humanity	DR-2023-0001	5+	R	8/28/2023			17					17	17		NONE	Yes
	384-032-07-00	701 Park Center Drive	Park Center Drive Apartments	DR2022-5	5+	R	6/22/2023						54		54	54		NONE	No
	385-010-16-00	9122 Shadow Hill Road	Judras SFD	DR2021-3	SFD	O	2/7/2023							1	1	1		NONE	No
	381-123-22-00	11125 LEA TERRACE DR, Santee, CA 92071		B-ADU-23-0038	ADU	R	12/31/2023						1		1			NONE	No
	380-412-15-00	9763 DOMER RD, SANTEE, California 92071-130		23STE-00067	ADU	R	01/27/2023						1		1			NONE	No
	383-183-07-00	8109 WOODPECKER WAY, Santee, CA 92071		23STE-00068	ADU	R	01/30/2023						1		1			NONE	No
	381-552-28-00	10776 WALOR PL, Santee, CA 92071		B-ADU-23-0037	ADU	R	12/27/2023						1		1			NONE	No
	380-482-02-00	9647 CAMBURY DR, Santee, CA 92071		B-ADU-23-0028	ADU	R	01/31/2023						1		1			NONE	No
	383-330-01-00	8614 DUNWOODIE RD, SANTEE, California 92071--225		23STE-00097	ADU	R	02/07/2023						1		1			NONE	No
	380-442-10-00	9643 RYDER RD, SANTEE, California 92071-265		23STE-00218	ADU	R	03/17/2023						1		1			NONE	No
	386-350-31-00	8859 PROSPECT AVE, Santee, CA 92071		B-ADU-23-0025	ADU	R	11/08/2023						1		1			NONE	No
	384-142-12-00	11056 SUNSET TRL, SANTEE, California 92071-464		23STE-00270	ADU	R	04/05/2023						1		1			NONE	No
	384-201-18-00	9354 RICSBY DR, SANTEE, California 92071-411		23STE-00276	ADU	R	04/07/2023						1		1			NONE	No
	386-410-09-00	9228 FAIREN LN, SANTEE, California 92071-401		23STE-00369	ADU	R	05/03/2023						1		1			NONE	No
														0					
	381-413-03-00	10045 WOODPARK DR, Santee, CA 92071		B-ADU-23-0030	ADU	R	05/26/2023						1		1			NONE	No
	383-460-48-00	8742 Granite House Lane, Santee, California 92071		23STE-00446	ADU	R	05/30/2023						1		1			NONE	No
	381-611-28-00	9501 HILLCREEK WAY, SANTEE, California 92071--284		23STE-00482	ADU	R	06/07/2023						1		1			NONE	No
	386-280-55-00	8551 PROSPECT CT, Santee, CA 92071		B-ADU-23-0031	ADU	R	12/14/2023						1		1			NONE	No
	378-260-60-00	9356 LAS LOMAS DR, Santee, CA 92071		B-ADU-23-0027	ADU	R	06/12/2023						1		1			NONE	No
	386-410-35-00	8654 ELLSWORTH LN, Santee, CA 92071		B-ADU-23-0007	ADU	R	06/19/2023						1		1			NONE	No
	381-273-19-00	10108 MAPLE TREE R.D, Santee, CA 92071		B-ADU-23-0029	ADU	R	11/22/2023						1		1			NONE	No
	384-480-60-00	9011 MAGNOLIA AVE, Santee, CA 92071		B-ADU-23-0022	ADU	R	10/27/2023						1		1			NONE	No
	383-382-17-00	9257 Masson Avenue, Santee, California 92071		B-ADU-24-0002	ADU	R	06/26/2023						1		1			NONE	No
	381-281-50-00	10648 TRIGAL WAY, Santee, CA 92071		B-ADU-23-0026	ADU	R	11/13/2023						1		1			NONE	No
	381-320-64-00	9939 PRATT CT, Santee, CA 92071		B-ADU-23-0016	ADU	R	07/20/2023						1		1			NONE	No
	386-111-11-00	8081 RANCHO FANITA DR, Santee, CA 92071		B-ADU-23-0020	ADU	R	10/13/2023						1		1			NONE	No
	381-390-34-00	9905 DELPHI ST, Santee, CA 92071		B-ADU-23-0017	ADU	R	10/12/2023						1		1			NONE	No
	383-403-05-00	9450 KASCHUBE WAY, Santee, CA 92071		B-ADU-23-0018	ADU	R	08/15/2023						1		1			NONE	No
	385-433-27-00	8720 Ruocco Dr Unit: Lot 219, Santee, California 92071		23STE-00761	ADU	R	08/18/2023								0				
														1	1			NONE	No
	383-203-08-00	8505 BK ROCK RD, Santee, CA 92071		B-ADU-23-0005	ADU	R	08/29/2023						1		1			NONE	No
	381-113-16-00	9246 NORTHCOLE RD, Santee, CA 92071		B-ADU-23-0011	ADU	R	09/19/2023						1		1			NONE	No
	380-203-06-00	9312 E HEANEY CIR, Santee, CA 92071		B-ADU-23-0021	ADU	R	08/29/2023						1		1			NONE	No

Jurisdiction	Santee	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	04/30/2021 - 04/30/2029

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Housing Element Implementation

Note: "*" indicates an optional field
Cells in grey contain auto-calculation formulas

Table A2 Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units																											
Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement								Affordability by Household Incomes - Building Permits												
1					2	3	4								5	6	7							8	9		
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units Issued Building Permits	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	
Summary Row: Start Data Entry Below							0	0	17	0	0	54	1		72	0	0	0	0	0	0	17	69		86	0	0
	384-106-16-00	8932 1st Street	Habitat for Humanity	DR-2023-0001	5+	R			17					9/27/2023	17										0	0	
	384-032-07-00	701 Park Center Drive	Park Center Drive Apartments	DR2022-5	5+	R						54		8/9/2023	54										0	0	
	385-010-16-00	9122 Shadow Hill Road	Judtras SFD	DR2021-3	SFD	O							1	6/23/2023	1										0	0	
	383-183-07-00	8109 WOODPECKER WAY, Santee, CA 92071		23STE-00068	ADU	R									0						1		6/14/2023	1	0	0	
	386-350-19-00	8615 PLACID VIEW DR, SANTEE, CA 92071		22STE-01159	ADU	R									0						1		3/8/2023	1	0	0	
	383-330-01-00	8614 DUNWOODIE RD, SANTEE, California 92071-225		23STE-00097	ADU	R									0						1		9/25/2023	1	0	0	
	380-442-10-00	9643 RYDER RD, SANTEE, California 92071-265		23STE-00218	ADU	R									0						1		6/28/2023	1	0	0	
	381-611-28-00	9501 HILLCREEK WAY, SANTEE, California 92071-284		23STE-00482	ADU	R									0						1		9/20/2023	1	0	0	
	378-260-60-00	9356 LAS LOMAS DR, Santee, CA 92071		B-ADU-23-0027	ADU	R									0						1		11/16/2023	1	0	0	
	386-410-35-00	8654 ELLSWORTH LN, Santee, CA 92071		B-ADU-23-0007	ADU	R									0						1		9/13/2023	1	0	0	
	381-273-19-00	10108 MAPLE TREE RD, Santee, CA 92071		B-ADU-23-0029	ADU	R									0						1		11/30/2023	1	0	0	
	381-390-34-00	9905 DELPHI ST, Santee, CA 92071		B-ADU-23-0017	ADU	R									0						1		12/7/2023	1	0	0	
	383-403-05-00	9450 KASCHUBE WAY, Santee, CA 92071		B-ADU-23-0018	ADU	R									0						1		12/13/2023	1	0	0	
	381-250-34-00	10840 EL NOPAL, SANTEE, CA 92071		22STE-00488	ADU	R									0						1		1/18/2023	1	0	0	
	380-472-11-00	9771 ABBEYWOOD RD, Santee, CA 92071		B-ADU-23-0012	ADU	R									0						1		10/25/2023	1	0	0	
	385-433-27-00	8720 RUOCCO DR Unit: #2, Santee, CA 92071		B-ADU-23-0010	ADU	R									0						1		9/18/2023	1	0	0	
	383-340-41-00	9235 PINE VALLEY DR, SANTEE, California 92071-223		B-ADU-23-0015	ADU	R									0						1		10/5/2023	1	0	0	
	385-433-28-00	8726 RUOCCO DR, Santee, CA 92071		B-ADU-23-0014	ADU	R									0						1		10/4/2023	1	0	0	
	386-410-08-00	9224 FAIREN LN, SANTEE, CA 92071		22STE-00496	ADU	R									0						1		2/22/2023	1	0	0	
	380-214-06-00	9315 WOODRUFF WAY SANTEE, California 92071-242		22STE-00246	ADU	R									0									0	0	0	
	380-080-15-00	9440 MANDEVILLE CT, SANTEE, CA 92071		22STE-00509	ADU	R									0									0	0	0	
	383-393-09-00	9310 DEMPSTER DR, SANTEE, CA 92071		22STE-00798	ADU	R									0									0	0	0	
	383-460-32-00	8874 ELLSWORTH CIR SANTEE, California 92071-371		21STE-00775	ADU	R									0									0	0	0	
	386-270-58-00	8531 S SLOPE DR SANTEE, California 92071-351		21STE-00209	ADU	R									0									0	0	0	
	378-123-04-00	9223 DALEHURST RD, SANTEE, California 92071		21STE-00657	ADU	R									0									0	0	0	
	386-340-23-00	8620 DOVE HILL DR Unit: #2 SANTEE, California 92071-360		22STE-00603	ADU	R									0									0	0	0	
	381-611-28-00	9501 Hillcreek Way, SANTEE, California 92071		23STE-00482	ADU	R									0									0	0	0	
	381-390-32-00	9908 Delphi St, SANTEE, California 92071		21STE-00906	ADU	R									0									0	0	0	
	380-254-01-00	9731 McCardle Way, SANTEE, California 92071		22STE-00107	ADU	R									0									0	0	0	
	384-420-03-00	9389 PROSPECT AVE SANTEE, California 92071-370		21STE-01039	ADU	R									0									0	0	0	
	380-080-16-00	9432 MANDEVILLE CT SANTEE, California 92071-253		22STE-00395	ADU	R									0									0	0	0	
	380-202-08-00	9307 E Heaney Circle, SANTEE, California 92071	Santee Townhomes	TM2014-2	5+	O									0									0	0	0	

Jurisdiction	Santee	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	04/30/2021 - 04/30/2029

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Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Parcel ID	Address	Subdivision	Element ID	Category	Units	Start Date	End Date	Units	Start Date	End Date	Units	Start Date	End Date	Units	Start Date	End Date	Units	Start Date	End Date	Units
381-760-21-00	9353 Song Bird Way SANTEE, California 92071	Walker Trails Subdivision	TM 2016-01	SFD	0															
381-344-01-00	10819 GREENCASTLE ST, SANTEE, California 92071		22STE-00493	SFD	0															
381-760-37-00	10201 River Bluff Dr. SANTEE, California 92071	Walker Trails Subdivision	TM 2016-01	SFD	0									16	5/4/2023					
383-112-34-00	8620 Sunrise Dr. Santee, California 92071	Rancho Fanita Villas	TM05-05	5+	0															
381-760-50-00	10327 River Bluff Dr. SANTEE, California 92071	Walker Trails Subdivision	TM 2016-01	SFD	0									10	9/28/2023					
386-300-13-00	7800 Cypress Dr Santee, California 92071	Laurel Heights	TM2020-2	5+	0									12	7/19/2023					
386-300-29-00	7600 Sage Ct Santee, California 92071	Laurel Heights	TM2020-2	5+	0									1	8/16/2023					
385-433-27-00	8720 RUOCCO DR Santee, CA 92071		B-RNEW-23-0005	SFD	0									1	9/18/2023					
385-433-28-00	8726 RUOCCO DR Santee, CA 92071		B-RNEW-23-0028	SFD	0									1	10/4/2023					
386-300-29-00	7620 Cypress Dr Santee, California 92071	Laurel Heights	TM2020-2	5+	0									12	11/2/2023					
383-261-47-00	8043 MISSION GORGE RD Santee, CA 92071		B-RNEW-23-0044	SFD	0									1	12/18/2023					
383-261-47-00	8043 MISSION GORGE RD Santee, CA 92071		B-RNEW-23-0044	ADU	R									1	12/18/2023					
383-112-55-00	8600 PROSPECT AVE Santee, CA 92071	Prospect Estates	B-RNEW-23-0006	SFD	0									15	12/21/2023					

Affordability by Household Incomes - Certificates of Occupancy						Streamlining	Infill	Housing with Financial Assistance and/or Deed Restrictions	Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus				Notes			
10					11	12	13	14	15	16	17	18	19	20			21	22	23	24	25
Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) Date Issued	# of Units issued Certificates of Occupancy or other forms of readiness	How many of the units were Extremely Low Income?	Please select the streamlining provision the project was APPROVED pursuant to. (may select multiple)	Infill Units? Y/N*	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)*	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)	Notes*
0	0	0	11	42		53	0							0			47.0%		Development Standards 2 Modification	Yes	
						0		NONE	Y		DB		55								
						0		NONE	Y			Market rate rent is affordable to moderate income households									
						0		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
						0		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
						0		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
						0		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
						0		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
						0		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
						0		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
						0		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
						0		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
						0		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
						0		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
						0		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
						0		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
			1		3/30/2023	1		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
			1		12/5/2023	1		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
			1		6/30/2023	1		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
			1		10/18/2023	1		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
			1		4/21/2023	1		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
			1		7/19/2023	1		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
			1		5/12/2023	1		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
			1		1/26/2024	1		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
			1		4/10/2023	1		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
			1		2/24/2023	1		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
			1		5/18/2023	1		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
			1		5/18/2023	1		NONE	Y			Market rate rent is affordable to moderate income households									Renter Assumed
				4	5/12/2023	4		NONE	Y												Building Permits: 21STE-00725, 21STE-00724, 21STE-00723, 21STE-00722 Address include 9307, 9305, 9303 and 9301 E Heaney Circle

Jurisdiction	Santee	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	04/30/2021 - 04/30/2029

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This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

**Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability**

Income Level		1 RHNA Allocation by Income Level	Projection Period - 06/30/2020- 04/29/2021	2									3 Total Units to Date (all years)	4 Total Remaining RHNA by Income Level
				2021	2022	2023	2024	2025	2026	2027	2028	2029		
Very Low	Deed Restricted	406	-	-	-	-	-	-	-	-	-	-	-	
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	406	
Low	Deed Restricted	200	-	-	-	-	-	-	-	-	-	-	-	
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	200	
Moderate	Deed Restricted	188	-	-	-	-	-	-	-	-	-	-	-	
	Non-Deed Restricted		8	8	124	17	-	-	-	-	-	157	31	
Above Moderate		425	260	30	35	60	-	-	-	-	-	304	31	
Total RHNA		1,219												
Total Units			268	38	159	86	-	-	-	-	-	551	868	
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5 Extremely low-income Need		2021	2022	2023	2024	2025	2026	2027	2028	2029	6 Total Units to Date	7 Total Units Remaining
Extremely Low-Income Units*		203		-	-	-	-	-	-	-	-	-	-	203

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction	Santee	
Reporting Year	2023	(Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Program 1: Mobile Home Assistance Program and Conversion Regulations	Circulate flyers to existing mobile home park renters periodically. Co-sponsor Mobile Home Park Assistance Program (MPAP) applications as opportunity arises. Provide information at mobilehome parks on tenant protection services such as rent stabilization and eviction protection. Consider in 2022 utilizing SB2 Permanent Local Housing Allocation (PLHA) funding to provide rent subsidies to low income mobile home park tenants.	Annual flyer circulation and monitoring and annual monitoring and reporting throughout the planning period.	Ongoing implementation; A new flyer was created in 2023 and made available on the City website and at City Hall identifying fair housing rights and resources to help renters. The City will co-sponsor MPAP applications as opportunity arise. Additional outreach and information regarding tenant protections within mobile home parks are provided by the fair housing services provider. In 2022, the City considered utilizing SB2 PLHA funding to provide rent subsidies to low income mobile home park tenants but did not proceed with the effort.
Program 2: Maintenance and Improvement of Existing Housing	Ensure that Code Compliance addresses and resolves issues with severely substandard and/or dilapidated housing and that residents are aware of home maintenance standards and programs. In 2022, develop tenant protection policies to mitigate displacement impacts on tenants of substandard housing.	Annual monitoring and reporting throughout the planning period.	Ongoing implementation; Code Compliance, in coordination with the City Attorney and Building Division, address and resolve issues related to compliants about substandard and/or dilapidated housing. When needed, the City has taken steps to ensure that housing is properly maintained including making repairs and seeking reimbursement through receiverships. The City continues to use HOME Investment Partnerships and other funding sources to assist residents with extremely low, very low, and low incomes with housing rehabilitation. Outreach and information regarding tenant protections tied to updating of substandard/dilapidated housing is provided by CSA, the City's fair housing services provider.
Program 3: Conservation of Existing and Future Affordable Units	Monitor the status of the 222 at-risk units at Cedar Creek Apartments, Forester Square Apartments, and Laurel Park Senior Apartments. The City of Santee will work with property owners, interest groups and the State and federal governments to implement the following programs on an ongoing basis to conserve its affordable housing stock: Monitor Units at Risk, Work with Potential Purchasers, Tenant Education, and Assist Tenants of Existing Rent Restricted Units to Obtain Section 8 Voucher Assistance.	Annual monitoring and reporting throughout the planning period. Within 60 days of notice of intent to convert at-risk units to market rate rents, the City will work with potential purchasers using HCD's current list of Qualified Entities, educate tenants of their rights, and assist tenants to obtain rental assistance in accordance with this program.	The City has not received any notices of intent to convert during 2023.
Program 4: Housing Choice Voucher Program	Continue to contract with the San Diego County Housing Authority to administer the Housing Choice Voucher (HCV) Program.	Ongoing implementation and annual monitoring throughout the planning period.	Santee is among 12 cities served by the Housing Authority of the County of San Diego. The County has developed a Consortium Consolidated Plan which contains a comprehensive affordable housing strategy that covers the City of Santee. According to the County Housing Authority, as of December 31, 2023, 310 households were using a Housing Choice Voucher to help pay for rent in the City of Santee and 1,372 applications submitted by Santee residents were recorded on a waiting list.
Program 5: Homebuyer Assistance Programs	Assist Santee first time homebuyers with down payment and closing costs assistance.	Ongoing with the goal of assisting 16 homebuyers during the planning period.	The City of Santee participates in HOME funding through a consortium comprised of the County of San Diego and the Cities of Encinitas, Carlsbad, La Mesa, San Marcos and Vista to administer Federal HOME funds. The County of San Diego acts as the administrator of the consortium. Low income persons seeking down payment and closing cost assistance for the purchase of a home in Santee may submit an application to the County of San Diego Department of Housing and Community Development for underwriting and loan origination. During CY 2023, no loans for the purchase of Santee homes were completed. The reduction in first-time homebuyer assistance may be due to higher home prices combined with high interest rates. At higher home prices, low-income buyers have difficulty staying below the 38% maximum housing debt ratio.

<p>Program 6: Manufactured Home Fair Practices Program</p>	<p>The City regulates approximately 1,200 short-term space leases in mobile home parks and provides staff support to the Manufactured Fair Practices Commission, which holds biannual meetings. The program requires significant financial resources in administration and legal defense of the Ordinance. Through the City Attorney's office, the City has defended or initiated many lawsuits to uphold the requirements of the Manufactured Home Rent Stabilization Program since 1998</p>	<p>Ongoing.</p>	<p>To date, all of the City's efforts to maintain the rent control system have been successful. The City will continue to attend the biannual Manufactured Fair Practices Commission and promote its services to residents. No parks were at risk of converting in CY2023. Also, with the passage of Assembly Bill 2782 in 2020 long-term lease exemption for local rent control ordinances is being phased out so the number of spaces the City regulates has been slowly increasing.</p>
<p>Program 7: Facilitate Affordable Housing Development</p>	<p>Collaborate with nonprofits to provide additional affordable housing opportunities. Provide ongoing participation and assistance to interested affordable housing developers.</p>	<p>Update list and contact affordable housing developers annually. Provide ongoing participation and assistance to interested affordable housing developers. Annual monitoring and reporting throughout the planning period.</p>	<p>During CY2023 the City engaged with 3 affordable housing developers for potential development on sites identified for low-income residential development in the Housing Element Sites Inventory.</p>
<p>Program 8: Supportive Services</p>	<p>Assist 1,800 persons with temporary shelter and supportive services during the planning period (300 meals for lower income seniors, and temporary shelter, food, and clothing for 1,500 lower income individuals and families affected by domestic violence).</p>	<p>Annually review and allocate funds to service provider through the HUD Annual Plan process.</p>	<p>Through the City's contract with Crisis House to provide a homeless prevention and intervention program, 157 persons were assisted in 2023. Additionally, 258 individuals experiencing homelessness were provided with emergency shelter.</p>
<p>Program 9: Inventory of Available Sites and Monitoring No Net Loss</p>	<p>To ensure that the City monitors its compliance with SB 166 (No Net Loss), the City will monitor the consumption of residential acreage to ensure an adequate inventory is available to meet the City's RHNA obligations.</p>	<p>Rezone identified parcels within one year of the Housing Element Adoption; Continue to implement a formal evaluation procedure pursuant to Government Code Section 65863 to monitor the development of vacant and nonvacant sites in the sites inventory and ensure that adequate sites are available to meet the remaining RHNA by income category; Ongoing implementation and annual monitoring and reporting throughout the planning period.</p>	<p>The new zoning classifications for the rezone sites became effective on November 26, 2022. Ongoing implementation of no net loss monitoring through 2023.</p>
<p>Program 10: By-Right Approval of Projects with 20 Percent Affordable Units on "Reuse" Sites</p>	<p>Pursuant to AB 1397 passed in 2017, the City will amend the Zoning Ordinance to provide by-right approval of housing development in which the project proponent voluntarily includes 20 percent of the units as housing affordable to lower income households, on sites being used to meet the Sixth Cycle RHNA that represent "reuse sites" from previous Housing Element cycles, as well as the rezoned sites required for the 492-unit shortfall in lower income RHNA.</p>	<p>Update the Zoning Ordinance within one year of Housing Element adoption.</p>	<p>On October 12, 2022 the City adopted Objective Design Standards and certified a Program Environmental Impact Report with Project-Level Analysis for potential by-right sites. The ministerial procedure for processing qualifying by-right housing projects and corresponding objective design standards are located in Chapter 13.11 of the Santee Municipal Code</p>
<p>Program 11: Replacement Housing</p>	<p>The City will amend the Zoning Code to require the replacement of units affordable to the same or lower income level as a condition of any development on a non-vacant site consistent with those requirements set forth in State Density Bonus Law.</p>	<p>Update the Zoning Ordinance within one year of Housing Element certification by HCD.</p>	<p>Zoning Ordinance updated and replacement housing provision captured through Chapter 13.26 of the Santee Municipal Code</p>
<p>Program 12: Accessory Dwelling Units (ADUs)</p>	<p>The City will also explore other options to further encourage the construction of ADUs in the community. Options to explore may include increased outreach and education, technical/resources guides online, pre-approved plans, larger unit square footage allowances and reduced setback and lot coverage standards in exchange for deed restrictions, among others.</p>	<p>Ongoing.</p>	<p>The City provides links to conceptual ADU plans on its website along with other resources for permit streamlining. City to evaluate potential extension of fee waivers in 2024.</p>
<p>Program 13: Monitor Changes in Federal and State Housing, Planning, and Zoning Laws</p>	<p>Monitor State and federal legislation as well as City development process and zoning regulations to identify and remove housing constraints.</p>	<p>Ongoing.</p>	<p>Staff planners and attorneys continually monitor state and federal law to ensure development processes are updated to be streamlined and zoning regulations are aligned with current State and Federal law/objectives.</p>

<p>Program 14: Affirmatively Furthering Fair Housing</p>	<p>To affirmatively further fair housing, the City will undertake a series of actions as outlined below:</p> <ol style="list-style-type: none"> 1. Participate in regional efforts to address fair housing issues and monitor emerging trends/issues in the housing market. Attend quarterly SDRAFFH coordinating meetings. 2. Continue to contract with a fair housing service provider to provide fair housing services to 500 residents of Santee over the 2021-2029 planning period. As part of its scope of work, require annual fair housing workshops to be conducted in Santee. 3. Include fair housing testing from fair housing provider as part of scope every two years starting in 2022. 4. Develop interest list for updates on fair housing and affordable housing projects lists by 2022. On an ongoing basis, contact interest list with updates. 5. Semi-annually, the City will update its City website with the affordable housing projects. 6. By 2022, expand outreach and education of the State's new Source of Income Protection (SB 329 and SB 222), defining public assistance including HCVs as legitimate source of income for housing. Increased outreach and education to the southern census tracts with disproportionate needs. 7. Utilize non-traditional media (i.e. social media, City website) in outreach and education efforts, in addition to print media and notices. Increase outreach to the southern census tracts. Annually promote fair housing awareness during the Fair Housing Month (April). 	<p>Ongoing (some dependent on the action, see implementation section)</p>	<ol style="list-style-type: none"> 1 - Ongoing effort; Staff participated in regional efforts and attends quarterly SDAFFH meetings. 2 - Ongoing effort; The City contracts with CSA San Diego County, a fair housing service provider, to ensure fair housing services and outreach for Santee resident. CSA conducts meeting and outreach along with an annual fair housing workshop for Santee residents to attend and learn about fair housing. 3 - The next fair housing testing anticipated to take place in 2024. 4 - An option to sign up for email notifications for Affordable/Fair Housing Projects will be added to the City's website for interested parties to stay informed and pertinent information (such as approved projects and website updates) to be provided. 5 - On a monthly basis, the City updates their Active Projects Map/Log which outlines current projects in the City that are pending entitlement, approved but not yet build and under construction. The Project Log includes a project description which identifies which are housing projects with a density bonus or affordability component. In addition, existing inventory of affordable housing is available for review on the City's website under the Fair Housing page, which is updated periodically/as necessary. 6 - Ongoing effort; HCV outreach provided by the City's fair housing services provider along with annual fair housing workshops. 7. Ongoing effort; the City utilizes a wide variety of media platforms for outreach and education including but not limited to: Santee Website, Santee TV, Newsletters, Email Notifications (for those who subscribe to topics of interest) Twitter and LinkedIn. In addition, the City's fair housing services provider assists with the fair housing outreach and informational workshops on behalf of the city through Facebook, Twitter, Instagram and YouTube. Additional outreach and promotion is done during the month of April for Fair Housing Month.
<p>Program 14: Affirmatively Furthering Fair Housing (CONTINUED)</p>	<ol style="list-style-type: none"> 8. Annually, require evidence of effective outreach from Fair Housing Provider. City will require attendance reports to events from fair housing providers. Based on reports, work with fair housing provider on plan to increase attendance to outreach events. 9. In 2021-2022, pursue a HUD Section 108 loan in the amount of \$1.24 million to implement the Active Santee Plan and ADA Transition Plan. 10. By 2023, develop incentives or mechanisms to facilitate the development of a variety of housing types, including live/work housing and large units appropriate for large households. 11. As part of Santee Active Plan (January 2021), identified wheelchair accessible areas and prioritization of them for improvements. Leverage this plan to prioritize improvements in the southern census tracts of City. 12. The City is working on ADA Transition Plan that builds on the adopted Active Santee Plan to identify deficiencies in City and allocate resources in the operating budget. The AFFH analysis of needs will inform the annual budgetary process to prioritize CDBG and General City funds for improvements in southern portions of City. 13. As part of the Safety Element Update (targeted for adoption by January 2022), existing conditions for Environmental Justice (EJ) have been drafted. The report identifies the southwestern portion of the City based on disadvantaged communities mapping. Annually, coordinate with Public Works to prioritize these EJ areas for actions and improvements. According to the CIP, planned improvements include: <ul style="list-style-type: none"> - Prospect Ave./Mesa Rd. intersection improvements - Replace induction streetlights along Prospect Ave. with LED lights - Provide stormwater capture devices - Fill gaps in sidewalks - Improve sidewalks with pedestrian ramps where needed. 	<p>Ongoing (some dependent on the action, see implementation section)</p>	<ol style="list-style-type: none"> 8. Ongoing effort; events and attendance reports are provided on a quarterly basis for City's review. 9. The City assessed utilizing a HUD Section 108 loan but decided not to pursue the loan and is instead relying on alternative funding sources for implementation. 10. The City's Density Bonus program refers back to government code section 65915 – 65918 (Density Bonuses and Other Incentives) which allows affordable housing projects to propose incentives including mixed-used/commercial development if it supports lower housing costs and is compatible with surrounding development. The City is also actively working on the Town Center Specific Plan, which will further support mixed-use live/work developments on additional sites within the City. The city will explore additional incentive opportunities for larger units under future Zoning Ordinance updates. 11. Ongoing effort. In 2023, upwards of 100 pedestrian ramps were installed. 12. The City has been in coordination with a consultant to complete the City's ADA Transition Plan. The plan is currently anticipated to be completed mid-late 2024. 13. Ongoing effort. During 2023, within disadvantaged communities, the City substantially completed the Prospect Avenue/Mesa Road intersection improvements and is being taken forward to City Council for acceptance February 2024. In addition, the City prioritized the installation of 77 storm drain trash capture devices and 7 pedestrian ramps (4 under the Prospect and Mesa Intersection Improvements and 3 under the Citywide Slurry Seal and Roadway Maintenance 2023).

Jurisdiction	Santee	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	04/30/2021 - 04/30/2029

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the checklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Santee	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	04/30/2021 - 04/30/2029

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table J														
Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915														
Project Identifier			Project Type	Date	Units (Beds/Student Capacity) Approved								Units (Beds/Student Capacity) Granted Density Bonus	Notes
1			2	3	4								5	6
APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SH - Student Housing)	Date	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Total Additional Beds Created Due to Density Bonus	Notes
Summary Row: Start Data Entry Below														

Jurisdiction	Santee	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	04/30/2021 - 04/30/2029

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenant Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage on their internet website containing authorizing local ordinance and supporting materials.	
Notes	

MEETING DATE March 27, 2024

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AUTHORIZING THE PURCHASE OF FOUR (4) APX 8000 ALL-BAND PORTABLE RADIOS AND TWO (2) APX 6000 PORTABLE RADIOS FROM MOTOROLA SOLUTIONS, INC. PER COUNTY OF SAN DIEGO REGIONAL COMMUNICATIONS SYSTEM CONTRACT NO. 532982

DIRECTOR/DEPARTMENT Justin Matsushita, Fire Chief 

SUMMARY

This item requests City Council authorization to purchase four (4) APX 8000 all-band portable radios and two (2) APX 6000 portable radios from Motorola Solutions, Inc. This purchase would replace six existing inoperable APX 7000 radios as this model is no longer manufactured and the repair parts are no longer available.

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 is in the City's best interest.

Santee Purchasing Ordinance requires City Council approval of all purchases exceeding \$50,000 in any fiscal year. The City Council has already authorized the purchase of radio equipment in the amount of \$83,162.37 this fiscal year from Motorola Solutions, Inc. that was included in the Adopted Fiscal Year 2023-24 Fire Department Operating Budget. Staff recommends utilizing County of San Diego Contract No. 553982 for the purchase of an additional four (4) APX 8000 all-band portable radios and two (2) APX 6000 portable radios in an amount not to exceed \$44,411.16. The total cost of the radios purchased during FY 23/24 utilizing Contract No. 553982 will be an amount not to exceed \$127,573.53.

FINANCIAL STATEMENT 

Funding for the purchase of four (4) APX 8000 all-band portable radios and (2) APX 6000 portable radios was approved by City Council on February 28, 2024, as part of the midyear budget review process, and funds have been added to the Adopted Fiscal Year 2023-24 Fire Department budget.



CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *MSB*

Adopt the Resolution authorizing the purchase of four (4) APX 8000 all-band portable radios and two (2) APX 6000 all-band portable radios from Motorola Solutions, Inc. per County of San Diego Contract No. 553982 for an amount not to exceed \$127,573.53 and authorize the City Manager to execute all necessary documents.

ATTACHMENT

Resolution

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AUTHORIZING THE PURCHASE OF FOUR (4) NEW APX 8000 ALL-BAND PORTABLE RADIOS AND TWO (2) APX 6000 PORTABLE RADIOS FROM MOTOROLA SOLUTIONS, INC. PER COUNTY OF SAN DIEGO REGIONAL COMMUNICATIONS SYSTEM CONTRACT NO. #553982

WHEREAS, on September 13, 2023 the City Council authorized the purchase of three (3) APX 8500 All Band Mobile Radios, five (5) APX 8000 all-band portable radios, and necessary accessories from Motorola Solutions, Inc. utilizing Contract No. 553982, in a total amount not to exceed \$68,515.19; and

WHEREAS, the Fire Chief had already authorized the purchase of radio equipment for a new ambulance in the amount of \$14,647.18; and

WHEREAS, the Fire Department now has six (6) APX 7000 all-band portable radios that are inoperable and cannot be repaired because the model is no longer being manufactured and repair parts are no longer available; and

WHEREAS, 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 has not joined with that public agency in a cooperative purchase; and

WHEREAS, 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, and Motorola Solutions, Inc. was awarded Contract No. #553982 ("Contract") for an initial term of fifteen years; and

WHEREAS, 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 is in the City's best interest; and

WHEREAS, the purchase amount for four (4) APX 8000 all-band portable radios and two (2) APX 6000 portable radios pursuant to the Contract is \$44,411.16; and

WHEREAS, adequate funding for the purchase of four (4) APX 8000 all-band portable radios and two (2) APX 6000 portable radios was approved by City Council on February 28, 2024, as part of the midyear budget review process, and has been added to the amended FY 23/24 Fire Department budget.

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

1. Authorizes the purchase of four (4) APX 8000 all-band portable radios and two (2) APX 6000 portable radios for an amount not to exceed \$44,411.16 per County of San Diego Regional Communications System Contract No. #553982; and

RESOLUTION NO. _____

2. Finds the total cost for radios purchased during FY 23/24 utilizing Contract No. #553982 will be an amount not to exceed \$127,573.53; and
3. Authorizes the City Manager to execute all necessary documents.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 27th day of March 2024, by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

MEETING DATE March 27, 2024

ITEM TITLE EIGHTH AMENDMENT TO AGREEMENT FOR ADMINISTRATION OF FOR-HIRE VEHICLE REGULATIONS BETWEEN SAN DIEGO METROPOLITAN TRANSIT SYSTEM AND THE CITY OF SANTEE

DIRECTOR/DEPARTMENT Marlene D. Best, City Manager *MSB*

SUMMARY

In 1990, the City of Santee and the San Diego Metropolitan Transit System (MTS) executed an agreement allowing MTS to provide regulation of For-Hire Vehicle Services operating within the city's corporate limits. Over the ensuing years, seven amendments to the agreement have been approved. The latest amendment will expire on June 30, 2024. The proposed eighth amendment will continue the agreement until June 30, 2029. For-hire vehicle services include taxicabs, non-emergency medical vehicles, low-speed vehicles, sightseeing vehicles, charter vehicles and similar services. The For-Hire Vehicle Regulation includes ensuring each vehicle has undergone a safety inspection, has valid liability insurance, that each permit holder has passed a fingerprint-based criminal background check, ensuring a valid license issued by the Sheriff's Department, investigation of passenger complaints, and field monitoring. The cost to administer the regulations is covered by fees assessed on permit holders.

FINANCIAL STATEMENT *MSB*

There is no financial impact to the City of Santee as the program administered and enforced by MTS.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *MSB*

Approve the eighth amendment to the Agreement for Administration of For-Hire Vehicles Regulations with the San Diego Metropolitan Transit System.

ATTACHMENT

Draft MTS Agenda Item for June 20, 2024

Eighth Amendment to the Administration of For-Hire Vehicle Regulations Agreement



**Metropolitan
Transit
System**

DRAFT FOR EXECUTIVE COMMITTEE REVIEW DATE: 6/13/2024

Agenda Item No. X

**MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM
BOARD OF DIRECTORS**

June 20, 2024

SUBJECT:

RENEWAL OF CITY AGREEMENTS TO REGULATE FOR-HIRE VEHICLE SERVICES

RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors approve a five-year extension of existing agreements for For-Hire Vehicle Regulation with the cities of Chula Vista, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, and Santee (in substantially the same format as in Attachment A).

Budget Impact

None with this action.

DISCUSSION:

Per MTS's enabling legislation, MTS may enter into agreements with cities or the County of San Diego to regulate for-hire vehicles, such as taxicabs, non-emergency medical vehicles, low-speed vehicles, sightseeing vehicles, charter vehicles and jitneys, in their jurisdiction. For-hire vehicle regulation includes: ensuring each vehicle has undergone a safety inspection; each vehicle has valid liability insurance; each permit holder (i.e. business owner) has passed a fingerprint-based criminal background check; confirming drivers have been validly licensed by the Sheriff's Department; investigating passenger complaints; and in the field monitoring and enforcement. The MTS For-Hire Vehicle Administration is statutorily required to be full cost recovery. The cost to administer for-hire vehicle regulations is covered by fees assessed on permit holders.

MTS first contracted to administer and regulate for-hire vehicles with the City of San Diego in 1988, the cities of El Cajon, Imperial Beach, Lemon Grove, and Santee in 1990, the City of Poway in 1991, the City of La Mesa in 1999, the City of National City in 2017, and City of Chula Vista in 2018. All of these cities' For-Hire Vehicle Administration agreements are set to expire on June 30, 2024. Please note, this year MTS entered into an agreement with the City of Oceanside for For-Hire Vehicle Regulation (see Agenda Item No. 7, MTS Board of Directors



Meeting October 19, 2023) that expires on June 30, 2029 and thus it is not included in today's action.

The respective Councils for the Cities of Chula Vista, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, and Santee have approved the 5-year extension agreement, which will expire on June 30, 2029.

In the event that any of these city agreements are not executed by July 1, 2024, MTS will continue to administer for-hire vehicles on their behalf unless a city communicates its desire to take over for-hire vehicle regulation. If any substantive changes to the draft agreements are requested by those cities, it will be presented to the Board at a subsequent meeting for its approval.

Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachment: A. Agreement Amendments for Administration of For-Hire Vehicle Regulations Between MTS and the Cities of Chula Vista, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, and Santee.

**EIGHTH AMENDMENT TO AGREEMENT FOR
ADMINISTRATION OF FOR-HIRE VEHICLE REGULATIONS
BETWEEN
SAN DIEGO METROPOLITAN TRANSIT SYSTEM
AND
CITY OF SANTEE**

THIS AGREEMENT is entered into by and between the City of Santee, a municipal corporation, 10601 Magnolia, Santee, CA (herein called "CITY"), and the San Diego Metropolitan Transit System, a public agency, 1255 Imperial Avenue, Suite 1000, San Diego, CA (herein called "MTS"), in view of the following recitals, which are a substantive part of this Agreement:

RECITALS

- A. MTS is authorized under Section 120266, Chapter 2, Division 11 of the California Public Utilities Code (PUC), to enter into contracts with any city in the County of San Diego and with the County of San Diego to license or regulate by ordinance any For-Hire Vehicle Services rendered wholly within the city's corporate limits or within the unincorporated area of the county;
- B. For-Hire Vehicle Services means vehicles, other than public transportation vehicles, transporting passengers over public streets for compensation, which includes taxicabs, non-emergency medical vehicles, passenger jitney service, low-speed vehicles, charters and sightseeing vehicles;
- C. CITY regulated taxicab and other for-hire vehicles in accordance with the Santee Municipal Code, Sections 12.301 through 21.322;
- D. CITY desires that MTS regulate For-Hire Vehicle Services pursuant to PUC Section 120266 and in accordance with MTS Ordinance No. 11, "An Ordinance Providing for the Licensing and Regulating of Transportation Services Within the City and County by the Adoption of a Uniform Paratransit Ordinance" and its other policies and regulations;
- E. CITY and MTS entered into an agreement for the period of July 1, 1990, through June 30, 1995; a first amendment to that agreement for the period of July 1, 1995, through June 30, 1998; a second amendment to that agreement for the period of July 1, 1998, through June 30, 2003; a third amendment to that agreement for the period of July 1, 2003, through June 30, 2008; a fourth amendment to that agreement for the period of July 1, 2008, through June 30, 2013; a fifth amendment to that agreement for the period of July 1, 2013, through June 30, 2014; a sixth amendment to that agreement for the period of July 1, 2014 through June 30, 2019; and a seventh amendment to that agreement for the period of July 1, 2019 through June 30, 2024; and
- F. CITY and MTS now desire to enter into an agreement to extend the period from July 1, 2024 through June 30, 2029.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained in this Agreement, CITY and MTS agree as follows:

1. MTS will administer and enforce For-Hire Vehicle Services regulations through MTS Ordinance No. 11 and its other policies and regulations as in effect on July 1, 2024, and as thereafter from time to time amended by MTS, and thereby regulate such For-Hire Vehicle Services rendered wholly within the CITY's corporate limits during the period of July 1, 2024 through June 30, 2029, pursuant to PUC Section 120266.

2. MTS will collect and administer all such regulatory fees, fines, and forfeitures as now or hereafter provided by the MTS Ordinance No. 11 and its other policies and regulations.

3. The CITY Manager and MTS Chief Executive Officer may supplement this Agreement by executing a Memorandum of Understanding relative to administrative and operating procedures of For-Hire Vehicle Services regulation and to provide for reimbursable staff and legal support services.

4. This Agreement shall be effective upon execution by the City and MTS and shall continue until written notice of termination. This Agreement may be terminated at any time by either party upon 180 days' written notice to the other party.

IN WITNESS THEREOF, this eighth amendment to the Agreement is executed by the CITY acting by and through its City Manager pursuant to Council Resolution No. _____, and by MTS acting through its Chief Executive Officer.

Dated this 1st day of July, 2024.

CITY OF SANTEE

SAN DIEGO METROPOLITAN TRANSIT SYSTEM

City Manager

Sharon Cooney
Chief Executive Officer

WE HEREBY APPROVE the form of the foregoing Agreement.

City Attorney

General Counsel

Date: _____

Date: _____

Attest: _____

MEETING DATE March 27, 2024

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA APPROVING THE PROCUREMENT OF TRANSPARITY ADAPTIVE SYSTEM AND SIGNAL CONTROLLERS FROM SWARCO/MCCAIN FOR THE MISSION GORGE ROAD SMART SIGNAL SYSTEM PROJECT, AND FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”)

DIRECTOR/DEPARTMENT Carl Schmitz, Director of Engineering 

SUMMARY

This item requests City Council approve the procurement of the licensing and controller firmware for Transparity Adaptive system with technical support services for 12 intersections on Mission Gorge Road and Magnolia Avenue from Swarco/McCain Inc. Staff recommends approving this procurement on a sole-source basis for the following reasons:

1. The City already has the Transparity system as the central control system for traffic signals. This project will be an add-on to the existing system with the adaptive functionalities. Through extensive testing staff concluded that Swarco/McCain Inc. has proven technology and the product meets the performance requirements of the City and is compatible with the City’s existing system.
2. Staff has reviewed several smart signal systems and Transparity Adaptive performs well with the advantage of one of the lowest costs and easy technical support.

Santee Municipal Code Section 3.24.020 (b)(ii) states: “Sole source” means a commodity: must match or be compatible with other supplies, equipment or material presently used and the awarding authority has made a finding to this extent.” The Transparity Adaptive system meets this definition of sole-source procurement for the Mission Gorge Road smart signal system project to match or be compatible with other supplies. The staff report provides more details of the selection process.

Santee Municipal Code Section 3.24.130 Cooperative Purchasing allows purchasing of materials through Cooperative Purchasing Programs. This item requests City Council authorize the procurement of traffic signal controllers from Swarco/McCain through its contract with the Virginia Information Technologies Agency (VITA). The procurement of detection systems will be publicly bid in a separate contract.

ENVIRONMENTAL REVIEW

This action is exempt from the requirements of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15302(c).

FINANCIAL STATEMENT 

The cost for the procurement of Transparity Adaptive licensing with technical support is \$91,628.00. The cost of firmware is \$12,930.00. The cost of controllers per the VITA contract is \$25,442.88. This project is included in the current CIP program and funded by the RTCIP fees.

CITY ATTORNEY REVIEW

N/A Completed



RECOMMENDATION *MSB*

Adopt the attached Resolution authorizing:

1. The sole-source procurement of Transparity Adaptive licensing along with technical support services in the amount of \$91,628.00, and controller firmware in the amount of \$12,930.00 from Swarco/McCain Inc., for 12 signals of the Mission Gorge Road smart signal system.
2. The procurement of 12 2070LX controllers from Swarco/McCain Inc. through its contract with the Virginia Information Technologies Agency in the amount of \$25,442.88.

ATTACHMENT

Staff report
Resolution
Vendor quotes

STAFF REPORT

AWARD OF CONTRACTS TO SWARCO/MCCAIN INC. FOR THE PROCUREMENT OF A SMART SIGNAL SYSTEM FOR THE MISSION GORGE ROAD SMART SIGNALS PROJECT

CITY COUNCIL MEETING

March 27, 2024

A. OBJECTIVE

The implementation of a smart (adaptive) signal system on Mission Gorge Road was identified by City Council as a priority. Staff has conducted extensive reviews of several of the most widely deployed smart signal systems. This staff report will provide the background on how the recommended system was selected.

B. SCOPE OF PROJECT

The project includes implementing a smart signal system at the following ten intersections on Mission Gorge Road:

- Fanita Drive
- Carlton Hills Boulevard
- Kohl's Driveway
- Lowe's Driveway
- Town Center Parkway
- Mission Greens Road
- Riverview Parkway
- Cottonwood Avenue
- Edgemoor Drive
- Magnolia Avenue

Two intersections on Magnolia Avenue will also be included as they are currently coordinated with the system on Mission Gorge Road.

C. OVERVIEW OF EXISTING SIGNAL COORDINATION SYSTEM

The traffic signal coordination system currently deployed on Mission Gorge Road uses a fixed cycle operation system which is the standard way of operation for the last 30 to 40 years. There are three plans: AM, Mid-day, and PM plans. Each plan runs on a pre-determined fixed cycle based on historical traffic volumes during the period. A common cycle for all the controllers in the system is necessary in order to provide consistent progression by staggering the onset of green times at each intersection. A fixed cycle coordination can also facilitate directional travel by providing progression favoring the heavy direction, such as westbound in the AM peak on Mission Gorge Road, and eastbound in the PM peak hours. This type of

system works well when traffic patterns are predictable. The system provides some flexibility in terms of the amount of green time each approach receives up to a predetermined maximum. The disadvantage of the system is that the cycle and the maximums for each approach of an intersection are fixed for each period while traffic fluctuates constantly and it is not able to adjust the cycle, potentially causing delays.

D. REVIEW OF SMART SIGNAL SYSTEMS

Smart (adaptive) signal control is a new technology aimed at addressing the limitations of the current system by providing the capabilities of adjusting signal timing based on live traffic demand. There are several systems currently available. A common issue with smart signal systems is that some make overly exaggerated claims on their performance and benefits which have been proven otherwise by both staff observations and research. The consensus in the industry is that smart signal systems have limitations and work the best where traffic volumes fluctuate (unpredictable) and traffic is not saturated (gridlock). Where traffic is predictable or saturated smart signals have limited benefits.

Staff reviewed a total of six systems. After initial review/consultation with vendors staff focused on three systems: system A, system B, and Transparency Adaptive. The reason for selecting these three for in-depth reviews was that they are either being deployed in San Diego area (Cities of San Diego, Chula Vista, and Carlsbad), or being used by the city already (Transparency) without the adaptive functionalities. The reviews included meetings with vendors, reviewing before and after travel time studies (comparing travel time and delays before vs. after the implementation), and field driving and observing the systems.

System A: this system is currently deployed in the City of San Diego on multiple corridors. The system required extensive field monitoring and adjustments and took the vendor quite a while to get it to work adequately. It provides progression for traffic on the main streets often at the expense of excessive delays to traffic on the side streets. The greatest issue for staff is that the vendor does not share how it works and/or how to adjust the system which renders it impossible for staff to make corrections quickly when issues arise and to respond promptly to public requests. Therefore, this system was ruled out.

System B: this system is currently being used in the City of Chula Vista and was tested in Carlsbad. Per staff review of the before and after study and actually driving the system this system appears to work in a satisfactory fashion by providing decent progression on the main streets while serving the side streets adequately. It was concluded that this system could be a viable option.

Transparity Adaptive: this is the central control system that the City currently uses for controlling and monitoring traffic signals. It has adaptive capabilities which can be activated by paying for a license fee. As part of the Magnolia Avenue traffic signal upgrade project, staff tested the adaptive functionalities of Transparity Adaptive and concluded that the system performs adequately in adjusting timing based on actual traffic demand and provide progression on the main street. It performs comparable to other systems that staff has reviewed, however, has one of the lowest overall costs and the advantage of local technical support as Swarco McCain Inc. is based in San Diego. It also comes with capabilities for monitoring system performance.

The other three systems were ruled out due to one or more of these reasons: no local implementation, not clear how it works, flawed algorithm or algorithm less superior than Transparity Adaptive, and higher cost.

E. CONTROLLER FIRMWARE

In order for a traffic signal controller to work with the Transparity Adaptive system the controller must have the necessary firmware which is only available from Swarco/McCain Inc. Therefore, the procurement of 12 firmware from Swarco/McCain Inc. would be necessary.

F. STAFF RECOMMENDATIONS

Based on the reviews above staff recommends that City Council approve the sole-source procurement of Transparity Adaptive licensing along with technical support services in the amount of \$91,628.00, and firmware in the amount of \$12,930.00 from Swarco/McCain Inc., for 12 signals on Mission Gorge Road and Magnolia Avenue

This action is exempt from competitive bidding requirements pursuant to Santee Municipal Code section 3.24.020 (b)(ii): ““Sole source” means a commodity: must match or be compatible with other supplies, equipment or material presently used and the awarding authority has made a finding to this extent.”

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
APPROVING THE PROCUREMENT OF TRANSPARITY ADAPTIVE SYSTEM AND
SIGNAL CONTROLLERS FROM SWARCO/MCCAIN FOR THE MISSION GORGE
ROAD SMART SIGNAL SYSTEM PROJECT, AND FINDING THE ACTION IS NOT A
PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT
("CEQA")**

WHEREAS, the City desires to implement a smart signal system on Mission Gorge Road; and

WHEREAS, a smart signal system uses specialized equipment and software to adjust timing to accommodate traffic on demand; and

WHEREAS, staff has conducted extensive testing of a smart signal system made by Swarco McCain; and

WHEREAS, the system was determined to be superior in performance compared to comparable and compatible systems; and

WHEREAS, Santee Municipal Code Section 3.24.020 allows the award of contracts on a sole-source basis under certain conditions which this project satisfies; and

WHEREAS, it is in the best interest of the City that a purchase order is issued to Swarco McCain for the procurement of licensing of the Transparity Adaptive smart signal system along with technical support services for twelve intersections on Mission Gorge Road and Magnolia Avenue; and

WHEREAS, Santee Municipal Code Section 3.24.130 Cooperative Purchasing allows purchasing of materials through Cooperative Purchasing Programs; and

WHEREAS, there is an existing cooperative purchasing contract between Swarco/McCain Inc. and the Virginia Information Technologies Agency that the City could utilize for procurement of traffic signal controllers; and

WHEREAS, the Purchasing Agent has reviewed these procurements.

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

SECTION 1. Approve the sole-source procurement of Transparity Adaptive licensing along with technical support services in the amount of \$91,628.00, and controller firmware in the amount of \$12,930.00, from Swarco/McCain Inc. for 12 signals of the Mission Gorge Road smart signal system.

SECTION 2. Approve The procurement of 12 2070LX controllers for the same 12 intersections from Swarco/McCain Inc. through its contract with the Virginia Information Technologies Agency in the amount of \$25,442.88.

RESOLUTION NO. _____

SECTION 3: This action is categorically exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15302(c) of the CEQA Guidelines.

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 27th day of March, 2024, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK



QUOTATION

Estimator: Jennifer Phelan
(760)734-5050
jennifer.phelan@swarco.com

Quote #: JLP020924A
Agency: Santee City of
Job Name: Adaptive | Magnolia Signal Upgrade Project - 2070LX
Bid Date: 3/1/24

Bid Item	Qty	Description	Price	Extension
	12	2070LX CONTROLLER, TEES 2009 - VITA CONTRACT PRICING	\$1,829.00	\$21,948.00
M86909	12	UPGRADE ADDER: 2070LX CONTROLLER, TEES 2020 1C T20, 2E+ T20, 3B T20, 4A - EB4	\$138.74	\$1,664.88
S-OMNI	12	OMNI INTERSECTION CONTROL SOFTWARE	\$1,000.00	\$12,000.00

*turn on support is not included.

7.75% TAX *subject to change \$2,760.00
Reference Total \$38,372.88

Prices firm for 90 days. Freight included. Add sales tax.

Sale is subject to Swarco's standard terms and conditions.

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February 27, 2024

Ray Laigo
 SWARCO McCain, Inc.
 2365 Oak Ridge Way
 Vista, CA 92081

Attention: **Minjie Mei**
 Company/Agency: City of Santee
 Address: 10601 Magnolia Ave.
 Santee, CA 92071

Project Description: Santee, CA - Transparency Adaptive - Mission Gorge (12 signals) revised 2/27/24
 Quote Number: RL020624-2 revB

SWARCO McCain is pleased to provide this quotation on the following item(s):

Item #	Qty	Unit	Description	Unit Price	Sale Price
Central System Software <small>(see scope notes 1 & 2)</small>					
1	12	Each	On-Prem / Enterprise Transparency Adaptive Licensing - qty: 12 - this increases agency's total Transparency Adaptive licenses to qty: 15	\$ 5,200	\$ 62,400
Professional Services / Labor Items <small>(see scope notes 1 & 2)</small>					
2	1	Lump	Project Management/Administration	\$ 2,640	\$ 2,640
3	12	Each	Adaptive Signal Control Setup / Configuration	\$ 1,500	\$ 18,000
4	12	Each	Signal Performance Measure Setup / Configuration	\$ 330	\$ 3,960
Training, Testing, and Maintenance					
5	1	Lump	Transparency Adaptive maintenance add-on <small>(see scope note 3)</small> - qty: 15 licenses	\$ 4,628	\$ 4,628
Total					\$ 91,628

NOTE: Sales Tax not applicable to this quote

To be paid according to the following Billing Schedule/Milestones	Billable Amount
Completion of Adaptive Setup / Configuration Deliverables: Adaptive setup/configuration completed for identified intersections - qty: 12	\$ 18,000
Completion of Signal Performance Measure Setup / Configuration Deliverables: Populated SPM reports for identified intersections - qty: 12	\$ 3,960
Completion of Adaptive turn-on. This marks project completion and start of maintenance period. Regular follow-up meetings will be conducted per the schedule outlined in the project Scope of Work document. Deliverables: Adaptive corridor turned on - qty: 12 intersections	\$ 69,668

Scope Notes:

- All labor is remote unless indicated otherwise. VPN or internet access is required to provide remote support.
- Customer is responsible for ensuring that communications and detection is operational and for providing the network scheme, as applicable. Does not include field installation, custom graphics, or timing conversion support.
- Adaptive maintenance add-on is only valid with an active standard maintenance. Currently, the agency falls under the standard maintenance via the RAMS agreement.
Software updates and on-going support for the adaptive will be provided to the agency with an active standard maintenance and adaptive maintenance add-on.
Should the RAMS agreement end, the agency will need to procure standard maintenance separate from the adaptive add-on.

Quote Notes:

- All prices are in US Dollars. All payments to be made in US Dollars. Project will be billed per the schedule/milestones
- Purchase order (PO) must match line items in quote.
- Prices are firm for 30 days. Tax and freight are **not** included.
- All software available through remote download only.
- Sale is subject to SWARCO McCain's standard terms and conditions.

The information contained in this document is intended for the person or entity to which it is addressed and may contain confidential and/or legally privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any computer.

MEETING DATE

March 27, 2024

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA AUTHORIZING AN INCREASE IN CHANGE ORDER AUTHORIZATION FOR THE CONSTRUCTION CONTRACT WITH PERFECTION PAINTING CORPORATION TO IMPLEMENT THE CITY HALL PAINTING AND WOOD REPAIRS (CIP 2023-34) PROJECT, AND FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT ("CEQA") PER STATE CEQA GUIDELINES SECTION 15301(d)

DIRECTOR/DEPARTMENT

Carl Schmitz, Engineering



SUMMARY

This item requests that the City Council authorize a \$22,800.00 increase in the change order authorization (from \$34,253.00 to \$57,053.00 total) for the construction contract with Perfection Painting Corp. for the City Hall Painting and Wood Repairs (CIP 2023-34) project. This authorization is requested to replace additional dry rot lumber and structural beams discovered in the wood framing of the Council Chamber building, and to install additional flashing and weather proofing materials to protect the structure from water intrusion and any additional unforeseen items and additional work associated with the Project. The additional dry rot wood must be replaced in order to restore the structural integrity of the building's wood framing. The installation of drip edge flashing on all exposed wood beams at Buildings 1 and 2 will add another layer of protection from water damage.

This contract was awarded by the City Council on September 13, 2023 in the amount of \$228,350.00 and the Director of Engineering/City Engineer was authorized to approve change orders in a total amount not to exceed \$34,253.00. An additional increase of change order authorization totaling \$57,053.00 (25% of the Contract Price) is required to complete the project.

Staff requests that the City Council authorize a \$22,800.00 increase in the Director of Engineering/City Engineer change order authorization for the construction contract with Perfection Painting Corp. (for a total change order authorization of \$57,053.00) to complete the additional wood replacement work.

ENVIRONMENTAL REVIEW

Per California Environmental Quality Act (CEQA) Guidelines Section 15301(d) Existing Facilities, the proposed additional removal/replacements work result in no expansion of use.

FINANCIAL STATEMENT

Funding for the additional work is available in the City Hall Improvement project in the adopted FY2024-2028 Capital Improvement Program Budget..

CITY ATTORNEY REVIEW

N/A

Completed



RECOMMENDATION *MSB*

Adopt the attached Resolution authorizing;

- 1) Increasing the Director of Engineering/City Engineer change order authorization by \$22,800.00 to a total amount of \$57,053.00 for the construction contract with Perfection Painting Corp. for the City Hall Painting and Wood Repairs (CIP 2023-34) project.

ATTACHMENT

Resolution

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
AUTHORIZING AN INCREASE IN CHANGE ORDER AUTHORIZATION FOR THE
CONSTRUCTION CONTRACT WITH PERFECTION PAINTING CORPORATION TO
IMPLEMENT THE CITY HALL PAINTING AND WOOD REPAIRS (CIP 2023-34)
PROJECT AND FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE
CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”) PER STATE CEQA
GUIDELINES SECTION 15301(d)**

WHEREAS, on September 13, 2023, the City Council awarded to Perfection Painting Corp. the construction contract for the City Hall Painting and Wood Repairs (CIP 2023-34) project in the amount of \$228,350.00, and the Director of Engineering/City Engineer was authorized to approve change orders in a total amount not to exceed \$34,253.00; and

WHEREAS, during the project additional dry rot lumber and structural beams were identified in the Council Chamber requiring replacement in order to restore the structural integrity of the building’s wood framing; and

WHEREAS, replacement of additional wood beams and the installation of flashing and weather proofing material is required on Building 1 and Building 2 to protect the replaced lumber from weathering and water intrusion; and

WHEREAS, staff requests an additional \$22,800.00 for unforeseen items and additional work for a total increase of change order authorization totaling \$57,053.00 (25% of the Contract Price); and

WHEREAS, staff requests City Council authorize a \$22,800.00 increase in the Director of Engineering/City Engineer change order authorization for the construction contract with Perfection Painting Corp. (for a total change order authorization of \$57,053.00) to replace additional dry rot lumber and structural beams discovered in the wood framing of the Council Chamber building, to install drip edge flashing on all exposed wood beams at Buildings 1 and 2, and any additional other unforeseen items and additional work associated with the project.

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

SECTION 1: An additional change order authorization in the amount totaling \$22,800.00 for a total change order authorization of \$57,053.00 is approved.

SECTION 2: The Director of Engineering/City Engineer is authorized to approve change orders to the construction contract with Perfection Painting Corp. for the City Hall Painting and Wood Repairs (CIP 2023-34) project in a total amount not to exceed \$57,053.00.

RESOLUTION NO. _____

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 27th day of March 2024, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

MEETING DATE March 27, 2024

ITEM TITLE PUBLIC HEARING FOR A CONDITIONAL USE PERMIT CUP-2023-0002 FOR AN EXPRESS CAR WASH FACILITY AND RELATED SITE IMPROVEMENTS ON A 1.26 ACRE SITE LOCATED AT 8837 MAGNOLIA AVENUE (APN 384-470-33-00) IN THE LIGHT INDUSTRIAL/GENERAL COMMERCIAL (IL/GC) ZONE AND FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO THE CLASS 32 INFILL EXEMPTION (APPLICANT: SSCW 22608 ROCKVILLE, LLC).


DIRECTOR/DEPARTMENT Sandi Sawa / Planning & Building Department 

SUMMARY The proposed project is a request for a Conditional Use Permit for an express car wash facility located at 8837 Magnolia Avenue within the Light Industrial/General Commercial (IL/GC) zone. The project consists of demolishing the existing recreational vehicle (RV) rental and sales agency and constructing a 4,980-square-foot car wash facility with a 140-foot wash tunnel, 34 parking spaces with 31 vacuum stations, and three queue lines with pay stations. The proposed project would also provide approximately 18,600 square feet of landscaping within the site and along the perimeter which includes trees, shrubs, and grass.

The facility would operate from 7:00 am to 8:00 p.m. seven days a week. During slow to moderate business traffic, there will be a minimum of three employees on staff and at the busiest times there will be five employees on staff.

The project complies with the development standards such as setbacks, building height, and parking requirements. In addition, street improvements include removing the two driveways on Rockvill Street and replacing them with one new commercial driveway including concrete curb, gutter, and sidewalk.

ENVIRONMENTAL REVIEW The proposed project is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15332; Class 32 of the CEQA Guidelines (In-fill Development), because the project is consistent with the General Plan and Zoning Ordinance, is located in an urbanized area on property less than five acres, has no habitat value, would not result in any significant effects on traffic, noise, air quality or water quality, and can be served by all required utilities and public services.

FINANCIAL STATEMENT  Staff costs for application processing are paid on an actual cost recovery basis. Development Impact Fees are estimated to total \$127,347.48.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MDB*

- 1) Conduct and close the public hearing; and
- 2) Find Conditional Use Permit CUP-2023-0002 Categorically Exempt from the provisions of CEQA pursuant to Section 15332 of the CEQA Guidelines and authorize the filing of a Notice of Exemption; and
- 3) Approve Conditional Use Permit CUP-2023-0002 per the attached Resolution.

ATTACHMENTS

Staff Report
Aerial Vicinity Map
Project Plans
Class 32 CEQA Exemption Analysis
Resolution

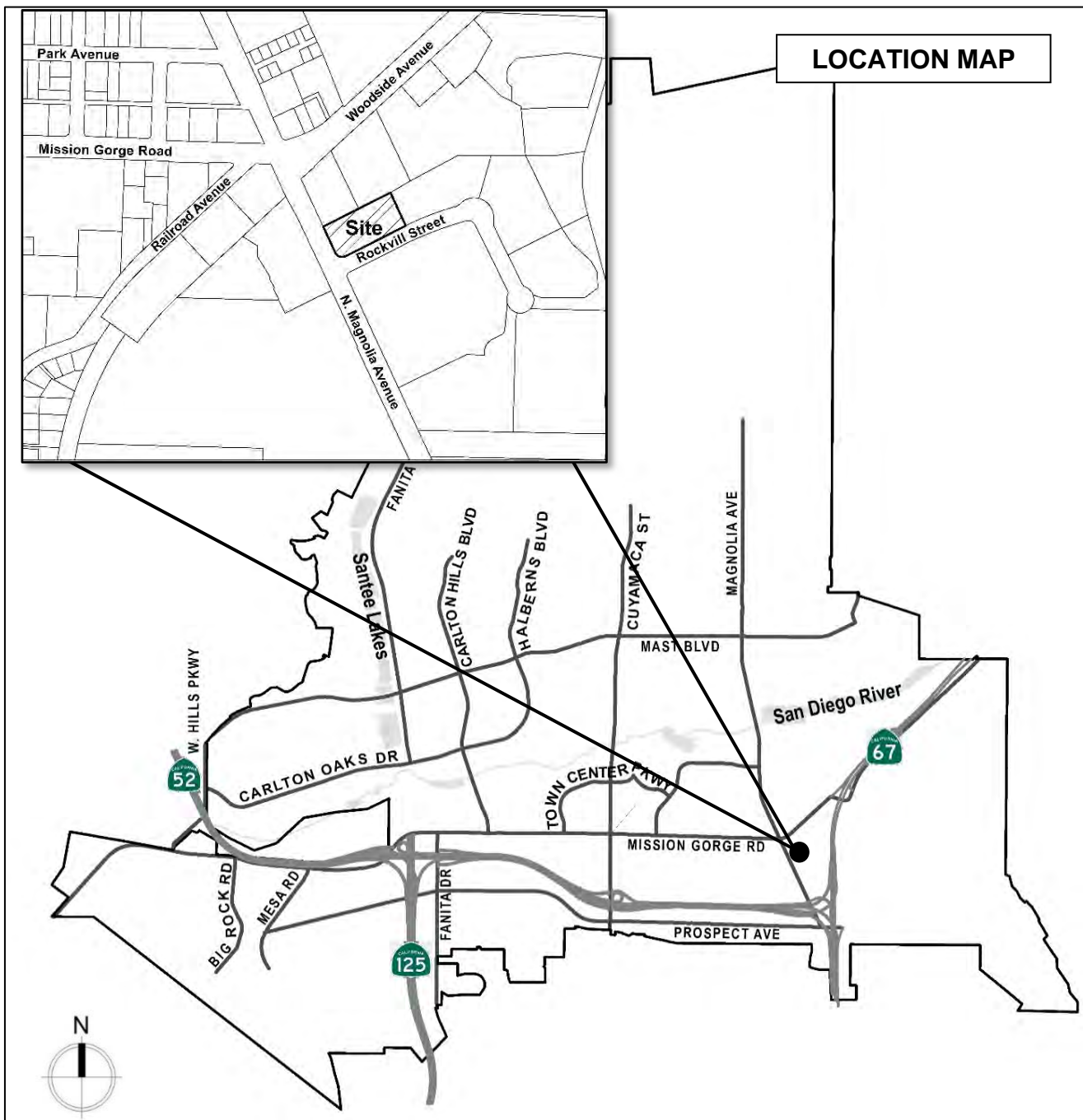
STAFF REPORT

PUBLIC HEARING FOR A CONDITIONAL USE PERMIT CUP-2023-0002 FOR AN EXPRESS CAR WASH FACILITY AND RELATED SITE IMPROVEMENTS ON A 1.26 ACRE SITE LOCATED AT 8837 MAGNOLIA AVENUE (APN 384-470-33-00) IN THE LIGHT INDUSTRIAL/GENERAL COMMERCIAL (IL/GC) ZONE AND FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO THE CLASS 32 INFILL EXEMPTION

APPLICANT: SSCW 22608 ROCKVILLE, LLC

**CITY COUNCIL MEETING
MARCH 27, 2024**

Notice of the Public Hearing was published in the East County Californian on March 15, 2024, and 334 adjacent owners or residents of property within 300 feet of the request and other interested parties were notified by U.S. Mail on March 15, 2024.



A. SITUATION AND FACTS

1. Requested by SSCW 22608 Rockville, LLC
2. Land Owner..... SSCW 22608 Rockville, LLC
3. Type and Purpose of Request Express Car Wash Facility
4. Location 8837 Magnolia Ave
5. Site Area 1.26 acre
6. Number of lots One
7. Hillside Overlay No
8. Existing Zoning..... Light Industrial/General Commercial (IL/GC)
9. Surrounding Zoning North: General Commercial (GC)
South: Light Industrial/General Commercial (IL/GC)
East: Light Industrial/General Commercial (IL/GC)
West: General Commercial (GC)
10. General Plan Designation Light Industrial/General Commercial (IL/GC)
11. Existing Land Use..... Recreational vehicle (RV) rentals and sales
12. Surrounding Land Use..... North: Church and Commercial Center
South: Rockvill Street and Church
East: Commercial / Industrial Center
West: Mission Gorge Rd & Commercial Center
13. Terrain Generally Flat
14. Environmental Status The project is exempt from the California Environmental Quality Act (“CEQA”) pursuant to the State CEQA Guidelines Section 15332, In-Fill Development.
15. APN..... 384-470-33-00
16. Within Airport Safety Zone..... Safety Zone 6. Airport Land Use Consistency Determination issued on February 2, 2024

B. BACKGROUND

Existing Conditions:

The 1.26-acre project site is located at 8837 Magnolia Avenue, at the northeast corner of Magnolia Avenue and Rockvill Street, approximately 600 feet south of Mission Gorge Road/Woodside Avenue. The site is currently occupied by an RV rental and sales agency and is adjacent to the Santee Church of Christ and a commercial center to the north, a commercial center (Santee Station) across Magnolia Avenue to the west, Sonrise Church across Rockvill Street to the south, and a commercial / industrial center to the east. The nearest residential property (Cameron's Mobile Estates) is located to the west beyond the Santee Station.

C. PROJECT DESCRIPTION

Overview:

The proposed project involves the removal of the existing RV rental and sales agency and the construction and operation of an express car wash facility located on a project site that is zoned Light Industrial/General Commercial (IL/GC).

The project consists of 4,980-square-foot express car wash facility with a 140-foot wash tunnel, 34 parking spaces with 31 vacuum stations, and three queue lines with pay stations. Access to the site would be through two driveways: one full-access driveway along Rockvill Street to the south of the site and a cross-access agreement with the adjacent parcel to the north. However, it is anticipated that the majority of vehicles will enter the car wash through the southeastern driveway along Rockvill Street. Street improvements include removing the two driveways on Rockvill Street and replacing them with one new commercial driveway including concrete curb, gutter and sidewalk. The proposed project would also provide 18,600 square feet of landscaping within the site and along the perimeter which includes trees, shrubs, and grass.

D. ANALYSIS

General Plan and Zoning Ordinance Consistency:

The General Plan designation of the site is Light Industrial and General Commercial. The Light Industrial designation provides for a wide range of light manufacturing uses as well as limited commercial uses, including automotive uses. The General Commercial designation provides for a wide range of retail and service activities, including automotive uses.

Development Standards

SMC 13.04.020 states that when a property is developed in accordance with dual zones the least restrictive development, performance and maintenance standards shall apply. Therefore, the General Commercial standards were applied to this project. The proposed project complies with the setbacks, building height, and parking requirements as summarized in Table 1 (next page).

Table 1: Development Standards Summary for the General Commercial (GC) zone

	Requirement	Proposed Project
Maximum Height	40 feet	28 feet
Total Parking	9 spaces determined by a parking demand study	36 spaces
Building Setbacks		
Streets	10 feet	Magnolia Ave: Approximately 60 feet Rockvill Rd: 12 feet
Interior side	5 feet	Approximately 116 feet
Rear	5 feet	Approximately 130 feet

Landscaping:

The project would comply with the landscape requirements in SMC Section 13.36.100, specifically regarding the parking and general landscape standards. California native or drought-tolerant plants are proposed to the maximum extent feasible to minimize the need for irrigation. The development would include approximately 18,600-square-feet of landscaping throughout the project site, including shade and accent trees, a variety of shrubs and groundcover, and a bio-retention area.

On-Site Parking

The parking requirement for car wash facilities is determined by a parking demand study. Therefore, a parking demand study was prepared by Y2K Engineering, LLC and the study concluded that the car wash land use is stated to obtain a maximum average of nine occupied parking spaces per wash stall at the peak time with a maximum of 15 vehicles to use the vacuum stalls only. Thirty-four parking spaces are proposed and 31 of those include vacuum stalls. Therefore, it is expected that the proposed parking stalls will be adequate. The project will also provide two electric vehicle charging stations.

Architecture

The one-story car wash facility has a maximum building height of 28 feet and would be designed with modern architectural materials, such as masonry, metal canopy and metal panes, concrete trim, stucco, and stone veneer.

Metal canopies, approximately 11 feet high, with fabric shade covers are proposed at the pay and vacuum stations. The project is conditioned to maintain and replace the fabric shade covers when dilapidated or deteriorated.

Compatibility with Adjacent Land Uses

The project site is currently developed with an RV rental and sales facility, including an approximately 2,100-square-foot office building and associated on-site parking. The

project site is adjacent to Santee Church of Christ and a commercial center, including auto repair, to the north. Santee Station, a commercial shopping center, is located across Magnolia Avenue to the west, Sunrise Church is located across Rockvill Street to the south, and a commercial/industrial center is located to the east. The nearest residential property (Cameron’s Mobile Estates) is located to the west beyond the Santee Station. The proposal would be compatible with existing auto-oriented uses in the vicinity including along Mission Gorge Road and around the intersection of Woodside Avenue/Mission Gorge Road and Magnolia Avenue.

Traffic

A full traffic study with Level of Service (LOS) analysis was not required because the daily trips generated by the project are under 1,000 trips per the parking demand study from Y2K Engineering. Therefore, the project is not expected to have a significant impact on the surrounding roadway network. Additionally, the project is considered a local serving project, therefore, a Vehicle Miles Traveled (VMT) analysis was not required.

According to Y2K Engineering, the car wash facility is anticipated to generate a total of 100 trips (entering and exiting) during the weekday PM peak hour and a total of 150 trips (entering and exiting) during the Saturday peak hour. Approximately 24 vehicles may queue within the three ordering lanes before impacting the internal drive aisle within the site. Significant queuing is not anticipated and is not expected to extend beyond the site at either access point.

Drainage

Surface runoff leaving the project site is directed towards Rockvill Street and Magnolia Avenue, both of which contain storm drain inlets adjacent to the project site. The project would continue to generate surface water runoff similar to existing conditions, and stormwater would be directed towards existing stormwater infrastructure currently serving the project site.

Noise

MD Acoustics prepared a Noise Study and concluded that the implementation of standard regulatory compliance and the project design features for the car wash equipment, would be compliant with the noise abatement requirements of Chapter 5.04 of the SMC and the Noise Element of the Santee General Plan. Therefore, both temporary construction-related noise and operational noise impacts would be considered less than significant in accordance with the noise requirements.

Development Impact Fees

The proposed development would trigger development impact fees as listed below:

Drainage	\$71,155.26 (estimated)
Traffic.....	\$48,410.58
Traffic Signal	\$ 7,808.64
Total	\$127,374.48

Environmental Status

The proposed project is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15332; Class 32 of the CEQA Guidelines (In-fill Development), because the project is consistent with the General Plan and Zoning Ordinance, is located in an urbanized area on property less than five acres, has no habitat value, would not result in any significant effects on traffic, noise, air quality or water quality, and can be served by all required utilities and public services.

E. STAFF RECOMMENDATION

- 1) Conduct and close the public hearing; and
- 2) Find Conditional Use Permit CUP-2023-0002 Categorically Exempt from the provisions of CEQA pursuant to Section 15332 of the CEQA Guidelines and authorize the filing of a Notice of Exemption; and
- 3) Approve Conditional Use Permit CUP-2023-0002 per the attached Resolution.

AERIAL VICINITY MAP
Super Star Car Wash – 8837 Magnolia Avenue
Conditional Use Permit CUP-2023-0002



Item 10 Attachments

The Project Plans attachment is available via the below link:

<https://www.cityofsanteeca.gov/home/showpublisheddocument/24487/638466966219395079>

The Class 32 CEQA Exemption Analysis is available via the below link:

<https://www.cityofsanteeca.gov/home/showpublisheddocument/24489/638466967271508528>

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
APPROVING CONDITIONAL USE PERMIT CUP-2023-0002 FOR AN EXPRESS CAR
WASH FACILITY AND RELATED SITE IMPROVEMENTS ON A 1.26 ACRE SITE
LOCATED AT 8837 MAGNOLIA AVENUE (APN 384-470-33-00) IN THE LIGHT
INDUSTRIAL/GENERAL COMMERCIAL (IL/GC) ZONE AND FINDING THE PROJECT
EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT
TO THE CLASS 32 INFILL EXEMPTION**

APPLICANT: SSCW 22608 ROCKVILLE, LLC

WHEREAS, the project site is in the Light Industrial / General Commercial (IL / GC) zone districts; and

WHEREAS, Section 13.04.020 of the Santee Municipal Code (SMC) states that when a property is dual zoned, the least restrictive development, performance, and maintenance standards shall apply, and

WHEREAS, the GC zone district provides the least restrictive development standards and Table 13.12.030A of the SMC requires a Conditional Use Permit for express car wash facilities in the General Commercial; and

WHEREAS, on January 24, 2024, SSCW 22608 Rockvill, LLC submitted a complete application for a Conditional Use Permit to establish an express car wash facility located at 8837 Magnolia Avenue; and

WHEREAS, the project consists of a 4,980-square-foot express car wash facility with a 140-foot wash tunnel, 34 parking spaces with 31 vacuum stations, and three queue lines with pay stations, and related site improvements; and

WHEREAS, the project is consistent with the applicable general plan designation and all applicable general policies, and with the Zoning Ordinance land use regulations; and

WHEREAS, the proposed Project is located within Safety Zone 6 of the Gillespie Field Airport Land Use Compatibility Plan (ALUCP). On July 17, 2023, the Federal Aviation Administration determined that the Project, as designed, presented no hazard to air navigation, and the Airport Land Use Commission (ALUC) determined that the Project as consistent with the ALUCP pursuant to the ALUC determination letter dated February 2, 2024; and

WHEREAS, based on the environmental assessment, the City, as lead agency under the California Environmental Quality Act ("CEQA"), Public Resources Code Section 21000 *et seq.* has determined the project is categorically exempt from environmental review under State CEQA Guidelines and Section 15332, "Infill Development Projects" as the project is consistent with the General Plan Designation and zoning, includes a project area of less than five acres, is surrounded by urban uses, was previously developed and used, has no value as habitat for rare, endangered species, and is adequately served by utilities and public services; and

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WHEREAS, the Project is subject to the payment of development impact fees based on the Project's commercial use classification and size; and

WHEREAS, development impact fees ensure that new development will not burden the existing service population with the cost of facilities required to adequately support new development; and

WHEREAS, new development requires the construction of capital improvements, including, without limitation, drainage improvements, traffic improvements, traffic signals, public park facilities, community facilities and other public improvements, public services and community amenities; and

WHEREAS, the purpose of the development impact fees imposed on the subject Project is to provide a funding source from the Project to fund related capital improvements that serve the Project, specifically drainage improvements, traffic improvements and traffic signals; and

WHEREAS, it is in the interest of the public's health, safety and welfare for the Project to pay the costs of constructing these public facilities that are reasonably related to the impacts of the Project; and

WHEREAS, a reasonable relationship exists between the use of the development impact fees and the Project as capital improvements funded by these fees are expected to provide a citywide network of drainage and traffic-related facilities beneficial to the Project; and

WHEREAS, the Project's facilities need, specifically the need for drainage, traffic and traffic signal facilities, is based on the Project's commercial classification and on the demand generated by the Project for those facilities and the Project's corresponding fair share contribution toward funding of said needed facilities; and

WHEREAS, the development impact fees established for the Project are based on the Project's size to ensure a reasonable proportionality between the Project and the cost of the facilities attributable to the Project; and

WHEREAS, the Project is not subject to Measure N as the Project is not a General Plan amendment, Planned Development Area, or new Specific Planning Area, nor would it increase the residential density permitted by law, make changes to the General Plan Residential Land Use categories that would intensify use, make changes to the land use designation of any parcel in a manner that intensifies use, nor make changes to slope criteria, minimum parcel sizes, or lot averaging provisions of the General Plan that would permit increased density or intensity of use; and

WHEREAS, the Planning & Building Department scheduled Conditional Use Permit CUP-2023-0002 for public hearing on March 27, 2024; and

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WHEREAS, on March 27, 2024, the City Council held a duly advertised public hearing on CUP-2023-0002; and

WHEREAS, the City Council considered the Staff Report, the CEQA In-fill Exemption, all recommendations by staff, public testimony, and all other relevant information contained in the administrative record regarding the Project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Santee, California, after considering the evidence presented at the public hearing, as follows:

SECTION 1: Conditional Use Permit (CUP-2023-0002) is exempt CEQA Guidelines and Section 15332, "Infill Development Projects" as the project is consistent with the General Plan Designation and Zoning, includes a project area of less than 5 acres, is surrounded by urban uses, was previously developed and used, has no value as habitat for rare, endangered species, and is adequately served by utilities and public services. No further environmental review is required for the City to adopt this Resolution.

SECTION 2: The findings in accordance with Section 13.06.030 of the Santee Municipal Code for a Conditional Use Permit are made as follows:

- A. *That the proposed use is in accord with the General Plan, the objectives of the zoning ordinance, and the purposes of the district in which the site is located*

That the proposed use is in accordance with the Santee General Plan, the objectives of the Development Code, and the purpose of the district in which the site is located. The site is located in the General Commercial (GC) and Light Industrial (IL) zoning districts which is intended to allow opportunities for development of light Industrial uses in combination with general commercial uses and activities. SMC 13.04.020 states that when a property is developed in accordance with dual zones the least restrictive development, performance and maintenance standards shall apply. Therefore, the General Commercial standards were applied to this project. The proposed project, an express car wash facility, is permitted with an approved Conditional Use Permit within the GC land use designation and zoning district.

- B. *That the proposed use, together with the conditions applicable thereto, will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.*

The proposed use, together with the conditions applicable thereto, will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity because 1) the proposed use is consistent with the General Plan and Zoning Ordinance; 2) the proposed use is consistent with surrounding commercial and industrial uses; 3) on-site circulation and queue design will provide vehicular safety and efficient utilization and 4) improvements to the property will enhance the appearance of the site.

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- C. *That the proposed use complies with each of the applicable provisions of the zoning ordinance.*

The proposed use, as designed and conditioned, complies with applicable provisions of the zoning ordinance including setbacks, building heights, parking, and landscaping, and all proposed public improvements will meet the public works standards of the City.

SECTION 3: CUP-2023-0002 to establish a carwash facility located at 8837 Magnolia Avenue (APN 384-470-33) is hereby approved subject to the following conditions:

- A. Following project approval, the applicant shall schedule with the City Project Planner a post approval meeting to discuss the project conditions of approval, timing of design and construction and implementation of the project conditions. The meeting shall be scheduled within thirty days of project approval and prior to any plan submittals. The applicant should include their project design team including project architect, their design engineer, and their landscape architect. (Planning)
- B. All construction shall be in substantial conformance with the project plans approved on March 27, 2024 and as amended by this Decision. (All Departments)
- C. Minor or Major Revisions to the Conditional Use Permit, such as but not limited to changes to the building elevations, site design, or landscape design, shall be approved by the Planning & Building Director, unless in the Planning & Building Director's judgment, a Major Revision should be reviewed by the City Council. (Planning)
- D. The project shall be compliance with the adopted California Building Standards Code at the time of building permit application and shall be subject to expirations for plan review per the City of Santee Municipal Code 11.04.030 and 11.06.030. (Building)
- E. The applicant shall obtain building permits, as necessary, for the proposed work in compliance with all applicable SMC sections, Uniform Building Code, California Building Code, Uniform Plumbing Code, National Electric Code, Uniform Mechanical Code, Public Works Standards of the City of Santee, and all requirements of the Fire Department. (All Departments)
- F. All building permits shall expire per the California Building Code Section 105. (Building)
- G. The applicant shall comply with all applicable requirements of the Santee Municipal Code (SMC), Land Development Manual, and Public Works Standards of the City of Santee. (All Departments)

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H. Prior to issuance of Building Permit, the applicant shall:

1. The applicant shall include provisions in their design contract with their design consultants that following approval by the City, all construction drawings or technical reports accepted by the City, exclusive of architectural building plans, shall become the property of the City. Once accepted, these plans may be freely used, copied or distributed by the City to the public or other agencies, as the City may deem appropriate. A letter of acknowledgement of this requirement from each design consultant is required at the time of plan submittal. This letter shall be in a format acceptable to the Director of Engineering. (Engineering)
2. To coordinate with the City Geographic Information System, horizontal and vertical control for all construction drawings, grading plans, landscape plans, street improvement plans, plot plans, etc., shall be obtained from Record of Survey (ROS) 11252. All plans, exclusive of building plans, shall be prepared at an engineering scale of 1" =20' unless otherwise approved by the project engineer. (Engineering)
3. Applicant shall ensure that all property corners are properly monumented. If corners have been lost or do not exist, corners shall be set and a Record of Survey filed prior to issuance of a building permit. (Engineering)
4. Starting with the first plan check submittal, all plan sets shall be submitted concurrently to Padre Dam Municipal Water District (Padre Dam) for review and approval. The City does not coordinate the review process with Padre Dam. This is the responsibility of the design engineer and the landscape architect. Failure to properly coordinate this review may result in delay of issuance of permits required for construction. It is incumbent upon the applicant to oversee the plan submittals of their design consultants. (Engineering)
5. Street Improvement Plans shall be submitted to the Engineering Department for review and acceptance. Prior to the start of construction of any improvements, public or private, within the limits of the public right-of-way, the applicant shall have plans accepted, agreements executed, securities posted, and an encroachment permit issued. All improvements shall be installed in accordance with City standards and at the applicant's cost unless otherwise indicated. The following improvements are conditioned as part of this development (Engineering):
 - a. Remove two driveways on Rockvill Street and replace them with new concrete curb, gutter, and sidewalk. Construct one commercial driveway a minimum of 30 feet wide per the City of Santee Public Works standard drawing PW-38.

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- b. Install trash capture devices at existing downstream curb inlets from the project site located at the northwest corner of the site on Magnolia Avenue, and the southwest corner of the site on Rockvill Street. The device which shall be used for public inlets is the Advanced Drainage System (ADS) FlexStorm Connector Pipe Screen system or approved equal.
- c. Remove the existing modified curb inlet and swale located on Magnolia Avenue. Install a private piped connection to the existing inlet. Restore the public right-of-way to a level backfill condition with a 2% grade.
- d. Street Improvement plans shall be one hundred percent (100%) complete at the time of plan check submittal, be prepared in accordance with City guidelines and the requirements set forth herein and be ready for acceptance by the City. Partial or incomplete submittals will not be accepted for plan check. The applicant shall make an electronic submittal via the City of Santee Permitting and Licensing Portal. The items to be submitted include but are not limited to the following:
 - 1) 100% complete improvement plans.
 - 2) Estimate for the cost of construction.
 - 3) Resolution of Approval approving the project.

In addition to the above electronic submittal requirements, one hard copy of the full-sized improvement plans shall be provided to the project engineer. Plan check and inspection fees shall be paid in accordance with the City Fee Schedule. The amount due will be determined by staff after the initial intake. To begin the review process, fees must be paid in full.

- 6. Precise Grading Plans shall be submitted to the Engineering Department for review and acceptance. (Engineering)
 - a. Horizontal and vertical control for all plans shall be obtained from ROS 11252 and shall be prepared at an engineering scale of 1"=20' unless otherwise approved by the City Project Engineer.
 - b. All recommended measures identified in the approved geotechnical study shall be incorporated into the project design and construction.
 - c. Provide a Flowage Easement and a Reciprocal Access Easement between the project site and the abutting northerly property. Easements shall be prepared in accordance with City standards and to the satisfaction of the City Engineer.
 - d. Grading plans shall include preliminary recommendations for all pavement design sections within the project limits. The pavement structural section shall be designed based on the "R" value method

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using a minimum traffic index of 5.0. Structural sections shall consist of asphalt concrete over approved aggregate base material. Minimum concrete section shall be 5 ½ inches Portland Cement Concrete (PCC) over-compacted, non-expansive soil. Mix design shall be a minimum class 520-C-2500. R-value test data and design calculations shall be submitted for approval to the Engineering Department a minimum of seven days prior to placement of paving. The pavement design report shall conform to City of Santee Form 435 – PAVEMENT DESIGN AND R-VALUE TEST SUBMITTAL PROCEDURES.

- e. Grading plans shall be one hundred percent (100%) complete at the time of plan check submittal, be prepared in accordance with City guidelines and be ready for acceptance by the City. Partial or incomplete submittals will not be accepted for plan check. The applicant shall make an electronic submittal via the City of Santee Permitting and Licensing Portal (EnerGov). The items to be submitted include but are not limited to the following:
 - 1) 100% complete Grading, landscape, and irrigation plans.
 - 2) A completed grading permit application.
 - 3) Estimate for the cost of construction.
 - 4) Drainage Study specified here within.
 - 5) Storm Water Quality Management Plan specified here within.
 - 6) Operation & Maintenance (O&M) plan specified here within.
 - 7) Storm Water Pollution Prevention Plan specified here within.
 - 8) Geotechnical Study specified here within.
 - 9) Letters of permission from any adjoining property owners if grading is proposed off-site. Letters shall be in a form acceptable to the City.
 - 10) Letters of acknowledgement signed and sealed, from each design consultant acknowledging City ownership of all construction drawings following City approval as specified here within.
 - 11) Resolution of Approval approving the project.
7. Provide a geotechnical study prepared in accordance with the Santee General Plan. All recommended measures identified in the approved study shall be incorporated into the project design. The Geotechnical/Seismic Hazard Study for the Safety Element of the Santee General Plan which details, in Table A-1, study criteria necessary to conform to the General Plan requirements, can be accessed from the City's website. (Engineering)
 - a. The geotechnical report shall analyze any proposed infiltration techniques (trenches, basins, dry wells, permeable pavements with underground reservoir for infiltration) for any potential adverse geotechnical concerns. Geotechnical conditions such as: slope stability, expansive soils, compressible soils, seepage, groundwater depth, and

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loss of foundation or pavement subgrade strength should be addressed, and mitigation measures provided.

8. Replace failed or inadequate pavement to the centerline and/or sidewalk adjacent to the site on Magnolia Avenue and Rockvill Street to the satisfaction of the Director of Engineer. (Engineering)
9. The applicant shall pay all development impact fees in effect at the time of issuance of building permits. At present, the fees are estimated to be as follows (Engineering):
 - a. Drainage \$ 71,155.26 (estimated)
calculated based on \$ 1,452 / 1000 square feet of increased impermeable area.
 - b. Traffic \$ 48,410.58
calculated based on a fee rate of \$ 9,721 / 1000 square feet of building area.
 - c. Traffic Signal \$ 7,808.64
calculated based on a fee rate of \$ 1,566 / 1000 square feet of building area.

Impact fee amounts shall be calculated in accordance with the City Fee Schedule and based on current fee ordinances in effect at issuance of building permit. The drainage fee shall be calculated based on the actual impermeable area created by the project including off-site street improvements or other improvements beyond the project boundary. The applicant shall provide certification of final site and building areas by their engineer of work to be approved by the City Engineer for use in calculating the final fee amounts. Fees shall be adjusted on an annual basis in accordance with the Municipal Code.

10. Following the issuance of a grading permit the applicant shall complete rough grading in accordance with the approved grading plans and the recommendations of the project's geotechnical engineer. Following completion of the rough grading and prior to issuance of any building permits, provide three originals of the pad compaction certification from the geotechnical engineer and three originals of the pad elevation certification from the project civil engineer to the City Project Engineer. (Engineering)
11. Provide a drainage study prepared by a registered Civil Engineer, with demonstrated expertise in drainage analysis and experience in fluvial geomorphology and water resources management. Storm drainage shall be designed to adequately convey storm water runoff without damage or flooding of surrounding properties or degradation of water quality. (Engineering)

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- a. The drainage study shall identify and calculate storm water runoff quantities expected from the site and upstream of the site and verify the adequacy of all on-site or off-site facilities necessary to discharge this runoff. The drainage system design shall be capable of collecting and conveying all surface water originating within the site, and surface water that may flow onto the site from upstream lands, and shall be in accordance with the latest adopted Master Drainage Plan, the requirements of the City of Santee Public Works Standards, including analysis of the 10-year, 50-year and 100-year frequency storms, and be based on full development of upstream areas.
 - b. The drainage study shall compute rainfall runoff characteristics from the project area including, at a minimum, peak flow rate, flow velocity, runoff volume, time of concentration, and retention volume. These characteristics shall be developed for the 10-year, 50-year and 100-year frequency six-hour storm during critical hydrologic conditions for soil and vegetative cover. Storm events shall be developed using isopluvial maps and in accordance with the San Diego County Hydrology Manual.
12. Provide a Storm Water Quality Management Plan (SWQMP) prepared in accordance with the City of Santee Storm Water Ordinance and in accordance with the City of Santee Best Management Practices (BMP) Design Manual dated February 2016. The SWQMP must include best management practices (BMPs) to address water quality and hydromodification. An Operation and Maintenance Plan describing maintenance requirements and costs for BMP maintenance and provision of maintenance verification shall be provided. (Engineering)

The SWQMP shall include the following:

- a. Develop and implement appropriate Best Management Practices (BMPs) to ensure that the project does not increase pollutant loads from the site. A combination of respective storm water BMPs, including Site Design, Source Control, and Structural Treatment Control shall be implemented in accordance with the approved SWQMP.
- b. The project design shall incorporate Low Impact Development (LID) and site design BMPs to minimize directly connected impervious areas and to promote infiltration using LID techniques as outlined in the County of San Diego's LID handbook. Parking areas shall be designed to drain to landscape areas. Private roads shall be designed to drain to vegetated swales or landscaped areas.
- c. The site shall comply with full trash capture requirements by providing completely enclosed trash and recycling enclosures and fitting all storm drain inlets with a State certified grate/screen or trash rack. Said devices

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must be designed to capture debris of 5 mm or greater, while preventing flooding potential. In addition, any adjacent public storm drain inlet structure to which the site discharges must also be retrofitted with trash capture devices. The device which shall be used for public inlets is the ADS FlexStorm Connector Pipe Screen system or approved equal.

- d. All inlets must be labeled with concrete stamp or equivalent - stating, "No Dumping - Drains to River". If work is performed on a public inlet, the public inlet must be labeled with the following standard specification: Public storm drain inlet markers shall be 4" diameter, stainless steel, natural embossed, inlet marker as manufactured by Almetek Industries or approved equal. Marker shall contain/state "No Dumping" with "Fish w/Wave" symbol and "Drains to Waterways" legend. Marker shall contain 2" long x 1/4" diameter threaded rod and shall be installed flush and wet-set in top of inlet, centered on width of inlet opening.
 - e. Down spouts and HVAC systems are not permitted to be connected to any storm drain conveyance system. All non-storm water discharges must either drain to landscaped areas or be plumbed to the sewer.
 - f. Fire suppression systems must be designed to be able to discharge to a sewer clean out for all maintenance and testing activities, or otherwise captured and contained on-site.
 - g. California native/drought-tolerant plants shall be used to the maximum extent feasible to minimize the need for irrigation. Where irrigation is necessary, then the system shall be designed and installed to prevent overspray or irrigation runoff during normal operations and during a break in the line.
 - h. The final project submittal shall include a standalone Operation and Maintenance (O&M) Plan in accordance with the City of Santee BMP Design Manual.
13. Minimum best management practices for storm water and water quality will be incorporated into the project's Storm Water Quality Management Plan (SWQMP). (Engineering)
14. Construction Site Storm Water Compliance (Engineering)
- a. Provide proof of coverage under the General Permit for Discharges of Storm Water Associated with Construction Activity (Construction General Permit, WQ 2022-0057-DWQ) prior to start of construction. This project disturbs one or more acres of soil or disturbs less than one acre but is part of a larger common plan of development that in total disturbs one or more acres. Construction activity subject to this permit includes

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clearing, grading and disturbances to the ground such as stockpiling, or excavation.

- b. Submit a copy of the draft project specific Storm Water Pollution Prevention Plan (SWPPP) to the City for review and approval. The Construction SWPPP should contain a site map(s) which shows the construction site perimeter, existing and proposed buildings, lots, roadways, storm water collection and discharge points, general topography both before and after construction, and drainage patterns across the project. The Construction SWPPP must list Best Management Practices (BMP's) the applicant will use to protect storm water runoff and the placement of those BMP's. Section XIV of the Construction General Permit describes the SWPPP requirements.

15. Prior to Occupancy:

- a. Provide two print copies and a digital copy of both the final approved Storm Water Quality Management Plan and the Operation and Maintenance Plan. (Engineering)
- b. Submit a print and digital copy of the BMP Certification package. The BMP certification package includes but is not limited to: 'wet' signed and stamped certification form(s), all BMP related product receipts and materials delivery receipts, an inspection and installation log sheet, and photographs to document each stage of BMP installation. (Engineering)
- c. Prior to issuance of the final phase of occupancy, an executed contract must be in place with a qualified storm water service provider and a copy of the SWQMP provided to the consultant and the property manager. (Engineering)

16. A Storm Water Facilities Maintenance Agreement accepting responsibility for all structural BMP maintenance, repair and replacement as outlined in said O&M plan binding on the land throughout the life of the project will be required prior to issuance of building permit. (Engineering)

17. Submit a current preliminary title report (dated within six months of plan submittal) and all documents listed in the title report. Copies of recorded documents must be clear and legible copies of the original recorded document. (Engineering)

18. The applicant shall comply at all times with the following work hour requirements: (Engineering)

- a. No site work, building construction, or related activities, including equipment mobilization will be permitted to start on the project prior to

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7:00 am and all work for the day shall be completed by 7:00 pm, no exceptions.

- b. No work is permitted on Sundays or City Holidays.
- c. No deliveries, including equipment drop off and pick-up, shall be made to the project except between the hours of 8:00 am and 6:00 pm, Monday through Saturday, excluding Sundays and City Holidays. Deliveries of emergency supplies or equipment necessary to secure the site or protect the public are permitted.
- d. If the applicant fails or is unable to enforce compliance with their contractors, subcontractors and material suppliers regarding the specified work hours, additional reduction of work hours may be imposed by the Engineering Department.

In addition to the above, the applicant shall erect one or more signs stating the work hour restrictions. Signs shall be installed as required, in the vicinity of the project construction trailer if a job site trailer is used, or at such other locations as may be deemed appropriate by the Engineering Department. The sign shall be a minimum of 24" x 36" and shall be weather proofed. The sign content shall be provided by the Engineering Department. (Engineering)

- 19. Trench work when required within City streets shall be completed within two weeks of the initial start date, including placement of the final trench patch. Trench plates or temporary pavement placement shall be installed at the end of each workday. Advance warning signs on lighted barricades notifying the public of trench plates and/or uneven pavement shall be placed and maintained until permanent pavement repairs are made. The maximum length of time including weekends and holidays that trench plates may remain on the street is 72 hours after which temporary or permanent asphalt paving shall be placed. (Engineering)
- 20. Vehicle access on Mission Gorge Road, Cuyamaca Street, Olive Lane, Town Center Parkway, Carlton Hills Boulevard, Woodside Avenue, and Riverview Parkway shall be maintained at all times and all work shall be done at night unless otherwise approved by the Director of Engineering. When day work is permitted, work hours shall be from 8:30 am to 3:30 pm, including set up and break down of traffic control. No day work will be permitted during the holiday season, defined as beginning the Saturday before Thanksgiving Day and shall extend through New Year's Day, unless otherwise approved by the Director of Engineering. (Engineering)
- 21. The project is subject to requirements for persons with disabilities per California Building Code (CBC) Title 24, Part 2, Sections 11B. This includes but is not limited to areas noted below. (Building)

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- a. Accessible route to all facilities. 11B-206.2. Access to the trash enclosure is required.
22. If fire protection is required for the building by the Fire Department, provide the location for all fire protection equipment, RPDA device, FDC, and riser room in the building with alarms and controls as these devices affect landscape area and access. (Building and Fire)
23. Address numbers shall be placed near the roofline of all structures visible from the street. Numbers shall be block style, 15" in height, black in color (or other approved color), in contrast with their background. (Fire and Sheriff)
24. The carwash tunnel is not required to be equipped with fire sprinklers. The equipment and any accessory rooms and/or closets are required to be constructed with an approved automatic fire sprinkler system installed by a licensed fire sprinkler contractor. A strobe shall be located below each address placement for indication of fire sprinkler activation. (Fire)
25. At least one fire hydrant is required. The hydrant shall have two, 2 1/2" ports and one, 4" port. Hydrants shall be of all bronze construction, painted "fire hydrant yellow" and be installed per Padre Dam Water District requirements. Exact location of required hydrants is to be determined by the Fire Code Official prior to installation. All underground utilities including fire mains, fire hydrants and fire service underground devices shall be installed and approved prior to the delivery of construction materials. (Fire)
26. Each building or address (equipped with an automatic fire sprinkler system) shall have a walk-in, enclosed, fire sprinkler riser room accessible from the outside of the building or address. The exact size and location of the riser room shall be approved by the Fire Department prior to construction. This room shall contain the fire sprinkler riser(s) for the building/address, pressure gauges for the system, applicable valves, sprinkler head box, "test and drain" inspectors test valve and any diagrams or documentation for the fire protection systems. These rooms shall have exterior locking hardware and a Knox Box shall be located at an approved location near the room for easy Fire Department access. The room shall be provided with lighting on the emergency circuit or have battery backup power. The rooms may be shared with other utilities. (Fire)
27. A Knox Box shall be located at the front of each building or other required location(s). Knox Box applications may be obtained from the Fire Department. Approval of the number and exact mounting location shall be determined by the Fire Department prior to installation. (Fire)

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28. A minimum of one, 2A10BC fire extinguisher shall be located every 75' of travel distance throughout the buildings. Exact extinguisher location to be determined by the Fire Department prior to installation. (Fire)
29. Trash receptacles shall comply with SMC Section 13.30.020(J) and shall be enclosed by a solid six-foot-high decorative block or stucco wall with view obstructing metal gates painted to match the proposed building. A solid-covered roof shall also be provided for the trash enclosure. (Planning)
30. Tubular steel fencing along the north and east property lines is required and shall comply with SMC Section 13.30.020(F). (Planning)
31. Landscape plans shall be certified by a licensed landscape architect for compliance with the Landscape and Irrigation Regulations set forth in SMC Chapter 13.36 and the California Model Water Efficient Landscape Ordinance. (Planning)
32. All new signs shall be approved separately through a Sign Permit subject to the requirements of SMC Chapter 13.32. (Planning)
33. Any equipment, whether on the roof, on the side of a building, or on the ground, shall be screened from view. The method of screening shall be architecturally integrated with the building design in terms of material, color, shape and size. All elevations submitted for building plan check shall show the method of screening of any proposed rooftop mechanical equipment. (Planning)
34. All construction plans shall include the following notes: (Planning)
 - a. Operations shall conform to the SMC Section 5.04.090.
 - b. All equipment shall be equipped with properly maintained mufflers.
 - c. The construction contractor shall place noise-generating construction equipment and locate construction staging areas at the greatest possible distance from sensitive uses whenever feasible during all project construction.
 - d. The construction contractor shall use on-site electrical sources to power equipment rather than diesel generators where feasible. (Planning)
35. Two electric vehicle charging stations, Level 2 or higher, shall be provided.
36. Parking lot lighting shall comply with SMC Section 13.24.0309(A)(6) and shall not exceed 15 feet in height and shall be fully shielded to not cause glare on adjacent properties. (Planning)

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37. The project shall incorporate a 120 HP International Dryer Company dryer system or equivalent to meet the acoustical benchmarks. Any modification will require a re-evaluation. (Planning)

Prior to Grading

38. Construction, including tree removal, shall not occur during bird nesting season, which is generally between February 15 and August 15. If it is not feasible to avoid construction, including tree removal, during the bird nesting season, then a pre-construction survey shall be conducted by a qualified biologist no more than seven days prior to the start of construction to determine if active nests are present in trees to be removed. The qualified biologist conducting the survey(s) shall have, at a minimum, a bachelor's degree in biology, ecology, zoology, or a related field of science, and at least two years of experience conducting biological field surveys, including surveys for nesting birds. (Planning)
39. At least 15 days prior to any grading activity all property owners and tenants 300 feet from the project site shall receive a notice of the slated grading activity that includes a project timeline and contact information for the site construction. (Planning)

During Construction:

40. Construction shall occur during the permissible hours as defined in SMC Section 5.04.090. (Planning)
41. The contractor shall ensure all construction equipment is equipped with appropriate noise attenuating devices. (Planning)
42. The contractor shall locate equipment staging areas that will create the greatest distance between construction-related noise / vibration sources and sensitive receptors nearest the project site during all project construction. (Planning)
43. Idling equipment shall be turned off when not in use. (Planning)
44. Equipment shall be maintained so that vehicles and their loads are secured from rattling and banging. (Planning)

Prior to Occupancy:

45. Applicant shall place all new utilities required to serve the project underground. No overhead facilities or extension of overhead facilities is permitted. (Engineering)

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 Engineering. Adjacent facilities are defined

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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.

46. Plant all new trees in and within 10 feet of the public right-of-way with root control barriers. (Engineering)
47. Construct all improvements within the public right-of-way and improvements as shown on the approved precise grading plans. Improvements shall be completed to the satisfaction of the Director of Engineering. (Engineering)
48. Prior to occupancy an AutoCAD site-plan drawing shall be provided on CD to the Fire Department for emergency response mapping. The site plan shall show all fire access roadways/driveways, buildings, address numbers, fire hydrants, fire sprinkler connections, and other details as required. Please contact the Fire Department for exact details to be submitted for your project. (Fire)
49. A bond, equal to the cost of full landscape installation, shall be required and shall not be released for a minimum of one year until said landscaping is demonstrated to be fully viable. (Planning)

Upon establishment of the use pursuant to this Conditional Use Permit the following conditions shall apply:

50. All required landscaping shall be adequately watered and maintained in a healthy and thriving condition, free from weeds, trash, and debris. (Planning)
51. The parking areas and driveways shall be well maintained. (Planning)
52. All groundcover installed pursuant to an approved landscape plan shall provide 100 percent coverage within nine months of planting or additional landscaping, to be approved by the Planning & Building Department, shall be required in order to meet this standard. The developer shall be responsible for this planting even if their involvement in the project is otherwise complete. (Planning)
53. The car wash facility hours of operation shall be between 7:00 a.m. and 8:00 p.m., seven days a week. (Planning)
54. Dilapidated or deteriorated fabric shade covers shall be replaced within 48 hours. (Planning)

SECTION 4: The applicant shall defend, indemnify, and hold harmless the City of Santee and its officers, employees, and agents from any claim, action, or proceeding against the City and/or its officers, employees or agents to attack or set aside, void, or annul the

RESOLUTION NO.

approval of the City of Santee concerning this Conditional Use Permit, or any action relating to or arising out of its approval.

SECTION 5: The terms and conditions of CUP-2023-0002 shall be binding upon the permittee and all persons, firms, and corporations having an interest in the property subject to this Conditional Use Permit and the heirs, executors, administrators, successors and assigns of each of them, including municipal corporations, public agencies and districts.

SECTION 6: The City of Santee Municipal Code, Chapter 1.08, provides for the issuance of administrative citations for Municipal Code violations. Should non-compliance with said terms and conditions of this Development Review Permit or any violation of the Municipal Code that includes the City's Storm Water Ordinance, the City has the right to issue administrative citations containing an assessment of civil fines for each violation and collect administrative fines for violations.

SECTION 7: The approval of CUP-2023-0002 expires on March 27, 2027 at 5:00 p.m. except where substantial use has commenced prior to its expiration. If use of the development has not commenced within the three-year period, said expiration date may be extended pursuant to a request for time extension received 60 days prior to the original expiration date. The City Council expressly grants to the Planning & Building Director the authority to extend the expiration date of this approval pursuant to Section 13.04.090 of the Santee Municipal Code, when a request for an extension is filed 60 days prior to the original expiration date.

SECTION 8: Pursuant to Government Code Section 66020, the 90-day approval period in which the applicant may protest the imposition of any fees, dedications, reservations, or exactions imposed pursuant to this approval, shall begin on March 27, 2024.

SECTION 9: Staff is directed to file a Notice of Exemption for approval of the project with the San Diego County Clerk. The City of Santee hereby notifies the applicant that the County Clerk collects a documentary handling fee for the processing of CEQA documents. The applicant should remit to the City of Santee Planning & Building Department, within two (2) working days of the effective date of this approval (the "effective date" being the end of the appeal period, if applicable), a certified check payable to the "County Clerk" in the amount of \$50.00. Failure to remit the required fee in full within the time specified above will result in a delay of the start of the thirty (35) day statute of limitations on court challenges to the approval under CEQA.

SECTION 10: The documents and materials that constitute the record of proceedings on which these findings have been based are located with the City Clerk at the City of Santee City Clerk's office at 10601 Magnolia Avenue, Building #3, Santee, CA 92071.

RESOLUTION NO.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 27th day of March 2024, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

MEETING DATE March 27, 2024

ITEM TITLE PUBLIC HEARING FOR THE ADOPTION OF THE COMMERCIAL CANNABIS RETAIL BUSINESS APPLICATION PROCESS, INCLUDING PROCEDURES AND FEES, AND FINDING THE ACTION IS COVERED BY THE PREVIOUSLY ADOPTED MITIGATED NEGATIVE DECLARATION FOR THE SANTEE CANNABIS BUSINESS ORDINANCE PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

DIRECTOR/DEPARTMENT Sandi Sawa, Planning & Building Director 

SUMMARY

The purpose of this item is to adopt the Commercial Cannabis Retail Business (CCB) Application Process, including procedures, fees and related documents by City Council resolution in accordance with Ordinance 602.

The CCB Application Procedures and Review Criteria (“Procedures”) (Attachment A) provides guidance on the application process for a retail business license. The Procedures detail the four-phase process: Phase I: Determination of Eligibility, Phase II: Application Evaluation and Review, Phase III: Interviews, and Phase IV: City Council Interviews and Final Decision as well as review criteria, the appeal process and how information to be provided at each Phase. The forms required during the application process have been provided as attachments and are detailed in the Procedures. (Attachment B, C, D and E).

A fee schedule has been developed for the implementation of the CCB Ordinance with the intent of full cost recovery. The fees are based on costs spent so far drafting the CCB Ordinance, Procedures, staff and consultant costs as well as anticipated costs for application review and interview, inspection, compliance, and other regulatory processes.

Cannabis Business Permit Fee Schedule	
Fee Name/Type	Fee
Application Fee	\$ 25,711
Zoning Verification Letter	\$ 267
Annual Renewal Fee	\$ 27,749
Annual Compliance Fee (pass through)	Actual Cost
Change in Information Fee (deposit)	\$ 1,000
Transfer of Ownership Fee (deposit)	\$ 1,000
Appeal Fee	\$ 7,319
Criminal Background Investigation Fee (pass through)	Actual Cost

Staff is currently working with the County of San Diego Sheriff's Department License and Registration Division ("Sheriff's Department") to establish a Memorandum of Understanding for Live Scan background services. The fee for the service will be determined based on the actual cost of the service.

ENVIRONMENTAL REVIEW

Pursuant to the requirements of the California Environmental Quality Act ("CEQA"), the City Council adopted a Mitigated Negative Declaration ("MND") and Mitigation Monitoring and Reporting Program for the Santee Cannabis Business Ordinance in July 2022 (State Clearinghouse No. 2022060058) and adopted Ordinance 602 in August 2022. The CCB Application Process involves the adoption of the Procedures and fees for the implementation of the CCB Ordinance of the City of Santee and is therefore covered by the analysis in the 2022 MND. No subsequent environmental review is required as none of the circumstances in State CEQA Guidelines Section 15162 have occurred. Further, adoption of the CCB Procedures and fees does not have the potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment and therefore the CCB Application Process is not a "project" as defined by CEQA (Public Resources Code section 21065; CEQA Guidelines section 15378). Any necessary compliance with CEQA for individual projects would be required prior to construction authorization.

FINANCIAL STATEMENT *HJ*

Staff time spent on this project will be recovered through the CCB application fees paid by each applicant.

CITY ATTORNEY REVIEW

N/A

Completed

RECOMMENDATION *MAB*

Adopt the CCB Application Process, including procedures, fees and related documents, as outlined in the City Council Resolution and authorize the City Manager to make adjustments based on the background services provider agreement.

ATTACHMENTS

Staff Report

- A. Application Procedures and Review Criteria
- B. Cannabis Business Permit Application
- C. Financial Responsibility, Indemnity and Consent to Inspection Agreement
- D. Property Owner Consent/Landlord Affidavit
- E. Zoning Verification Letter
- F. Resolution Adopting Cannabis Business Permit Procedures, and Fees

STAFF REPORT

PUBLIC HEARING FOR THE ADOPTION OF THE COMMERCIAL CANNABIS RETAIL BUSINESS APPLICATION PROCESS, INCLUDING PROCEDURES AND FEES, AND FINDING THE ADOPTION OF THE COMMERCIAL CANNABIS BUSINESS RETAIL APPLICATION PROCESS IS NOT A “PROJECT” AS DEFINED BY THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”) AND THEREFORE IS NOT SUBJECT TO CEQA.

APPLICANT: CITY OF SANTEE

**CITY COUNCIL MEETING
MARCH 27, 2024**

A. BACKGROUND

In August of 2022, the City Council enacted Ordinance 602, the Cannabis Business Permit Ordinance of the City of Santee (“City”), codified in Santee Municipal Code (“SMC”) Section 7.04: Cannabis Businesses. Ordinance 602 permits the issuance of cannabis business permits for up to four (4) retailers, including microbusinesses with storefront retail activities. Ordinance 602 also permits the issuance of cannabis business permits, with no limit on the number, for manufacturing, testing laboratories or microbusinesses that do not include storefront retail. Ordinance 602 prohibits all other types of cannabis business permits.

On November 9, 2022, City Council directed staff to develop an application process for the retail business licenses and appointed an Ad Hoc Subcommittee, consisting of Council Members Koval and McNelis, to assist in the development of the process. Since that time, staff and the Ad Hoc Subcommittee developed a four-phase evaluation process based on best practices observed in the cannabis industry.

On December 13, 2023, City Council reviewed the proposed Application Procedures and Review Criteria (“Procedures”) and directed staff to meet with the Ad Hoc Subcommittee to discuss outstanding questions.

On February 7, 2024, the Ad Hoc Subcommittee recommended that only one application be allowed per property, the points provided in the Procedures remain as presented in December of 2023, and that all development standards would need to be met for an application to be considered complete.

Staff has since incorporated the recommendations received and finalized the Procedures and related documents outlined in Attachments A-F.

B. SUMMARY

Application Process

The Procedures are attached for review and recommended for adoption. They provide guidance on the application process, including required application materials, limitations on

multiple submissions and ownership interest, and the components of each of the four phases by which City Council will consider retail applications. These Procedures are consistent with Ordinance 602.

To start the process, after adoption by the City Council, staff will provide the Procedures on the City's website for a short period. Then the City will open the application period, currently estimated for the Spring of 2024, for approximately 45 days. During that time, applicants will compile the required materials to be submitted through Santee's Permitting and Licensing Portal and pay their application fee.

There are nine required application materials including the following:

1. Cannabis Business Permit Application, which includes:
 - a. Business Plan
 - b. Labor and Employment Plan
 - c. Security Plan
 - d. Qualification of Owners
 - e. Neighborhood Compatibility Plan
 - f. Community Benefits and Investment Plan
 - g. Proposed Site Plan;
2. Financial Responsibility, Indemnity and Consent to Inspection Agreement;
3. Agreement on Limitations of City's Liability and Indemnification to City;
4. Verification of Live Scan Background Submittal;
5. Property Owner Consent/Landlord Affidavit;
6. Proof of Insurance or Letter of Insurability from the Insurance Company;
7. Proof of Capitalization;
8. Zoning Verification Letter;
9. Application Fee. (This fee will be submitted in person to the City.)

The City is currently working with the County of San Diego Sheriff's Department, License and Registration Division ("Sheriff's Department") for provision of their Live Scan background services. In the Procedures, there are blanks where the process as well as the fees will be added once determined with the Sheriff's Department. After the materials are submitted via Santee's Permitting and Licensing Portal, the applicant will need to pay the application fee of \$ 25,711.

There are four phases to the application process, which are detailed in the Procedures. Below is a brief summary of the phases.

Phase I: Determination of Eligibility

After submittal of the applications, the City will move to Phase 1 where staff will review the applications to ensure that all materials were submitted and limitations on submittals have been met (e.g. no more than 10% ownership for more than one application and only one

application per property).

Phase II: Application Evaluation and Review

Once applications are determined to be complete, staff will review and score each application using a merit-based system. Information about points available for scored items and what should be included in each document is provided in the Procedures. The top applicants from Phase II, as determined by the City Manager, may be eligible to advance to Phase III.

Phase III: Interviews

The top applicants from Phase II may be forwarded to the Staff Evaluation and Interview Committee, as designated by the City Manager. Using a merit-based system, the Committee will score the interviews and provide a ranking for the purpose of determining which applicants will move forward to Phase IV.

Phase IV: City Council Interviews and Final Decision

No more than ten qualifying applicants will advance from Phase III and be presented to the City Council for their consideration. The City Council will interview the applicants and make a final determination, which, if any applicants, would be awarded a permit.

Fees

The Cannabis Business Permit Ordinance established a commercial cannabis retail business application process, which must be completed prior to issuance of a cannabis business permit. A Fee Schedule has been developed for the implementation of the CCB Ordinance with the intent of full cost recovery. The fees are based on costs spent so far drafting the CCB Ordinance, Procedures, staff and consultant costs as well as anticipated costs for application review and interview, inspection, compliance, and other regulatory processes.

Cannabis Business Permit Fee Schedule	
Fee Name/Type	Fee
Application Fee	\$ 25,711
Zoning Verification Letter	\$ 267
Annual Renewal Fee	\$ 27,749
Annual Compliance Fee (pass through)	Actual Cost
Change in Information Fee (deposit)	\$ 1,000
Transfer of Ownership Fee (deposit)	\$ 1,000
Appeal Fee	\$ 7,319
Criminal Background Investigation Fee (pass through)	Actual Cost

Application Fee

The application fee covers the staff and consultant costs directly tied to the application process as well as the costs anticipated throughout the process itself. Costs associated with the design and implementation of the cannabis business permit application process include:

- Development of application forms and instructions

- Intake, processing, and review of application materials
- Notification of missing materials and processing of supplemental information
- Negotiation and execution of a community benefit agreement
- Pre-permitting inspections
- Other general administrative functions

The total projected cost to the City for providing this service is \$25,711 per applicant. In addition to the application fee, businesses will be expected to pay standard zoning, building permit, inspection and other fees normally associated with commercial construction in Santee.

Zoning Verification Letter

As part of a cannabis application packet, an applicant must obtain a Zoning Verification Letter from the Planning & Building Department. To secure this letter, an applicant must submit a written request to the Planning & Building Department specifying the intended use of the building and the proposed building location. Staff from the Planning & Building Department will review the information to verify the proposed location is eligible for a cannabis use, including measurement of minimum sensitive-use buffer distances. The total projected cost to the City for providing this service is \$267 per applicant.

Annual Renewal Fee

Each issued Cannabis Business Permit will be required to be apply for renewal on an annual basis. Regulatory oversight of the cannabis business permits will involve staff from the City Manager's Office, Planning & Building Department, Finance Department, City Attorney's Office, Sheriff's Department and other City departments.

Regulatory activities include, but are not limited to:

- Policy development and program management
- Public outreach and education
- Administrative enforcement
- Coordination with state agencies
- Fire safety
- Public safety
- Other oversight activities

The total projected cost for renewing Cannabis Business Permit and providing regulatory services for cannabis businesses is \$27,749 per permittee. This cost is based upon the service provided by various City departments as well as a review of regulatory best practices by other cities in California.

Annual Compliance Fee

Annual inspections are required during operation of an active Cannabis Business Permit. The total projected cost to the City for providing this service is not known at this time. It is expected that the City would procure outside professional services to provide this service and the actual cost will be passed down to the Permittee.

Change in Information Fee

Any time information specified in the Cannabis Business Permit is proposed to be changed (e.g. change in business floor plans or business operations), the permittee and/or applicant must submit an updated application for review approval. A deposit of \$1,000 will be charged to the applicant and exact staff costs will be billed against that deposit. Any unused deposit will be returned to the Permittee.

Transfer of Ownership Fee

The owner of a Cannabis Business Permit may transfer ownership or control of the permit to another person or entity if they amend the Cannabis Business Permit to identify the transferee is now the permittee and the ownership interest is in accordance with the Ordinance. A deposit of \$1,000 will be charged to the applicant and exact staff costs will be billed against that deposit. Any unused deposit will be returned to the Permittee.

Criminal Background Investigation Fee

The Cannabis Business Permit Ordinance requires that cannabis business owners complete a criminal background investigation as part of the business application process. Any person who has been convicted of a serious or violent felony may not operate, manage, control or own a cannabis business in Santee. Criminal background investigations are anticipated to be completed by the Sheriff's Department. The total cost of providing this service is unknown at this time.

Appeal Process Fee

Applicants wishing to appeal throughout the application period will be charged a non-refundable appeal fee in the amount of \$7,319 to recover the City's cost to administer the appeal process outlined in the following hearing report section.

Appeal Process

An applicant or permittee may appeal a decision to deny advancement in the selection process at each phase of the process leading to (but not including) the final selection phase by the City Council.

The appeal will be required to provide the following information along with the filing fee noted in the section above:

- The name, address, telephone number of the appellant;
- A statement of whether the appellant is an applicant, owner, or permittee of a cannabis business;
- A true and correct copy of the notice of the decision or action issued that the appellant is appealing;

- A specific statement of all of the reasons and grounds for making the appeal in sufficient detail to enable the hearing officer to understand the nature of the controversy and the basis of the appeal; and
- All documents or other evidence pertinent to the appeal that the appellant requests the hearing officer to consider at the hearing.

In order to ensure an unbiased evaluation, staff solicited proposals for a hearing officer to hear and timely resolve any appeals that are filed. No later than fifteen (15) calendar days following conclusion of the appeal hearing, and after considering all of the arguments and evidence submitted at the hearing, the hearing officer will make a final determination.

D. STAFF RECOMMENDATION

- 1) Conduct and close the public hearing; and
- 2) Find the adoption of the CCB Application Process is covered by the analysis in the 2022 Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for Ordinance 602 (State Clearinghouse No. 2022060058), and no subsequent environmental review is required as none of the circumstances in State CEQA Guidelines Section 15162 have occurred); and
- 3) Adopt the CCB Procedures, Fees and Appeal Process Resolution attached herein; and
- 4) Authorize the City Manager to make adjustments based on the background services provider agreement.

Attachments:

- A. Application Procedures and Review Criteria
- B. Cannabis Business Permit Application
- C. Financial Responsibility, Indemnity and Consent to Inspection Agreement
- D. Property Owner Consent/Landlord Affidavit
- E. Zoning Verification Letter
- F. Resolution Adopting Cannabis Business Permit Procedures, and Fees



City of Santee

10601 Magnolia Ave
Santee, CA 92071

Email: cannabisinfo@cityofsanteeca.gov

APPLICATION PROCEDURES AND REVIEW CRITERIA FOR A COMMERCIAL CANNABIS BUSINESS PERMIT (RETAIL APPLICATIONS)

Application Period (45 Days)

OPENS – TBD

CLOSES – TBD

These Application Procedures and Review Criteria apply solely to Cannabis Retail applications. Applicants wishing to operate a Microbusiness with Retail are required to apply for a Cannabis Retail permit, prior to being considered for a Microbusiness permit. Additional information regarding Microbusiness permits is provided in Appendix A.

NUMBER OF PERMITS

During this application period, the City of Santee (City) will allow up to four (4) cannabis retail permits under this process.

RETAIL BUSINESS

- “Retailer” is defined as having a physical location from which commercial cannabis activities are conducted. A retailer’s premises may be closed to the public. A retailer may conduct sales exclusive by delivery. (See Section 26070(a)(1) of the California Business and Professions Code and Santee Municipal Code (SMC) Section 7.04.060).

CONTACT

If you have any questions prior to submitting your application or would like an update on the status of your application, please email your questions to cannabisinfo@cityofsanteeca.gov.

APPLICABLE REGULATIONS AND FORMS

Information regarding the Commercial Cannabis Retail Business (CCB) application process can be found on the City’s website at <https://www.cityofsanteeca.gov/business/cannabis-business>.

To be considered for issuance of a CCB Permit, applications must be submitted through the City’s online permitting system by the deadline. There will be no exceptions. These Application Procedures and Review Criteria (hereafter referred to as “Procedures”) constitute the City Council’s adopted Procedures to be used for the City’s evaluation of CCB Permit applications pursuant to SMC Section 7.04.130.

Applicants should monitor the City's web page (<https://www.cityofsanteeca.gov/business/cannabis-business>) for information on the process. It is the responsibility of the Applicant to stay informed of all information provided on the webpage.

LIMITATIONS ON MULTIPLE SUBMISSIONS

Persons possessing an individual or cumulative ownership interest of ten percent (10%) or more in a retail cannabis business shall be limited to being a part of only one retail application during this application period. Any applications that share an owner of ten percent (10%) or more will be deemed incomplete.

In addition, the City will only accept one application per property. If the City receives more than one application per property, the City will notify the property owner and the property owner will need to notify the City, in writing, which application is authorized.

Without exception, only one retail permit will be issued per property.

CITY'S RESERVATION OF RIGHTS

The City reserves the right to reject any and/or all applications in accordance with these Procedures. The City may modify, postpone, or cancel the opportunity to submit an application for a CCB permit without liability, obligation, or commitment to any Applicant, person, owner, party, firm, organization or other entity of whatever form related to the process. In addition, the City reserves the right to request and obtain additional information from any Applicant in order to conduct a complete review of the application or an investigation into the truthfulness of the statements set forth in the application or provided at any stage of the application process.

APPLICATION PROCESS

APPLICATION SUBMITTAL REQUIREMENTS

Applications must adhere to the requirements in SMC Chapter 7.04.130 and respond to all requirements of these Procedures. Applicants must submit the required application materials (except the application fee) listed below to the City's online permitting system. As noted below, the application fee must be submitted in person to the City before the application deadline.

1. Cannabis Business Permit Application;
 - A. Business Plan
 - B. Labor and Employment Plan
 - C. Security Plan
 - D. Qualification of Owners
 - E. Neighborhood Compatibility Plan
 - F. Community Benefits and Investment Plan
 - G. Proposed Site Plan

2. Financial Responsibility, Indemnity and Consent to Inspection Agreement;

3. Agreement on Limitations of City's Liability and Indemnification to City;
4. Verification of Live Scan background submittal;
5. Property Owner Consent/Landlord Affidavit;
6. Proof of Insurance or Letter of Insurability from the Insurance Company;
7. Proof of Capitalization;
8. Zoning Verification Letter;
9. Application fee. (This fee shall be submitted in person to the City.)

Please note that responses to the Evaluation Criteria, Sections A-G of #1 above and as further described in Appendix A of the Procedures, shall be limited to 125 pages. If the response exceeds 125 pages, points will be deducted. Responses pertaining to Items #2-8 above shall not be included in the 125-page limitation.

The electronic application portal will ask for each of the items (not including the application fee) listed above to be provided as PDF files. Please compile the PDF files as noted above. Responses shall be saved in separate PDF files.

Applicant responses to the Evaluation Criteria (Sections A-G) must be provided in the section order identified in Appendix A. Each section shall be clearly labeled, with responses provided in the appropriate section. Any response to Evaluation Criteria that is not placed within the appropriate section may receive a deduction in points.

CRIMINAL BACKGROUND CHECK

Each owner, operator, investor, manager, and employee of the proposed CCB will be required to pass a criminal history background check as required by SMC Section 7.04.080. For the purposes of this application process, only owners as defined in SMC Section 7.04.060 will be required to submit verification that they have applied for their background verification.

Evidence of a conviction by an owner of any the offenses enumerated below shall be grounds for rejection of the application:

1. A violent felony as defined by California Penal Code 667.5 or equivalent offenses in other states;
2. A felony for hiring, employing, or in transporting, carrying, selling, giving away, preparing for sale, or peddling, any controlled substance; or selling, offering to sell, furnishing, offering to furnish, administering, or giving any controlled substance to a minor;
3. A felony for drug trafficking with enhancements pursuant to Section 11370.4 or 11379.8 of the Health and Safety Code; or
4. A crime involving dishonesty, fraud or deceit, including, but not limited to, fraud, forgery, theft, or embezzlement as those offenses are defined in California Penal Code Sections 186.11, 470, 484, and 504a, or equivalent offenses in other states.

This process will be required to meet the minimum threshold qualifications pursuant to SMC Section 7.04.080.

Live Scans will be performed by the San Diego County Sheriff's Department (SDCSD) by appointment only. A copy of the Live Scan form is required as part of the application materials.

Applicants shall complete all blank fields provided in the “Request for Live Scan Service” form under the “Applicant Information” section. Applicants shall not alter the pre-completed sections of the Live Scan request form, as any modification may result in Live Scan rejection and/or delay by the DOJ or FBI. A separate form shall be filled out for each owner of the business receiving a Live Scan. The bottom portion of the “Request for Live Scan” form must be filled out by the person conducting the Live Scan. Live Scan results will be sent directly to the SDCSD. If, at any point, the SDCSD background investigation determines that one or more of the owners is ineligible pursuant to the SMC, the application will be denied.

ZONING VERIFICATION LETTER (ZVL)

As part of a complete application packet, an Applicant must obtain a Zoning Verification Letter from the Planning & Building Department. To secure this letter, an Applicant must make a written request to the Planning & Building Department, which shall specify the intended use of the building (for example, retail only or part of a microbusiness proposal) and the proposed building location with its assessor’s parcel number.

The issuance of a ZVL does not constitute written evidence of permission given by the City or any of its officials to operate a cannabis business, nor does it establish a “permit” within the meaning of the Permit Streamlining Act, nor does it create an entitlement under the Zoning or Building Code. A regulatory permit for a CCB does not constitute a permit that runs with the land once a cannabis business is established.

FEES

All applicants will be required to submit a fee of \$25,711. Payment must be made by a certified check, cashier’s check or money order made payable to the City of Santee by 4pm on **TBD**. Please note that application fees are non-refundable once the City has begun reviewing the application.

A separate fee for the Zoning Verification Letter (ZVL) of \$267 per application must be paid upon submittal of the request to the Planning and Building Department. The Live Scan fee of the actual cost will be assessed by **TBD** at time of application for the background check by **TBD**. Additional Live Scan fees will be applicable if the application is approved.

SUBMITTAL DEADLINE

Applications must be submitted through the City’s online permitting system by 4:00 pm on **Date**. Late applications will not be accepted. Furthermore, applications may be rejected for the following, but not limited to, reasons:

1. It does not meet the requirements of the Procedures.
2. The issuance of the Cannabis Business Permit for the proposed location does not comply with State law or SMC.

INTEGRITY GUIDELINES

The following Integrity Guidelines (“Guidelines”) shall be operative from the start of the adoption of the application procedures, until the completion of Phase IV: City Council Interviews and Final Selection. Each applicant is individually and solely responsible for ensuring compliance with the

Guidelines. This responsibility extends to the applicant's employees, agents, consultants, lobbyists, affiliates, and all other parties or individuals engaged for purposes of developing or supporting the application.

1. Collusive activities among applicants are expressly forbidden and may result in immediate disqualification of any involved parties.
2. Applicants are prohibited from offering promotional outreach, hospitality, gifts, or other like activities directed toward City staff, elected or appointed officials, application reviewers, or consultant(s) hired by the City to assist with the application process (collectively referred to as "City Officials").
3. All communication related to Phases II – IV cannabis application process with City Officials must be directed to the City designated contact, listed on page 1 of these Procedures. Any attempt to communicate with other City Officials regarding Phases II – IV of the cannabis application process may result in disqualification of the application.
4. Notwithstanding the restrictions on communications set forth in point 3 above, nothing in these Guidelines is intended to restrict or prohibit applicants from communicating with City staff and officials during interviews in Phase III or during an open and public City Council or Commission meeting.
5. Any evidence which indicates an applicant has failed to comply with the Guidelines may result in that applicant's disqualification. Any questions regarding the Guidelines shall be in writing and shall be transmitted by email to City designated contact.

APPLICATION REVIEW, SCORING, AND APPROVAL PROCESS

PHASE I: DETERMINATION OF ELIGIBILITY

During Phase I, applications will be reviewed by City staff for completeness and compliance to meet the minimum submittal requirements of the Procedures. The determination of eligibility will be based on the criteria outlined in these Procedures. City staff may issue clarifications of these Procedures in writing, and any such clarifications will be posted on the City's webpage (<https://www.cityofsanteeca.gov/business/cannabis-business>) and shall go into full effect immediately upon being posted on the website. A determination that an application is not eligible for advancement from Phase I to Phase II is subject to appeal in the manner and within the time frame prescribed by resolution of the City Council in accordance with SMC 7.04.220.

PHASE II: APPLICATION EVALUATION AND REVIEW (1,200 points)

During Phase II, City staff will review and score each application using a merit-based system. Applicants will be scored and ranked using the following evaluation criteria identified in Appendix A:

- Section A – Business Plan (400 points)
- Section B – Labor and Employment Plan (400 points)
- Section C – Security Plan (400 points)

The top applicants from Phase II, as determined by the City Manager, may be eligible to advance to Phase III. The decision as to how many applicants will advance will be determined in the City Manager's sole discretion based on the quantity and the quality of applications the City receives. Notice of the individual application results of Phase II will be provided via email to the primary contact listed on the application. After the conclusion of Phase II, the points

assigned to each applicant will be reset. A determination that an application is not eligible for advancement from Phase II to Phase III is subject to appeal in the manner and within the time frame prescribed by resolution of the City Council in accordance with SMC 7.04.220.

PHASE III: INTERVIEWS (1,600 points)

During Phase III, a Staff Evaluation and Interview Committee (Committee) designated by the City Manager will conduct a merit-based interview process. Applicants will be scored using the following evaluation criteria identified in in Appendix A:

- Section D – Qualifications of Owners (500 Points)
- Section E – Neighborhood Compatibility (400 Points)
- Section F – Community Benefits and Investments Plan (450 Points)
- Section G – Proposed Site Plan (250 Points)

The City reserves the right to impose requirements on the interview process prior to conducting the interviews, and the City may issue written instructions regarding the manner in which the interviews are conducted.

Upon the completion of Phase III, the Committee will tabulate the scores of all Applicants from Phase III to create a preliminary ranking, which will form the basis for determining who will be invited to participate in Phase IV. The ranking will only be based upon the scores received during Phase III. No more than ten applicants will advance to Phase IV with the final number of applicants (i.e., ten or less) determined at the City Manager's sole discretion based on the overall quantity and quality of Applicants under consideration. After the conclusion of Phase III, the points assigned to each applicant will be reset.

Prior to the tabulation of scores in Phase III, the City reserves the right to request and obtain additional information from any applicant, for purposes of clarifying or validating information provided during Phase III interviews. The City Manager may review the totality of the information received, including any additional information received, to determine which applicants are authorized to participate in Phase IV. A determination that an application is not eligible for advancement from Phase III to Phase IV is subject to appeal in the manner and within the time frame prescribed by resolution of the City Council in accordance with SMC 7.04.220.

PHASE IV: CITY COUNCIL INTERVIEWS AND FINAL DECISION

Upon the completion of Phase III, the City Manager will present to the City Council, at a properly noticed public meeting, the qualifying Applicants that advanced from the Phase III process. The presentation of Applicants by the City Manager shall exclude the Phase I-III scores and rankings. However, the information provided by the Applicants in Phase I-III will be made available to the City Council for purposes of its interviews and final decision.

During Phase IV, the City Council will interview Applicants and make a final determination as to which Applicant(s) will be awarded a CCB permit. **In making this decision, the City Council has full discretion over which Applicant(s), if any, will be awarded a CCB permit, consistent with the purposes and intent of the City's Cannabis Business Permit Ordinance. In making this decision, the City Council shall not be limited by the specific Evaluation Criteria identified in Appendix A or these Procedures.** Each Applicant should be prepared to conduct a brief presentation and answer questions from the City Council.

Further details as to the date, time, place, and length of presentation will be provided prior to the date of public meeting.

In addition to reserving all of its rights, the City Council expressly reserves the right to consider microbusinesses for purposes of making final determination as to whether to award a CCB permit. In addition, the City also expressly reserves the right to award a lesser number of CCB Permits than the maximum allowed under the application process, or to award no permits at all. Any decision made by the City Council to award or not to award a cannabis permit shall be final and shall not be subject to appeal. Notice of the individual application results of Phase IV will be provided in writing via email to the primary contact listed on the application.

After the City Council has made a determination as to which, if any, Applicants may be awarded a CCB permit, the selected Applicants shall enter into a Community Benefit Agreement with the City setting forth the terms and conditions under which the cannabis business will operate that are in addition to the requirements of the SMC within 30 days of being notified of the City Council's intent to issue the CCB permit. The Community Benefit Agreement must be approved by the City Council before the CCB permit may be issued.

Any Applicant wishing to appeal final completeness or selection determination made in Phases I through III of the application Process may file an appeal with the City Clerk's Office within ten (10) days of the Applicant receiving a notice that they will not move forward in the application process. Such appeals shall comply with the requirements of SMC Section 7.04.220 or procedures established thereunder and is subject to an appeal fee. Any decision made by the City Council during Phase IV to award or not award a cannabis permit shall be final and shall not be subject to appeal.

NOTE: Being awarded a CCB permit does not constitute a land use entitlement and does not waive or remove the requirements of applying for and receiving permits for all construction including: electrical, plumbing, fire, Planning & Building Department permits or reviews, and any other permits, licenses, or reviews as deemed necessary by the relevant departments or governmental entities in charge of said permits. Nor does the award of a CCB permit guarantee that the plans submitted via the CCB application process meet the standards or requirements in SMC Titles 11 and 13 and any other permit requirements from other City departments or agencies. Those awarded a CCB permit will be required to demonstrate compliance with all development standards outlined in SMC Title 13.

APPENDIX A: EVALUATION CRITERIA

Public Records Act

The City of Santee is a public agency subject to the California Public Records Act (“CPRA”). Subject to review by a court of competent jurisdiction, the City shall make all determinations under the CPRA regarding when any record is required to be disclosed under the CPRA or when a record may be non-disclosable because an exemption to disclosure under the CPRA or other law applies. Depending on the circumstances, a particular record may be disclosable, permanently non-disclosable or may be non-disclosable at a particular phase of the application process and then disclosable during a later phase. By submitting any application, an Applicant acknowledges the applicability of the CPRA to this process, and agrees that the City, subject to judicial review, is the sole decision maker regarding compliance with the CPRA. Applicants should assume that anything submitted to the City as part of this process may become a disclosable public record.

Microbusiness Applicants

Responses to Evaluation Criteria Sections A-G shall focus primarily on storefront retail operations. Applicants intending to operate cannabis microbusiness operation shall communicate this intent through the Commercial Cannabis Business Permit Application form, under the section entitled “Applicant (Entity) Information.” No additional information regarding proposed microbusiness operation is required in Applicant written responses to Sections A-G of the Evaluation Criteria. Nothing within the Procedures prohibits an Applicant from providing information relating to their microbusiness operations in their written responses. However, Applicants should be aware that no additional points will be awarded during Phase II to Applicants who provide information related to proposed microbusiness operation in their written responses. For Applicants selected to progress to Phase III interviews, the City reserves the right to ask questions related to proposed microbusiness operation, if the Applicant selected one or both of these options on the application form.

PHASE II EVALUATION

Important Instructions:

- Evaluation Criteria identified in Sections A-C will be scored based upon Applicant written response. Points may be deducted for responses that fail to meet State/local regulatory requirements, or best practices for the cannabis industry.
- Applicant responses to the Evaluation Criteria must be provided in the same order identified in Sections A-C below. Each section shall be clearly labeled, with responses provided within the appropriate section. Any response to Evaluation Criteria that is not placed within the appropriate section will receive a deduction in points.
- Any commitments made by an Applicant during the evaluation process will become terms and conditions under which the cannabis business must operate. Applicants awarded a permit that fail to meet commitments made during the evaluation process may have their cannabis business license suspended or revoked by the City.

SECTION A: BUSINESS PLAN (400 points)

1. Finances – Application includes a budget for construction, operations, maintenance, compensation of employees, equipment, property lease, security equipment and staff, City fees, state fees, utility costs, product purchases and other anticipated contingency

costs. The budget must demonstrate sufficient capital in place to pay startup costs and at least three months of operating costs, as well as a description of the sources and uses of funds. The application must also address the following:

- A. Proof of capitalization, in the form of documentation of cash or other liquid assets on hand, Letters of Credit or other equivalent assets. *(Note: Proof of Capitalization shall be submitted in a separate PDF file. See "Application Process" section for more information.)*
 - B. A pro forma for at least three years of operations.
 - C. A schedule for beginning operation, including a narrative outlining any proposed construction and improvements and a timeline for completion.
 - D. A letter from a bank, credit union, or similar financial institution stating that the cannabis applicant has, or will be provided, access to banking services. This letter should be within the last calendar month.
2. Daily Operations – The application describes the day-to-day operations of the proposed retail business. This shall include, at a minimum, a description of the following criteria:
- A. Customer check-in procedures.
 - B. Location(s) and procedures for receiving deliveries during business hours.
 - C. The Point-of-Sale system, including the name of the system, to be used and how it will interact with the state's mandated track and trace system. Locate and identify the number of Point-of-Sales terminals to be used when the business is at full capacity.
 - D. The expected number of customers to be served per hour/day.
 - E. The proposed product line, including brand names, to be sold at the business, and estimate the percentage of sales of flower and manufactured products.
 - F. How the Cannabis Business will conform to local and state laws. See SMC Section 7.04.360 for local requirements pertaining to retail establishments in the City of Santee.
 - G. How cannabis and cannabis products will be tracked and monitored to prevent diversion.
 - H. The proposed waste management plan, including waste disposal locations and security measures.

SECTION B: LABOR AND EMPLOYMENT PLAN (400 points)

1. Number of Employees – The application identifies the number of employees at initial opening and the maximum number of employees when the business is at full capacity.
2. Employee Responsibilities – The application identifies all positions to be employed at the proposed business, their responsibilities, and the salary ranges for those employment positions.
3. Employee Benefits – The application identifies the benefits provided to employees, including health care, vacation, and medical leave, to the degree they are offered as part of employment.

SECTION C: SECURITY PLAN (400 points)

1. Qualified Security Professional – The application includes a security plan prepared by a qualified professional that meets or exceeds all the security requirements of SMC

Section 7.04.320 and state law. The security plan can be prepared with in-house staff or a third-party security consultant but must clearly demonstrate that it meets the professional standards requested to receive the appropriate points for each criterion in this section. The qualifications of the person(s) preparing the security plan must be provided, for verification that they are able to meet these standards.

2. Premises Diagram – The application includes a Premise Diagram in the Security Plan that meets the following requirements:
 - A. The diagram meets all of the standards identified in Department of Cannabis Control (DCC) California Code of Regulations (CCR) Title 4, Division 19, §15006 Premises Diagram.
 - B. The diagram shows the boundaries of the property and the proposed location to be licensed, showing all dimensions, entrances and exits, interior partitions, walls, rooms, windows, and doorways, and includes a brief statement or description of the principal activity to be conducted therein.
 - C. The diagram shows and identifies commercial cannabis activities that will take place in each area of the premises and identifies all limited-access areas.
 - D. The diagram shows where all cameras are located and assigns a number to each camera for identification purposes.
 - E. If the proposed location consists of only a portion of a property, the diagram is labeled indicating which part of the property will be used for the licensed premises and what activities will be used for the remaining property.
3. Operational Security – The application includes a description of operational security, including but not limited to general security for access/visitor control and inventory control.
4. Cash Handling – The application includes a description of cash handling procedures, including the process for receiving, tracking, storing and transporting cash generated by the retail business.
5. Perimeter Security – The application includes a description of perimeter security, exterior lighting, on-site security guards, proposed guard hours and their responsibilities.
6. Employee Training and Policies – The application includes a description of employee training and general security policies.

PHASE III EVALUATION

Important Instructions:

- During Phase III Interviews, Applicants will be asked questions related to some or all of the Evaluation Criteria Sections D-G.
- Due to the time limitation of interviews, Phase III questions may not address all of the criteria identified within each Section D-G, and the City reserves the right to develop Phase III questions in its sole discretion.
- Scoring for this phase will be based upon information conveyed verbally by Applicants, in response to the questions asked. Any scoring for Section G may also consider photographs, site plans, and other visual depictions provided by Applicants.

- All Applicants will be asked the same questions and be provided the same amount of time for response.
- Any commitment made by an Applicant during the Phase III Interview process may, in the City’s sole discretion, become a condition on the business permit, if issued.
- Phase III scoring is independent of results from Phase II. Phase II scoring resets to zero when Phase III commences.

SECTION D: QUALIFICATION OF OWNERS (500 points)

1. Describe the business owner’s prior experience in owning, managing, and operating a legally permitted or licensed retail cannabis business in the United States. *For purposes of this section, owner has the definition provided in SMC Section 7.04.060.*
2. Describe the owner and/or team’s overall knowledge of the cannabis industry, including identification of how industry best practices and State regulations have been incorporated in existing/prior legal businesses outside the City of Santee.
3. Describe the involvement of the ownership team in the day-to-day operation and management of the proposed business.

SECTION E: NEIGHBORHOOD COMPATIBILITY PLAN (400 points)

1. Describe how the business will take proactive steps to avoid becoming a nuisance or having negative impacts on its neighbors or surrounding community. Additionally, describe how the business will react and respond to complaints specifically related to noise, light, odor, public consumption, loitering, littering, and vehicle and pedestrian traffic, including the business’s plan for the use of social media to monitor and respond to complaints.
2. Describe the policies that you would implement, and how you would enforce these policies, to ensure your cannabis products do not end up in the hands of underage youth.

SECTION F: COMMUNITY BENEFITS AND INVESTMENT PLAN (450 points)

1. Describe the benefits that the business will provide to the local community, for example by directly aiding, participating in, or funding the work of local non-profits, community-based organizations, civic organizations, or social services organizations (“Community Organizations”). *Note: Applicants should not identify any specific Community Organization at this time/or provide commitment letter(s) from local Community Organizations in the application submittal. This section is only intended to capture the overall commitment of Applicants to fund or support local community-based activity in general.*
2. Identify the minimum wage that will be offered to employees of the proposed business, excluding tips and gratuities. If entry-level employees are salaried, the Applicant shall divide the minimum annual salary by 2,087 hours to arrive at an hourly rate.
3. Describe the Applicant’s plans for local outreach to City of Santee residents for open positions, and any other actions proposed by the Applicant that are intended to benefit

the local workforce and/or Applicant's local employees. Identify the anticipated minimum percentage of total annual payroll hours that will be performed at the business by City of Santee residents.

4. The Community Benefits and Investment Plan shall also include a description of the direct fee that will be offered to the City, expressed as a percentage of annual gross receipts. The City anticipates a minimum of 5% of annual gross receipts.

SECTION G: PROPOSED SITE PLAN (250 points)

1. Provide the following information about the existing site:
 - A. Physical address;
 - B. Narrative description of the existing site, including building(s), parking spaces, driveways, pedestrian sidewalks/rights-of-way,
 - C. Photographs of the existing property and building(s);
 - i. Note: Photographs of building interior are not required.
 - D. Description of how the site is currently being used;
 - E. Description of any businesses currently operating on the parcel (if any), and any parcels directly adjacent to the existing site.
2. Provide the following information about the proposed site:
 - A. A site plan, drawn to scale, of the proposed business showing perimeter fencing, driveways, streets, property lines, buildings, parking areas, and outdoor areas.
 - B. A narrative description of proposed site improvements, including façade rehabilitation, building expansion, parking, landscaping, fencing, or other exterior site improvements;
 - i. Note: Descriptions of interior site improvements are not a requirement of this section.
 - C. Visual depictions of the proposed exterior of the cannabis business.
3. Describe how the proposed modifications and utilization of the site for cannabis retail activity will impact the public health, safety, welfare, environmental quality, and/or quality of life in the surrounding area.



COMMERCIAL CANNABIS BUSINESS PERMIT APPLICATION (Retail Applications)

City of Santee
10601 Magnolia Ave
Santee, CA 92071
Email: cannabisinfo@cityofsanteeca.gov

APPLICANT (ENTITY) INFORMATION

Applicant (Entity) Name: _____ DBA: _____
Physical Address: _____ Street _____ City _____ State _____ Zip _____
Primary Contact: _____ Title: _____
Mailing Address: _____ Street _____ City _____ State _____ Zip _____
Phone Number: _____ Email: _____

HAS ANY INDIVIDUAL IN THIS APPLICATION APPLIED FOR ANY OTHER CANNABIS PERMIT IN THE CITY OF SANTEE? Yes No

Indicate whether you intend to operate a Microbusiness with Retail. Yes No

Business Formation: Describe how the business is organized.

- Sole Partnership Corporation S-Corporation Limited Partnership Limited Liability Company
 Other (please describe): _____

PROPOSED LOCATION

Property Owner Name: _____
Proposed Location Address: _____ Street _____ City _____ State _____ Zip _____
Property Owner Phone Number: _____ Email: _____
Zoning Clearance Letter : Yes No
Assessor's Parcel Number (APN): _____

APPLICATION SUBMITTAL CHECKLIST

Applications must be submitted online via the City of Santee's Permitting and Licensing Portal. Applicants failing to submit any of the following will be deemed incomplete and will not move forward in the application process:

- ✓ A complete and signed Commercial Cannabis Business Permit Application form and Evaluation Criteria. The evaluation criteria response is limited to 125 pages.
✓ A signed Financial Responsibility, Indemnity and Consent to Inspection Agreement form.
✓ A signed Agreement to Limitations of City Liability and Indemnification to City form.
✓ Verification of Live Scan background submittal
✓ A signed and notarized Property Owner Consent/Landlord Affidavit.
✓ Proof of Insurance or Letter of Insurability from the Insurance Company
✓ Proof of Capitalization
✓ Zoning Verification Letter.
✓ Application Fee. (Note that this fee should be submitted in person to the City).

OWNER INFORMATION

For the purpose of this section, "owner" shall have the same meaning as the word "owner" set forth Santee Municipal Code Section 7.04.060, which includes any of the following:

1. A person with an aggregate ownership interest of 10 percent or more in the commercial cannabis business, unless the interest is solely a security, lien, or encumbrance;
2. An individual who manages, directs, or controls the operations of the commercial cannabis business, including but not limited to: A) member of the board of directors of a nonprofit; B) A general partner of a commercial cannabis business that is organized as a partnership; C) A non-member manager or manager of a commercial cannabis business that is organized as a limited liability company; D) The trustee(s) and all persons who have control of the trust and / or the commercial cannabis business that is held in trust; E) An individual with the authority to provide strategic direction and oversight for the overall operations of the commercial cannabis business, such as the chief executive officer, president or their equivalent, or an officer, director, vice president, general manager or their equivalent; F) An individual with the authority to execute contracts on behalf of the commercial cannabis business.

Ownership percentages should total 100%. If any individual(s) own(s) less than 10%, list the number of individuals who own less than 10% and the total percentage to reach 100%. For example, If John Doe owns 5%, Joe Smith owns 8%, and Mary Jones owns 9% state at the bottom of this form that three individuals own 22% so that the total will equal 100% once you individually include all those who own 10% or more.

I declare under the penalty of perjury that the information provided on this disclosure form is true and accurate to the best of my knowledge.			
Ownership %	_____	Background information is included as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Owner Name:	_____	Title:	_____
Address:	_____	_____	_____
	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip</i>
Signature:	_____	Date:	_____
I declare under the penalty of perjury that the information provided on this disclosure form is true and accurate to the best of my knowledge.			
Ownership %	_____	Background Information is included as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Owner Name:	_____	Title:	_____
Address:	_____	_____	_____
	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip</i>
Signature:	_____	Date:	_____
I declare under the penalty of perjury that the information provided on this disclosure form is true and accurate to the best of my knowledge.			
Ownership %	_____	Background Information is included as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Owner Name:	_____	Title:	_____
Address:	_____	_____	_____
	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip</i>
Signature:	_____	Date:	_____
I declare under the penalty of perjury that the information provided on this disclosure form is true and accurate to the best of my knowledge.			
Ownership %	_____	Background information is included as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Owner Name:	_____	Title:	_____
Address:	_____	_____	_____
	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip</i>
Signature:	_____	Date:	_____

Add more pages as necessary to accommodate all Commercial Cannabis Business Owners

SUPPORTING INFORMATION

List all fictitious business names the applicant is operating under including the address where each business is located:

Has the Applicant or any of its owners been the subject of any administrative action, including but not limited to suspension, denial, or revocation of a cannabis business license at any time in the previous five (5) years? If so, please list and explain:

Is the Applicant or any of its owners currently involved in an application process in any other jurisdiction(s)? If so, which jurisdiction(s)?

APPLICATION CERTIFICATION

I hereby certify, under penalty of perjury, on behalf of myself and all owners, corporate officers, partners, and managers identified in this application that the statements and information furnished in this application and the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. I understand that a misrepresentation of fact is cause for rejection of this application, denial of the permit, or revocation of a permit issued.

In addition, I understand that the filing of this application grants the City of Santee permission to reproduce submitted materials for distribution to staff, Commissions, Boards and City Council Members, and other Agencies to process the application. Nothing in this consent, however, shall entitle any person to make use of the intellectual property in plans, exhibits, and photographs for any purpose unrelated to the City's consideration of this application.

Furthermore, by submitting this application, I understand and agree that any business resulting from an approval shall be maintained and operated in accordance with requirements of the City of Santee Municipal Code and State law.

Under penalty of perjury, I hereby declare that the information contained in within and submitted with the application is true, complete, and accurate. I understand that a misrepresentation of the facts is cause for rejection of this application, denial of a license or revocation of an issued license. I further authorize the City, its agents, and employees to seek verification of the information contained in the application.

Name

Signature

Title

Date

For information required as part of the application process, see the Application Procedures and Review Criteria, City of Santee Municipal Code Chapter 7.04. All documents can be found online at <https://www.cityofsanteeca.gov/business/cannabis-business>. For questions, please email: cannabisinfo@cityofsanteeca.gov.

CITY OF SANTEE
COMMERCIAL CANNABIS BUSINESS PERMIT APPLICATION
(RETAIL APPLICATIONS)
FINANCIAL RESPONSIBILITY, INDEMNITY AND
CONSENT TO INSPECTION TERMS
(Must be completed by all owners)

Dated: _____, 2024

I hereby agree to the following terms:

1. I herewith pay the sum of \$25,711 for the application fee for the review and processing of an application for commercial cannabis business permit.
2. The entire fee amount paid to the City of Santee ("City") is non-refundable. There is no guarantee - expressed or implied - that by submitting the application or paying the application fee that I will obtain a permit to operate a commercial cannabis business.
3. All costs incurred by the City in processing said application, including staff time, attorney's fees, Consultant's fees and overhead, shall be funded from the fees paid. This is a personal obligation and shall not be affected by sale or transfer of the property subject to the application, changes in business organization, or any other reason.
4. I acknowledge and agree to the defense, waiver, and indemnification obligations stated in the attached "Agreement on Limitations of City's Liability, and Certifications, Assurances Warranties and Indemnification to City", incorporated herein by reference.
5. The City will promptly notify the Applicant(s) and Owner(s) of any claim, action, or proceeding that is or may be subject to this Agreement on Limitations of City's Liability, and Certifications, Assurances Warranties, and Indemnification to City. The City may, within its unlimited and sole discretion, participate in the defense of any such claim, action, or proceeding.
6. I will fund a deposit account ("Fund") to reimburse the City's cost, including attorney's fees, to defend any claim, action, or proceeding that is or may be subject to the Agreement on Limitations of City's Liability, and Certifications, Assurances Warranties, and Indemnification to City. In the event that any such claim, action, or proceeding is filed against the City, I shall within 30 days of the filing, deposit an initial sum of \$20,000 to the Fund to reimburse the appropriate portion of the City defense costs, as determined by the City in its sole discretion. The Fund shall contain an amount necessary to cover three months' worth of budgeted expenditures by the City relating to the City's defense of the claim, action, or proceeding, including all time to appeal, or as long as expenditures made by the City relating to its defense remain unreimbursed, whichever is later. Once all remaining

Agreement of Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City

and outstanding reimbursements have been paid to the City by me, City shall return any remaining unused portion of the deposit.

7. The City shall have the sole and absolute right to approve any and all counsel employed to defend the City. To the extent the City uses any of its resources to respond to such claim, action or proceeding, or to assist the defense, I will reimburse the City for those costs. Such resources include, but are not limited to, staff time, court costs, City Attorney's time, or any other direct or indirect cost associated with responding to, or assisting in defense of, the claim, action, or proceedings.
8. I consent and expressly allow, authorize, and permit the City, all its departments, agents, and employees, to enter upon and inspect the subject property identified in the application, with or without prior notice, for the purposes of processing this application or inspection or photographing for compliance with all laws, regulations, and conditions placed on land use approvals or the cannabis business permit. No additional permission or consent to enter upon the property is necessary or shall be required. By signing this agreement, I further certify and warrant I am authorized to, and hereby do, consent, and allow such inspections on behalf of each and all Owners of the property and Applicants.
9. I understand that all materials submitted in connection with the application are public records that the City may in accordance with applicable law determine are subject to inspection and copying by members of the public. By filing an application, I agree that the public may, if the City determines the law requires it, inspect and copy these materials and the information contained therein, and that some or all of the materials may be posted on the City's website. For any materials that may be subject to copyright protection, or which may be subject to Sections 5500.1 and 5536.4 of the California Business and Professions Code, by submitting such materials to the City I represent that I have the authority to grant, and hereby grant, the City permission to make the materials available to the public for inspection and copying, whether in hardcopy or electronic format.
10. This Agreement shall constitute a separate agreement from any cannabis business permit approval, and that if the cannabis business permit, in part or in whole, is revoked, invalidated, rendered null or set aside by a court of competent jurisdiction, I agree to be bound by the terms of this Agreement, which shall survive such invalidation, nullification or setting aside.
11. This Agreement shall be construed and enforced in accordance with the laws of the State of California and in any legal action or other proceeding brought by either party to enforce or interpret this Agreement; the appropriate venue is the San Diego County Superior Court.

After review and consideration of all of the foregoing terms and conditions, I agree to be bound by and to fully and timely comply with all of the foregoing terms and conditions, and the attached "Agreement on Limitations of City's Liability, and Certifications, Assurances Warranties and Indemnification to City".

Agreement of Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City

Applicant(s)/Owner(s):

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Agreement on Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City

(Must be completed by all owners)

A. WAIVER, RELEASE AND HOLD HARMLESS

I hereby waive, release, and hold harmless the City of Santee ("City") and its City Council, boards and commissions, officers, officials, employees, and agents from any and all actual and alleged claims, losses, damages, injuries, liabilities, costs (including attorney's fees), suits or other expenses which arise out of, or which are in any way relate to the application for a cannabis business permit, the issuance of the cannabis business permit, the process used by the City in making its decision, the enforcement of the conditions of the cannabis business permit, or the cannabis business' operations.

I hereby waive, release and hold harmless the City and its City Council, boards and commissions, officers, officials, employees, and agents from any and all actual and alleged claims, losses, damages, injuries, liabilities, costs (including attorney's fees), suits or other expenses which arise out of, or which are in any way relate to: (1) any repeal or amendment of any provision of the Santee Municipal Code or Zoning Ordinance relating to commercial cannabis activity; or (2) any investigation, arrest or prosecution of me, or the cannabis business' owners, operators, employees, clients or customers, for a violation of state or federal laws, rules or regulations relating to cannabis activities.

B. AGREEMENT TO INDEMNIFY

I shall defend, indemnify, and hold harmless the City and its City Council, boards and commissions, officers, officials, employees, and agents from and against any and all actual and alleged liabilities, demands, claims, losses, damages, injuries, actions or proceedings and costs and expenses incidental thereto (including costs of defense, settlement and attorney's fees), which arise out of, or which are in any way related to i) the requested cannabis business permit and any land use entitlement related thereto, ii) the proceedings undertaken in connection with the approval, denial, or appeal of the requested cannabis business permit and any land use entitlement related thereto, iii) any subsequent approvals or licensing/permits relating to the requested cannabis business permit and any land use entitlement related thereto, iv) the processing of the requested cannabis business permit and any land use entitlement related thereto, v) any amendments to the approvals for the requested cannabis business permit and any land use entitlement related thereto, vi) the City's approval, consideration, analysis, review, issuance, denial or appeal of the cannabis business permit; vii) the City's approval, consideration, analysis, review, issuance, denial or appeal of any land use entitlement related thereto, viii) the City's drafting, adoption and passage of an ordinance, and related resolutions, policies, rules and regulations, allowing for cannabis businesses, ix) the City's drafting, adoption and passage of an ordinance, and related resolutions if necessary in the future regarding any zoning law amendment(s) related to the cannabis business, x) the operation of the cannabis business or activity, xi) the process used by the City in making its decision to approve, consider, analyze, review, issue, or deny, the cannabis business permit or any related land use entitlement, or the appeal of either, xii) City's compliance or failure to comply with applicable laws and regulations or xiii) the alleged violation of any federal, state or

Agreement of Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City

local laws by the cannabis business or any of its officers, employees or agents, except where such liability is caused by the sole negligence or willful misconduct of the City.

City may (but is not obligated to) defend such challenge as City, in its sole discretion, determines appropriate, all at applicant's sole cost and expense. I shall bear any and all losses, damages, injuries, liabilities, costs, and expenses (including, without limitation, staff time and in-house attorney's fees on a fully-loaded basis, attorney's fees for outside legal counsel, expert witness fees, court costs, and other litigation expenses) arising out of or related to any challenge ("Costs"), whether incurred by me, City, or awarded to any third party, and shall pay to the City upon demand any Costs incurred by the City.

C. OBLIGATIONS INDEPENDENT OF AWARD OF PERMIT, LICENSE, OR ENTITLEMENTS

The obligations under this Agreement shall apply regardless of whether a cannabis business permit or any related permits or entitlements are issued.

D. OBLIGATIONS SURVIVE EXPIRATION OF PERMIT, LICENSE, OR ENTITLEMENTS

The obligations under this Agreement shall survive the expiration of any cannabis business permit or related permit or entitlement issued by the City. No modification of the permit, other approval, change in applicable laws and regulations, or change in processing methods shall alter the applicant's indemnity obligation.

E. PROSECUTION UNDER FEDERAL LAW

I understand that I, other applicants, owners, operators, employees, and members of the cannabis business may be subject to prosecution under Federal Laws.

F. AUTHORIZED TO SIGN

The person(s) whose signature appears below is/(are) authorized to sign this Agreement on behalf of the business, applicant/permittee, and operators, and each of them, if more than one, has submitted this information and all attachments as required by the application process to obtain a cannabis permit from the City of Santee.

I declare under penalty of perjury that the information provided on this form is true and correct and do hereby apply for a permit pursuant to City of Santee Municipal Code, Chapter 7.04, and all other applicable sections of the Municipal Code.

Applicant Signature

Printed Name and Title

Name of Business Entity

Address of Permitted Location

Date

Applicant Signature

Printed Name and Title

Name of Business Entity

Address of Permitted Location

Date

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

State of California
County of _____

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 2024, by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature _____ (Seal)



PROPERTY OWNER CONSENT/LANDLORD AFFIDAVIT

Property Owner Consent/Landlord Affidavit is required for all Applications. If the business owner is the same person/entity as the property owner, the business owner must complete, sign and notarize the Property Owner Consent/Landlord Affidavit form. If the property is owned by an entity, the entity owner must complete, sign, and notarize the Property Owner Consent/Landlord Affidavit.

I certify that I am/we are the record owner(s) of the property at:

Street City State Zip

Accessor Parcel Number (APN)

and that the information filed is true and correct to the best of my (our) knowledge. I/We, as the owner(s) of the subject property, consent to the filing of this application and use of the property for the purposes described herein. I/We further consent and hereby authorize City representative(s) to enter upon my property for the purpose of examining and inspecting the property in preparation of any reports and/or required environmental review for the processing of the application(s) being filed.

BY MY SIGNATURE BELOW, I CERTIFY TO EACH OF THE FOLLOWING:

I am the property owner or am authorized to act on the property owner's behalf, and the information I have provided above is correct. I acknowledge that I have read and understand the information contained herein.

I acknowledge that the proposed commercial cannabis business Tenant (Corporation/LLC/Partnership/Sole Owner) has the legal right to occupy the property, and consent to the business conducting the following commercial cannabis activity at the Property:

- Retail (Storefront)
Retail (Storefront with Deliver)
Microbusiness (with Retail)

I agree to comply with all applicable City Ordinances and State Laws.

SIGNATURE OF PROPERTY OWNER(S):

PRINTED NAME OF PROPERTY OWNER(S) SIGNATURE OF PROPERTY OWNER(S)
PRINTED NAME OF PROPERTY OWNER(S) SIGNATURE OF PROPERTY OWNER(S)

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.

Subscribed and sworn to before me this ___ day of _____, 20_____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me _____.

*NOTARIZATION REQUIRED. This authorization form will not be valid without notarization. The authorization contained in this form automatically expires upon sale or transfer of title to the Property. If sale or transfer of the Property occurs prior to obtaining a business license, the applicant must resubmit this notarized form with approval of the new legal owner(s) of the Property as well as pay any applicable fees. Property Owner authorization must be signed by all Property Owners of the property identified in the Application. Attach additional pages if necessary.

CANNABIS ZONING VERIFICATION LETTER

Date: _____

Business Name: _____

Name of Applicant: _____

Proposed Location:

Address: _____

Accessor Parcel Number (APN): _____

Proposed Land Use: Retail

Microbusiness

Current Zoning of Proposed Location: _____

Does the proposed location meet:

The 900-foot buffer from sensitive use locations in the City of Santee: Yes No

The 600-foot buffer from sensitive use locations outside of the City of Santee: Yes No

Director of Planning and Building/City Planner Signature _____

Date _____

Note: The issuance of a ZVL does not constitute written evidence of permission given by the City or any of its officials to operate a cannabis business, nor does it establish a "permit" within the meaning of the Permit Streamlining Act, nor does it create an entitlement under the Zoning or Building Code. Commercial Cannabis Retail Businesses (CCBs) are required to comply with all applicable development standards outlined in Santee Municipal Code. A regulatory permit for a CCB does not constitute a permit that runs with the land once a cannabis business is established.

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, ADOPTING THE COMMERCIAL CANNABIS RETAIL BUSINESS APPLICATION PROCESS, INCLUDING PROCEDURES, FEES AND APPEAL PROCESS, AND FINDING THE ACTION IS COVERED BY THE PREVIOUSLY ADOPTED MITIGATED NEGATIVE DECLARATION FOR THE SANTEE CANNABIS BUSINESS ORDINANCE PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, in August of 2022, the City Council enacted Ordinance 602, the Cannabis Business Permit Ordinance of the City of Santee (City), codified as Chapter 7.04 of the Santee Municipal Code; and

WHEREAS, at a hearing was held on December 13, 2023, staff presented the draft Commercial Cannabis Retail Business (CCB) Application Process, including Application Procedures and Review Criteria ("Procedures"), fees and related documents to City Council; and

WHEREAS, Santee Municipal Code Section 7.04.130 provides that the Procedures for the City's evaluation of CCB applications shall be established by resolution of the City Council; and

WHEREAS, the Procedures shall provide the process for soliciting applications including time frames, limitations, forms, and rules for completing applications; and

WHEREAS, the review criteria shall include detailed instructions on the methodology to be used to evaluate applications on a point, or other evaluation system, tied to particular sets of criteria; and

WHEREAS, the scoring on review criteria shall be used to determine which candidates will be eligible to proceed to the final selection process as established by resolution of the City Council; and

WHEREAS, the City Manager shall be authorized to prepare any necessary forms and adopt any necessary rules to implement the Procedures; and

WHEREAS, at the time of filing, each applicant shall pay an Application Fee established by resolution of the City Council to cover all costs incurred by the City in the application process; and

WHEREAS, Santee Municipal Code Section 7.04.180 provides that an Annual Renewal Fee shall be established by resolution of the City Council to cover the costs of processing the renewal permit application, together with any costs incurred by the City to administer the program created under this chapter; and

WHEREAS, Santee Municipal Code Section 7.04.230 provides that a Change in

RESOLUTION NO. _____

Information Fee may be established to cover the cost of reviewing an updated application; and

WHEREAS, Santee Municipal Code Section 7.04.240 provides that a Transfer of Ownership Fee shall be established by resolution of the City to cover the cost of reviewing an updated application; and

WHEREAS, Santee Municipal Code Section 7.04.220 provides that a CCB Appeal Fee shall be established by resolution of the City Council to cover all costs incurred by the City in the appeal process; and

WHEREAS, Santee Municipal Code Section 7.04.330 provides that all fees and charges associated with the operation of a cannabis activity shall be established by resolution of the City Council and shall be subject to adjustment in accordance with the Consumer Price Index; and

WHEREAS, Santee Municipal Code Section 7.04.220 provides that appeals relating to denial of a cannabis business permit application; denial of advancement to the final selection process; revocation or suspension of a cannabis business permit; denial of renewal of a cannabis business permit; or the addition of conditions to a cannabis business permit shall be conducted as prescribed by resolution of the City Council and shall be subject to a fee as established by resolution of the City Council; and

WHEREAS, the City Council desires to adopt the Santee Procedures, fees and appeal process attached to this Resolution and incorporated herein.

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

SECTION 1: The Recitals provided above are true and correct and are hereby incorporated into this Resolution.

SECTION 2: The Santee CCB Procedures attached as Exhibit "A" is hereby adopted.

SECTION 3: The Santee CCB Fee Schedule attached as Exhibit "B" is hereby adopted.

SECTION 4: The Santee CCB Appeals Process attached as Exhibit "C" is hereby adopted.

SECTION 5: Pursuant to the requirements of the California Environmental Quality Act ("CEQA"), the City Council adopted a Mitigated Negative Declaration ("MND") and Mitigation Monitoring and Reporting Program for the Santee Cannabis Business Ordinance in July 2022 (State Clearinghouse No. 2022060058), and adopted Ordinance 602 in August 2022. The CCB Application Process involves the adoption of the Procedures and fees for the implementation of the CCB Ordinance of the City of Santee, and is therefore covered by the analysis in the 2022 MND. No subsequent environmental review is required as none of the circumstances in State CEQA Guidelines Section 15162

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have occurred. Further, adoption of the CCB Procedures and fees does not have the potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment and therefore the CCB Application Process is not a “project” as defined by CEQA (Public Resources Code section 21065; CEQA Guidelines section 15378). Any necessary compliance with CEQA for individual projects would be required prior to construction authorization.

SECTION 6: This Resolution shall take effect immediately upon its passage.

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this ____ day of _____, 2024 by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

Exhibit “A” – Santee CCB Procedures
Exhibit “B” – Santee CCB Fee Schedule
Exhibit “C” – Santee CCB Appeals Process

RESOLUTION NO. _____

Exhibit "A"
Santee CCB Procedures



City of Santee

10601 Magnolia Ave
Santee, CA 92071

Email: cannabisinfo@cityofsanteeca.gov

**APPLICATION PROCEDURES AND REVIEW CRITERIA
FOR A COMMERCIAL CANNABIS BUSINESS PERMIT
(RETAIL APPLICATIONS)**

Application Period (45 Days)
OPENS – TBD
CLOSES – TBD

These Application Procedures and Review Criteria apply solely to Cannabis Retail applications. Applicants wishing to operate a Microbusiness with Retail are required to apply for a Cannabis Retail permit, prior to being considered for a Microbusiness permit. Additional information regarding Microbusiness permits is provided in Appendix A.

NUMBER OF PERMITS

During this application period, the City of Santee (City) will allow up to four (4) cannabis retail permits under this process.

RETAIL BUSINESS

- "Retailer" is defined as having a physical location from which commercial cannabis activities are conducted. A retailer's premises may be closed to the public. A retailer may conduct sales exclusive by delivery. (See Section 26070(a)(1) of the California Business and Professions Code and Santee Municipal Code (SMC) Section 7.04.060).

CONTACT

If you have any questions prior to submitting your application or would like an update on the status of your application, please email your questions to cannabisinfo@cityofsanteeca.gov.

APPLICABLE REGULATIONS AND FORMS

Information regarding the Commercial Cannabis Retail Business (CCB) application process can be found on the City's website at <https://www.cityofsanteeca.gov/business/cannabis-business>.

To be considered for issuance of a CCB Permit, applications must be submitted through the City's online permitting system by the deadline. There will be no exceptions. These Application

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Procedures and Review Criteria (hereafter referred to as “Procedures”) constitute the City Council’s adopted Procedures to be used for the City’s evaluation of CCB Permit applications pursuant to SMC Section 7.04.130.

Applicants should monitor the City’s web page (<https://www.cityofsanteeca.gov/business/cannabis-business>) for information on the process. It is the responsibility of the Applicant to stay informed of all information provided on the webpage.

LIMITATIONS ON MULTIPLE SUBMISSIONS

Persons possessing an individual or cumulative ownership interest of ten percent (10%) or more in a retail cannabis business shall be limited to being a part of only one retail application during this application period. Any applications that share an owner of ten percent (10%) or more will be deemed incomplete.

In addition, the City will only accept one application per property. If the City receives more than one application per property, the City will notify the property owner and the property owner will need to notify the City, in writing, which application is authorized.

Without exception, only one retail permit will be issued per property.

CITY’S RESERVATION OF RIGHTS

The City reserves the right to reject any and/or all applications in accordance with these Procedures. The City may modify, postpone, or cancel the opportunity to submit an application for a CCB permit without liability, obligation, or commitment to any Applicant, person, owner, party, firm, organization or other entity of whatever form related to the process. In addition, the City reserves the right to request and obtain additional information from any Applicant in order to conduct a complete review of the application or an investigation into the truthfulness of the statements set forth in the application or provided at any stage of the application process.

APPLICATION PROCESS

APPLICATION SUBMITTAL REQUIREMENTS

Applications must adhere to the requirements in SMC Chapter 7.04.130 and respond to all requirements of these Procedures. Applicants must submit the required application materials (except the application fee) listed below to the City’s online permitting system. As noted below, the application fee must be submitted in person to the City before the application deadline.

1. Cannabis Business Permit Application;
 - A. Business Plan
 - B. Labor and Employment Plan
 - C. Security Plan
 - D. Qualification of Owners
 - E. Neighborhood Compatibility Plan
 - F. Community Benefits and Investment Plan

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G. Proposed Site Plan

2. Financial Responsibility, Indemnity and Consent to Inspection Agreement;
3. Agreement on Limitations of City's Liability and Indemnification to City;
4. Verification of Live Scan background submittal;
5. Property Owner Consent/Landlord Affidavit;
6. Proof of Insurance or Letter of Insurability from the Insurance Company;
7. Proof of Capitalization;
8. Zoning Verification Letter;
9. Application fee. (This fee shall be submitted in person to the City.)

Please note that responses to the Evaluation Criteria, Sections A-G of #1 above and as further described in Appendix A of the Procedures, shall be limited to 125 pages. If the response exceeds 125 pages, points will be deducted. Responses pertaining to Items #2-8 above shall not be included in the 125-page limitation.

The electronic application portal will ask for each of the items (not including the application fee) listed above to be provided as PDF files. Please compile the PDF files as noted above. Responses shall be saved in separate PDF files.

Applicant responses to the Evaluation Criteria (Sections A-G) must be provided in the section order identified in Appendix A. Each section shall be clearly labeled, with responses provided in the appropriate section. Any response to Evaluation Criteria that is not placed within the appropriate section may receive a deduction in points.

CRIMINAL BACKGROUND CHECK

Each owner, operator, investor, manager, and employee of the proposed CCB will be required to pass a criminal history background check as required by SMC Section 7.04.080. For the purposes of this application process, only owners as defined in SMC Section 7.04.060 will be required to submit verification that they have applied for their background verification.

Evidence of a conviction by an owner of any the offenses enumerated below shall be grounds for rejection of the application:

1. A violent felony as defined by California Penal Code 667.5 or equivalent offenses in other states;
2. A felony for hiring, employing, or in transporting, carrying, selling, giving away, preparing for sale, or peddling, any controlled substance; or selling, offering to sell, furnishing, offering to furnish, administering, or giving any controlled substance to a minor;
3. A felony for drug trafficking with enhancements pursuant to Section 11370.4 or 11379.8 of the Health and Safety Code; or
4. A crime involving dishonesty, fraud or deceit, including, but not limited to, fraud, forgery, theft, or embezzlement as those offenses are defined in California Penal Code Sections 186.11, 470, 484, and 504a, or equivalent offenses in other states.

This process will be required to meet the minimum threshold qualifications pursuant to SMC Section 7.04.080.

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Live Scans will be performed by the San Diego County Sheriff's Department (SDCSD) by appointment only. A copy of the Live Scan form is required as part of the application materials. Applicants shall complete all blank fields provided in the "Request for Live Scan Service" form under the "Applicant Information" section. Applicants shall not alter the pre-completed sections of the Live Scan request form, as any modification may result in Live Scan rejection and/or delay by the DOJ or FBI. A separate form shall be filled out for each owner of the business receiving a Live Scan. The bottom portion of the "Request for Live Scan" form must be filled out by the person conducting the Live Scan. Live Scan results will be sent directly to the SDCSD. If, at any point, the SDCSD background investigation determines that one or more of the owners is ineligible pursuant to the SMC, the application will be denied.

ZONING VERIFICATION LETTER (ZVL)

As part of a complete application packet, an Applicant must obtain a Zoning Verification Letter from the Planning & Building Department. To secure this letter, an Applicant must make a written request to the Planning & Building Department, which shall specify the intended use of the building (for example, retail only or part of a microbusiness proposal) and the proposed building location with its assessor's parcel number.

The issuance of a ZVL does not constitute written evidence of permission given by the City or any of its officials to operate a cannabis business, nor does it establish a "permit" within the meaning of the Permit Streamlining Act, nor does it create an entitlement under the Zoning or Building Code. A regulatory permit for a CCB does not constitute a permit that runs with the land once a cannabis business is established.

FEES

All applicants will be required to submit a fee of \$25,711. Payment must be made by a certified check, cashier's check or money order made payable to the City of Santee by 4pm on TBD. Please note that application fees are non-refundable once the City has begun reviewing the application.

A separate fee for the Zoning Verification Letter (ZVL) of \$267 per application will be paid upon submittal of the request to the Planning and Building Department. The Live Scan fee of the actual cost will be assessed by TBD at time of application for the background check by TBD. Additional Live Scan fees will be applicable if the application is approved.

SUBMITTAL DEADLINE

Applications must be submitted through the City's online permitting system by 4:00 pm on Date. Late applications will not be accepted. Furthermore, applications may be rejected for the following, but not limited to, reasons:

1. It does not meet the requirements of the Procedures.
2. The issuance of the Cannabis Business Permit for the proposed location does not comply with State law or SMC.

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INTEGRITY GUIDELINES

The following Integrity Guidelines (“Guidelines”) shall be operative from the start of the adoption of the application procedures, until the completion of Phase IV: City Council Interviews and Final Selection. Each applicant is individually and solely responsible for ensuring compliance with the Guidelines. This responsibility extends to the applicant’s employees, agents, consultants, lobbyists, affiliates, and all other parties or individuals engaged for purposes of developing or supporting the application.

1. Collusive activities among applicants are expressly forbidden and may result in immediate disqualification of any involved parties.
2. Applicants are prohibited from offering promotional outreach, hospitality, gifts, or other like activities directed toward City staff, elected or appointed officials, application reviewers, or consultant(s) hired by the City to assist with the application process (collectively referred to as “City Officials”).
3. All communication related to Phases II – IV cannabis application process with City Officials must be directed to the City designated contact, listed on page 1 of these Procedures. Any attempt to communicate with other City Officials regarding Phases II – IV of the cannabis application process may result in disqualification of the application.
4. Notwithstanding the restrictions on communications set forth in point 3 above, nothing in these Guidelines is intended to restrict or prohibit applicants from communicating with City staff and officials during interviews in Phase III or during an open and public City Council or Commission meeting.
5. Any evidence which indicates an applicant has failed to comply with the Guidelines may result in that applicant’s disqualification. Any questions regarding the Guidelines shall be in writing and shall be transmitted by email to City designated contact.

APPLICATION REVIEW, SCORING, AND APPROVAL PROCESS

PHASE I: DETERMINATION OF ELIGIBILITY

During Phase I, applications will be reviewed by City staff for completeness and compliance to meet the minimum submittal requirements of the Procedures. The determination of eligibility will be based on the criteria outlined in these Procedures. City staff may issue clarifications of these Procedures in writing, and any such clarifications will be posted on the City’s webpage (<https://www.cityofsanteeca.gov/business/cannabis-business>) and shall go into full effect immediately upon being posted on the website. A determination that an application is not eligible for advancement from Phase I to Phase II is subject to appeal in the manner and within the time frame prescribed by resolution of the City Council in accordance with SMC 7.04.220.

PHASE II: APPLICATION EVALUATION AND REVIEW (1,200 points)

During Phase II, City staff will review and score each application using a merit-based system. Applicants will be scored and ranked using the following evaluation criteria identified in Appendix A:

- Section A – Business Plan (400 points)
- Section B – Labor and Employment Plan (400 points)
- Section C – Security Plan (400 points)

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The top applicants from Phase II, as determined by the City Manager, may be eligible to advance to Phase III. The decision as to how many applicants will advance will be determined in the City Manager's sole discretion based on the quantity and the quality of applications the City receives. Notice of the individual application results of Phase II will be provided via email to the primary contact listed on the application. After the conclusion of Phase II, the points assigned to each applicant will be reset. A determination that an application is not eligible for advancement from Phase II to Phase III is subject to appeal in the manner and within the time frame prescribed by resolution of the City Council in accordance with SMC 7.04.220.

PHASE III: INTERVIEWS (1,600 points)

During Phase III, a Staff Evaluation and Interview Committee (Committee) designated by the City Manager will conduct a merit-based interview process. Applicants will be scored using the following evaluation criteria identified in in Appendix A:

- Section D – Qualifications of Owners (500 Points)
- Section E – Neighborhood Compatibility (400 Points)
- Section F – Community Benefits and Investments Plan (450 Points)
- Section G – Proposed Site Plan (250 Points)

The City reserves the right to impose requirements on the interview process prior to conducting the interviews, and the City may issue written instructions regarding the manner in which the interviews are conducted.

Upon the completion of Phase III, the Committee will tabulate the scores of all Applicants from Phase III to create a preliminary ranking, which will form the basis for determining who will be invited to participate in Phase IV. The ranking will only be based upon the scores received during Phase III. No more than ten applicants will advance to Phase IV with the final number of applicants (i.e., ten or less) determined at the City Manager's sole discretion based on the overall quantity and quality of Applicants under consideration. After the conclusion of Phase III, the points assigned to each applicant will be reset.

Prior to the tabulation of scores in Phase III, the City reserves the right to request and obtain additional information from any applicant, for purposes of clarifying or validating information provided during Phase III interviews. The City Manager may review the totality of the information received, including any additional information received, to determine which applicants are authorized to participate in Phase IV. A determination that an application is not eligible for advancement from Phase III to Phase IV is subject to appeal in the manner and within the time frame prescribed by resolution of the City Council in accordance with SMC 7.04.220.

PHASE IV: CITY COUNCIL INTERVIEWS AND FINAL DECISION

Upon the completion of Phase III, the City Manager will present to the City Council, at a properly noticed public meeting, the qualifying Applicants that advanced from the Phase III process. The presentation of Applicants by the City Manager shall exclude the Phase I-III scores and rankings. However, the information provided by the Applicants in Phase I-III will be made available to the City Council for purposes of its interviews and final decision.

During Phase IV, the City Council will interview Applicants and make a final determination as to which Applicant(s) will be awarded a CCB permit. **In making this decision, the City Council**

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has full discretion over which Applicant(s), if any, will be awarded a CCB permit, consistent with the purposes and intent of the City's Cannabis Business Permit Ordinance. In making this decision, the City Council shall not be limited by the specific Evaluation Criteria identified in Appendix A or these Procedures. Each Applicant should be prepared to conduct a brief presentation and answer questions from the City Council. Further details as to the date, time, place, and length of presentation will be provided prior to the date of public meeting.

In addition to reserving all of its rights, the City Council expressly reserves the right to consider microbusinesses for purposes of making final determination as to whether to award a CCB permit. In addition, the City also expressly reserves the right to award a lesser number of CCB Permits than the maximum allowed under the application process, or to award no permits at all. Any decision made by the City Council to award or not to award a cannabis permit shall be final and shall not be subject to appeal. Notice of the individual application results of Phase IV will be provided in writing via email to the primary contact listed on the application.

After the City Council has made a determination as to which, if any, Applicants may be awarded a CCB permit, the selected Applicants shall enter into a Community Benefit Agreement with the City setting forth the terms and conditions under which the cannabis business will operate that are in addition to the requirements of the SMC within 30 days of being notified of the City Council's intent to issue the CCB permit. The Community Benefit Agreement must be approved by the City Council before the CCB permit may be issued.

Any Applicant wishing to appeal final completeness or selection determination made in Phases I through III of the application Process may file an appeal with the City Clerk's Office within ten (10) days of the Applicant receiving a notice that they will not move forward in the application process. Such appeals shall comply with the requirements of SMC Section 7.04.220 or procedures established thereunder and is subject to an appeal fee. Any decision made by the City Council during Phase IV to award or not award a cannabis permit shall be final and shall not be subject to appeal.

NOTE: Being awarded a CCB permit does not constitute a land use entitlement and does not waive or remove the requirements of applying for and receiving permits for all construction including: electrical, plumbing, fire, Planning & Building Department permits or reviews, and any other permits, licenses, or reviews as deemed necessary by the relevant departments or governmental entities in charge of said permits. Nor does the award of a CCB permit guarantee that the plans submitted via the CCB application process meet the standards or requirements in SMC Titles 11 and 13 and any other permit requirements from other City departments or agencies. Those awarded a CCB permit will be required to demonstrate compliance with all development standards outlined in SMC Title 13.

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APPENDIX A: EVALUATION CRITERIA

Public Records Act

The City of Santee is a public agency subject to the California Public Records Act ("CPRA"). Subject to review by a court of competent jurisdiction, the City shall make all determinations under the CPRA regarding when any record is required to be disclosed under the CPRA or when a record may be non-disclosable because an exemption to disclosure under the CPRA or other law applies. Depending on the circumstances, a particular record may be disclosable, permanently non-disclosable or may be non-disclosable at a particular phase of the application process and then disclosable during a later phase. By submitting any application, an Applicant acknowledges the applicability of the CPRA to this process, and agrees that the City, subject to judicial review, is the sole decision maker regarding compliance with the CPRA. Applicants should assume that anything submitted to the City as part of this process may become a disclosable public record.

Microbusiness Applicants

Responses to Evaluation Criteria Sections A-G shall focus primarily on storefront retail operations. Applicants intending to operate cannabis microbusiness operation shall communicate this intent through the Commercial Cannabis Business Permit Application form, under the section entitled "Applicant (Entity) Information." No additional information regarding proposed microbusiness operation is required in Applicant written responses to Sections A-G of the Evaluation Criteria. Nothing within the Procedures prohibits an Applicant from providing information relating to their microbusiness operations in their written responses. However, Applicants should be aware that no additional points will be awarded during Phase II to Applicants who provide information related to proposed microbusiness operation in their written responses. For Applicants selected to progress to Phase III interviews, the City reserves the right to ask questions related to proposed microbusiness operation, if the Applicant selected one or both of these options on the application form.

PHASE II EVALUATION

Important Instructions:

- Evaluation Criteria identified in Sections A-C will be scored based upon Applicant written response. Points may be deducted for responses that fail to meet State/local regulatory requirements, or best practices for the cannabis industry.
- Applicant responses to the Evaluation Criteria must be provided in the same order identified in Sections A-C below. Each section shall be clearly labeled, with responses provided within the appropriate section. Any response to Evaluation Criteria that is not placed within the appropriate section will receive a deduction in points.
- Any commitments made by an Applicant during the evaluation process will become terms and conditions under which the cannabis business must operate. Applicants awarded a permit that fail to meet commitments made during the evaluation process may have their cannabis business license suspended or revoked by the City.

SECTION A: BUSINESS PLAN (400 points)

1. **Finances** – Application includes a budget for construction, operations, maintenance, compensation of employees, equipment, property lease, security equipment and staff, City fees, state fees, utility costs, product purchases and other anticipated contingency costs. The budget must demonstrate sufficient capital in place to pay startup costs and at least three months of operating costs, as well as a description of the sources and uses of

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funds. The application must also address the following:

- A. Proof of capitalization, in the form of documentation of cash or other liquid assets on hand, Letters of Credit or other equivalent assets. (*Note: Proof of Capitalization shall be submitted in a separate PDF file. See "Application Process" section for more information.*)
 - B. A pro forma for at least three years of operations.
 - C. A schedule for beginning operation, including a narrative outlining any proposed construction and improvements and a timeline for completion.
 - D. A letter from a bank, credit union, or similar financial institution stating that the cannabis applicant has, or will be provided, access to banking services. This letter should be within the last calendar month.
2. Daily Operations – The application describes the day-to-day operations of the proposed retail business. This shall include, at a minimum, a description of the following criteria:
- A. Customer check-in procedures.
 - B. Location(s) and procedures for receiving deliveries during business hours.
 - C. The Point-of-Sale system, including the name of the system, to be used and how it will interact with the state's mandated track and trace system. Locate and identify the number of Point-of-Sales terminals to be used when the business is at full capacity.
 - D. The expected number of customers to be served per hour/day.
 - E. The proposed product line, including brand names, to be sold at the business, and estimate the percentage of sales of flower and manufactured products.
 - F. How the Cannabis Business will conform to local and state laws. See SMC Section 7.04.360 for local requirements pertaining to retail establishments in the City of Santee.
 - G. How cannabis and cannabis products will be tracked and monitored to prevent diversion.
 - H. The proposed waste management plan, including waste disposal locations and security measures.

SECTION B: LABOR AND EMPLOYMENT PLAN (400 points)

1. Number of Employees – The application identifies the number of employees at initial opening and the maximum number of employees when the business is at full capacity.
2. Employee Responsibilities – The application identifies all positions to be employed at the proposed business, their responsibilities, and the salary ranges for those employment positions.
3. Employee Benefits – The application identifies the benefits provided to employees, including health care, vacation, and medical leave, to the degree they are offered as part of employment.

SECTION C: SECURITY PLAN (400 points)

1. Qualified Security Professional – The application includes a security plan prepared by a qualified professional that meets or exceeds all the security requirements of SMC Section 7.04.320 and state law. The security plan can be prepared with in-house staff or a third-party security consultant but must clearly demonstrate that it meets the professional

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standards requested to receive the appropriate points for each criterion in this section. The qualifications of the person(s) preparing the security plan must be provided, for verification that they are able to meet these standards.

2. Premises Diagram – The application includes a Premise Diagram in the Security Plan that meets the following requirements:
 - A. The diagram meets all of the standards identified in Department of Cannabis Control (DCC) California Code of Regulations (CCR) Title 4, Division 19, §15006 Premises Diagram.
 - B. The diagram shows the boundaries of the property and the proposed location to be licensed, showing all dimensions, entrances and exits, interior partitions, walls, rooms, windows, and doorways, and includes a brief statement or description of the principal activity to be conducted therein.
 - C. The diagram shows and identifies commercial cannabis activities that will take place in each area of the premises and identifies all limited-access areas.
 - D. The diagram shows where all cameras are located and assigns a number to each camera for identification purposes.
 - E. If the proposed location consists of only a portion of a property, the diagram is labeled indicating which part of the property will be used for the licensed premises and what activities will be used for the remaining property.
3. Operational Security – The application includes a description of operational security, including but not limited to general security for access/visitor control and inventory control.
4. Cash Handling – The application includes a description of cash handling procedures, including the process for receiving, tracking, storing and transporting cash generated by the retail business.
5. Perimeter Security – The application includes a description of perimeter security, exterior lighting, on-site security guards, proposed guard hours and their responsibilities.
6. Employee Training and Policies – The application includes a description of employee training and general security policies.

PHASE III EVALUATION

Important Instructions:

- During Phase III Interviews, Applicants will be asked questions related to some or all of the Evaluation Criteria Sections D-G.
- Due to the time limitation of interviews, Phase III questions may not address all of the criteria identified within each Section D-G, and the City reserves the right to develop Phase III questions in its sole discretion.
- Scoring for this phase will be based upon information conveyed verbally by Applicants, in response to the questions asked. Any scoring for Section G may also consider photographs, site plans, and other visual depictions provided by Applicants.
- All Applicants will be asked the same questions and be provided the same amount of time for response.
- Any commitment made by an Applicant during the Phase III Interview process may, in the City's sole discretion, become a condition on the business permit, if issued.

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- Phase III scoring is independent of results from Phase II. Phase II scoring resets to zero when Phase III commences.

SECTION D: QUALIFICATION OF OWNERS (500 points)

1. Describe the business owner's prior experience in owning, managing, and operating a legally permitted or licensed retail cannabis business in the United States. *For purposes of this section, owner has the definition provided in SMC Section 7.04.060.*
2. Describe the owner and/or team's overall knowledge of the cannabis industry, including identification of how industry best practices and State regulations have been incorporated in existing/prior legal businesses outside the City of Santee.
3. Describe the involvement of the ownership team in the day-to-day operation and management of the proposed business.

SECTION E: NEIGHBORHOOD COMPATIBILITY PLAN (400 points)

1. Describe how the business will take proactive steps to avoid becoming a nuisance or having negative impacts on its neighbors or surrounding community. Additionally, describe how the business will react and respond to complaints specifically related to noise, light, odor, public consumption, loitering, littering, and vehicle and pedestrian traffic, including the business's plan for the use of social media to monitor and respond to complaints.
2. Describe the policies that you would implement, and how you would enforce these policies, to ensure your cannabis products do not end up in the hands of underage youth.

SECTION F: COMMUNITY BENEFITS AND INVESTMENT PLAN (450 points)

1. Describe the benefits that the business will provide to the local community, for example by directly aiding, participating in, or funding the work of local non-profits, community-based organizations, civic organizations, or social services organizations ("Community Organizations"). *Note: Applicants should not identify any specific Community Organization at this time/or provide commitment letter(s) from local Community Organizations in the application submittal. This section is only intended to capture the overall commitment of Applicants to fund or support local community-based activity in general.*
2. Identify the minimum wage that will be offered to employees of the proposed business, excluding tips and gratuities. If entry-level employees are salaried, the Applicant shall divide the minimum annual salary by 2,087 hours to arrive at an hourly rate.
3. Describe the Applicant's plans for local outreach to City of Santee residents for open positions, and any other actions proposed by the Applicant that are intended to benefit the local workforce and/or Applicant's local employees. Identify the anticipated minimum percentage of total annual payroll hours that will be performed at the business by City of Santee residents.

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4. The Community Benefits and Investment Plan shall also include a description of the direct fee that will be offered to the City, expressed as a percentage of annual gross receipts. The City anticipates a minimum of 5% of annual gross receipts.

SECTION G: PROPOSED SITE PLAN (250 points)

1. Provide the following information about the existing site:
 - A. Physical address;
 - B. Narrative description of the existing site, including building(s), parking spaces, driveways, pedestrian sidewalks/rights-of-way,
 - C. Photographs of the existing property and building(s);
 - i. Note: Photographs of building interior are not required.
 - D. Description of how the site is currently being used;
 - E. Description of any businesses currently operating on the parcel (if any), and any parcels directly adjacent to the existing site.
2. Provide the following information about the proposed site:
 - A. A site plan, drawn to scale, of the proposed business showing perimeter fencing, driveways, streets, property lines, buildings, parking areas, and outdoor areas.
 - B. A narrative description of proposed site improvements, including façade rehabilitation, building expansion, parking, landscaping, fencing, or other exterior site improvements;
 - i. Note: Descriptions of interior site improvements are not a requirement of this section.
 - C. Visual depictions of the proposed exterior of the cannabis business.
3. Describe how the proposed modifications and utilization of the site for cannabis retail activity will impact the public health, safety, welfare, environmental quality, and/or quality of life in the surrounding area.

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Exhibit "B"
Santee CCB Fee Schedule

Cannabis Business Permit Fee Schedule	
Fee Name/Type	Fee
Application Fee	\$ 25,711
Zoning Verification Letter	\$ 267
Annual Renewal Fee	\$ 27,749
Annual Compliance Fee (pass through)	Actual Cost
Change in Information Fee (deposit)	\$ 1,000
Transfer of Ownership Fee (deposit)	\$ 1,000
Appeal Fee	\$ 7,319
Criminal Background Investigation Fee (pass through)	Actual Cost

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Exhibit "C"
Santee CCB Appeals Process

Santee Cannabis Business Permit Appeals Process

Any appeal right provided for in Santee Municipal Code Section 7.04.220 must be conducted as set forth below. This Appeals Process does not govern appeal rights set forth in other sections or chapters of the Santee Municipal Code.

I. Submission of Appeal.

- a. An applicant or permittee may appeal a decision to deny advancement in the selection process at each phase of the process leading to (but not including) the final selection phase by the City Council; to revoke or suspend a cannabis business permit; to deny the renewal of a cannabis business permit; or to add conditions to a cannabis business permit by filing with the City Clerk a written appeal within 10 calendar days from the date of service of the notice of decision or action.
- b. The appeal shall be in writing and signed by the person making the appeal, or the person's legal representative, and shall contain the following:
 - i. The name, address, telephone number of the appellant;
 - ii. A statement of whether the appellant is an applicant, owner, or permittee of a cannabis business;
 - iii. A true and correct copy of the notice of the decision or action issued that the appellant is appealing;
 - iv. A specific statement of all of the reasons and grounds for making the appeal in sufficient detail to enable the hearing officer to understand the nature of the controversy and the basis of the appeal; and
 - v. All documents or other evidence pertinent to the appeal that the appellant requests the hearing officer to consider at the hearing.
- c. At the time of filing, the appellant must pay the designated appeal fee, which shall be established by resolution of the City Council.
- d. In the event a written appeal is timely filed, the denial, revocation, suspension, nonrenewal, or addition of conditions is not effective until a final order has been rendered and issued by the hearing officer in accordance with and in the timeframes established by this resolution.
- e. If no timely, proper written appeal is filed in the event of a decision of denial (i.e., relating to a new application or renewal application, or advancement

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to the final selection process), the decision is final. In the event the renewal is denied and no timely, proper written appeal is filed, the permit, and any associated rights, terminates at the end of the permit's term.

- f. If no timely, proper written appeal is filed in the event of a suspension or revocation, the decision is final. The suspension or revocation is effective upon the date of the expiration of the period for filing a written notice of appeal.
- g. If no timely, proper written appeal is filed in the event of the addition of conditions to a cannabis business permit, the decision to add the conditions is final. The additional conditions are effective upon the date of the approval of the permit.
- h. Failure of the applicant or permittee to file a timely and proper appeal, or pay the requisite fee, is a waiver of the right to appeal the decision and a failure to exhaust all administrative remedies. In this event, the decision is final and binding.

II. Hearing Procedure.

- a. The City will retain a hearing officer(s) through a request for proposal process to hearing all appeals commenced under the procedures established by this resolution.
- b. Upon receipt of the written appeal, the City Clerk, in their sole discretion, shall choose the date and set the matter for a hearing before the hearing officer. The City Clerk's notice will inform the appellant of the date, time, and location of the hearing. Once set, the hearing date shall only be continued by the hearing officer upon a written showing for good cause by the requestor. For purposes of this subsection, the term "good cause" means the hearing date must be continued due to circumstances outside of the requestor's control. The appeal must be held within a reasonable time after the date of filing of the appeal.
- c. Upon selection of a hearing officer and date, the City Clerk will submit to the hearing officer the appellant's appeal and documentation, if any. This shall constitute appellant's written submittal to the hearing officer. The City may submit its own written response to the appeal along with any evidence it wishes the hearing officer to consider, if any, at least three (3) calendar days before the hearing.
- d. The hearing officer will preside over the appeal in accordance with the rules stated herein. The hearing officer will conduct its review of the decision to determine whether there was an abuse of discretion. Abuse of discretion is established if the City has not proceeded in a manner required by law. The hearing officer does not substitute their judgment for that of any application reviewer, evaluator, or scorer, nor re-weigh the evidence or rescore an

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application. If the hearing officer determines that there was an abuse of discretion, the decision shall be deemed canceled.

- e. The hearing shall be conducted as follows:
 - i. No new matter or evidence shall be received or considered by the hearing officer that was not addressed or identified in the appeal unless the appellant can show why such new matter or evidence could not with due diligence have been argued or produced at the time of filing the appeal.
 - ii. Appellant bears the burden of proof to establish that the City abused its discretion by issuing the decision.
 - iii. At the hearing, the parties may present arguments and evidence relevant to the decision appealed. Formal rules of evidence and procedure applicable in a court of law shall not apply to the hearing. However, rules of privilege are applicable to the extent they are permitted by law; and irrelevant, collateral, and repetitious evidence may be excluded.

III. Hearing Officer's Decision.

- a. No later than fifteen (15) calendar days following conclusion of the appeal hearing, and after considering all of the arguments and evidence submitted at the hearing, the hearing officer will determine whether the issuance of the decision constituted an abuse of discretion.
- b. The hearing officer must issue a written decision containing findings and analysis supporting their decision to uphold or reverse the decision, and any other finding that is relevant or necessary to the subject matter of the appeal.
- c. The decision of the hearing officer is final. The decision must contain the following statement: "The decision of the hearing officer is final. Judicial review of this decision is subject to the time limits set forth in California Code of Civil Procedure Section 1094.6."
- d. A copy of the hearing officer's decision must be served by first class mail on the appellant. Failure of a person to receive a properly addressed hearing officer's decision does not invalidate any action or proceeding by the City pursuant to the rules stated herein.

MEETING DATE March 27, 2024

ITEM TITLE GENERAL FUND RESERVE POLICY DISCUSSION. PRESENTATION OF DRAFT POLICY.

DIRECTOR/DEPARTMENT Heather Jennings, Director of Finance *HJ*

SUMMARY

Unrestricted fund balance is the accumulation of excess revenue collected over a period of time that is not otherwise committed or assigned. The General Fund Reserve is a measure of the unrestricted fund balance that is held and not available for operating expenses. A General Fund Reserve Policy assists the City in mitigating risk by providing a back-up for revenue shortfalls or unexpected expenditures as needed. It is a City Council commitment to prudent fiscal management and provides the framework for how and when the reserve can be used. A General Fund Reserve Policy is also helpful in providing liquidity and is important for a city's credit rating.

On February 28, 2024, staff presented to the City Council information related to creating a formal General Fund Reserve Policy. City Council received the report and provided staff with direction in the areas of the type and desired level of a reserve, how and when funds could be used, and a replenishment plan in the case reserve funds were depleted. This draft policy addresses the recommendations presented by City Council at that meeting. Once the final policy is determined, staff will provide a final version for City Council adoption.

ENVIRONMENTAL REVIEW

This item is exempt from environmental review under the California Environmental Quality Act ("CEQA") by CEQA Guidelines section 15061(b)(3).

FINANCIAL STATEMENT

There is no financial impact at this time.

CITY ATTORNEY REVIEW

N/A

Completed

RECOMMENDATION *MSB*

Receive draft General Fund Reserve Policy and discuss aspects of the draft policy and make revisions as needed.

ATTACHMENTS

Draft Reserve Policy

Reserve Discussion Staff Report (2-28-2024)

DRAFT POLICY
GENERAL FUND RESERVE POLICY
CITY COUNCIL MEETING
MARCH 27, 2024

PURPOSE

The General Fund accounts for all resources except for those where a separate fund is necessary for legal and administrative purposes. The primary sources of income for the City's General Fund include property tax, sales tax, charges for services, and franchise fees. The primary uses include public safety, public works, and other salaries and benefits.

Unrestricted fund balance is the accumulation of excess revenue collected over a period of time that is not otherwise committed or assigned. The General Fund Reserve is a measure of the unrestricted fund balance that is held and not available for operating expenses. A General Fund Reserve Policy assists the City in mitigating risk by providing a back-up for revenue shortfalls or unexpected expenditures as needed. It is a City Council commitment to prudent fiscal management and provides the framework for how and when the reserve can be used. A General Fund Reserve Policy is also helpful in providing liquidity and is important for a city's credit rating.

POLICY

General Fund Operating Reserve

The General Fund Operating Reserve represents unrestricted resources available for appropriations by the City Council to address unanticipated, extraordinary needs. It is City Council's intention to maintain twenty percent (20%) of the annual General Fund budgeted operating expenditures in this reserve. The calculation will be based on budgeted operating expenditures and will be calculated each time an updated budget is presented to City Council.

Supplemental General Fund Operating Reserve

The Supplemental General Fund Operating Reserve is in addition to the General Fund Operating Reserve. This reserve is to be utilized for unexpected non-budgeted items that fall outside the current City Council priorities. This reserve will be funded by up to a one percent (1%) assignment of surplus unrestricted fund balance that is greater than twenty-two percent (22%) of General Fund budgeted operating expenditures (depending on availability). The 1% assignment will continue until the reserve reaches five percent (5%) of General Fund budgeted operating expenditures.

Other Funds

Other funds that have an unrestricted fund balance for the purpose of actuarial calculations and emergency fiscal situations include, but are not limited to, Worker's Compensation, Risk Management, Vehicle Replacement, and Technology Replacement. The unrestricted fund balances within these funds are committed for the use described by the fund.

Use of Reserves

General Fund reserve allocations are eligible for use at the discretion of the City Council at a time of unforeseen fiscal need. Such determinations will be made by the City Council on a case-by-case basis. Authorized use of reserves will require a City Council majority vote.

All fund balances of funds other than the General Fund that are not legally restricted for a specific purpose, also are eligible for use at the discretion of the City Council at a time of unforeseen fiscal need. Authorized use of reserves will require a City Council majority vote.

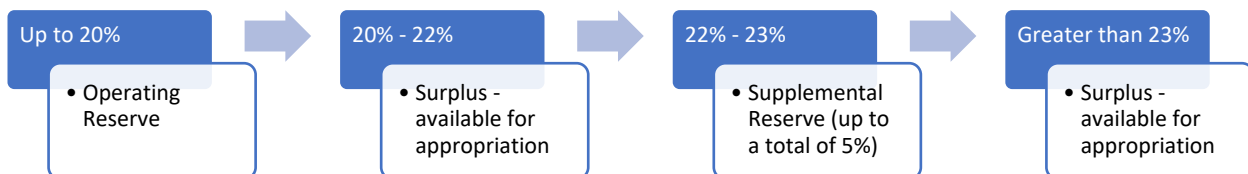
Calculation of Reserves

In determining whether General Fund reserves meet the goals of this policy, they will be measured as a percentage of General Fund budgeted operating expenditures. For this purpose, operating expenditures will exclude transfers to other funds, prior year carried forward appropriations, as well as special projects that by their nature would not be considered ongoing operational expenditures.

Replenishment of Reserves

When reserve funds are used and the levels fall below the policy levels as described herein, a plan will be developed to replenish the reserves to their prior levels. This plan will seek to return the reserves to their policy level within one (1) to three (3) years. If the reduction of the General Fund Operating Reserve is more than can be replenished within three years, the City Manager and the Director of Finance will present a plan to incrementally replenish the reserve back to the minimum 20% level. Funds will be replenished through the budget process.

Unrestricted Fund Balance Diagram – (percentage based on budgeted operating expenditures)



STAFF REPORT GENERAL FUND RESERVE POLICY DISCUSSION

CITY COUNCIL MEETING FEBRUARY 28, 2024

PURPOSE

The General Fund accounts for all resources except for those where a separate fund is necessary for legal and administrative purposes. The primary sources of income include property tax, sales tax, charges for services, and franchise fees. The primary uses include public safety and public works and other salaries and benefits.

Unrestricted fund balance is the accumulation of excess revenue collected over a period of time that is not otherwise committed or assigned. The General Fund Reserve is a measure of the unrestricted fund balance that is held and not available for operating expenses. It assists the City in mitigating risk by providing a back-up for revenue shortfalls or unexpected expenditures as needed. A General Fund Reserve is also helpful in providing liquidity and is important for a city's credit rating.

What is a Reserve policy? A Reserve Policy is a City Council commitment to prudent fiscal management. It provides the framework for how and when the reserve can be used. The General Fund Reserve is intended to help the City when faced with the challenges of a changing economic environment or to cover unanticipated cost or fund one-time unbudgeted necessary costs. It is also a safety net in the event of a circumstance requiring an immediate response, such as a natural disaster or other catastrophic event.

The Government Finance Officers Association (GFOA), an international organization that promotes the professional financial management of governments for the public interest, recommends that governments establish a formal policy defining the level of unrestricted fund balance to be held. The adequacy (amount) of unrestricted fund balance should take into account each government's own unique circumstances. Things to consider when determining adequacy include revenue volatility, infrastructure risks, natural disasters/extreme events, expenditure volatility, and liquidity.

Revenue Volatility - The City of Santee has experienced steady revenue growth over the years in its two major revenue sources, property tax and sales tax. The two revenue sources make up 72% of General Fund revenues. Because of this, the City has exposure if either, or both, revenue sources were to experience a decline.

Infrastructure - Infrastructure risks in Santee include bridges, corrugated metal pipe (CMP) failures, storm drains, roads and road safety, and city buildings. A major failure would likely require significant amounts of money to be available for immediate repairs.

Natural Disasters/Extreme Events- The City of Santee is vulnerable to natural disasters such as earthquakes, wildfires, flooding, civil disorder, terrorism threats, and drought. These situations could result in the interruption of critical services, infrastructure repairs, as well as the need to provide shelter for the City's citizens.

Expenditure Volatility – The City is also subject to expenditure volatility, primarily with CalPERS pension costs, the San Diego County Sheriff's public safety contract, and potential lawsuits.

Liquidity – It is important for the City to have access to cash in case of an emergency. By having a reserve, this cash is set aside and is available for use if needed.

GFOA best practices also recommend, at a minimum, that general-purpose governments, regardless of size, maintain an unrestricted fund balance of no less than two months of regular general fund operating revenues or expenditures. Two months translates to 16.67% in reserves. Other best practices include defining the requirements warranting the use of reserves, such as a Council majority vote. In addition, a general fund policy should have a solid replenishment plan if it falls below the threshold, typically a one-to-three-year plan to replenish.

BACKGROUND

The City of Santee currently holds a 20% reserve. This is not a formal policy but approved each year in the budget resolution. Amounts over the 20% threshold are then available for Council appropriation, typically for one-time uses.

The City of Santee also holds excess funds in other areas that act as reserves, the Worker's Compensation Fund, the Risk Management Fund, and the Vehicle Replacement Fund. These informal reserves help to protect the General Fund from unforeseen emergencies and provide solid financial planning. The City has made solid efforts to maintain these reserve balances and replenish them as needed.

DISCUSSION

There are several benefits to having a reserve policy. Some benefits include stable service delivery, availability for meeting future needs, protection from financial instability, liquidity, and its importance for the City's credit rating.

There are several types of “standard” reserves. The main type is an Operating Reserve. This reserve mitigates financial and service delivery risk due to unexpected revenue shortfalls or unanticipated critical expenditures. This reserve is typically used for one-time, emergency needs.

An Economic Contingency Reserve is another type of reserve, typically in conjunction with an Operating Reserve, that specifically provides further protection from catastrophic economic situations. This reserve would be available for use in extraordinary circumstances, typically when an “economic trigger” is satisfied, such as a large drop in sales or property tax, State takeaways, or large expenditure items. If needed and as a last result, this type of reserve is there to help fund City services through poor economic cycles.

A Catastrophic Event Reserve would be similar to the previous Economic Contingency Reserve but restricted for unanticipated expenses from a natural disaster or other unforeseen event.

Another type of reserve worth mentioning is an “assignment.” Assignments are rules applied to excess fund balance. Typically, these funds are used to build up funding for a project or program. Assignments can be part of the budget or a percentage of the surplus. For example, a common assignment is to assign 25-50% of surplus fund balance to fund certain CIP projects, or to pay down a city’s CalPERS unfunded liability. It should be noted that adding a “rule” to budget preparation could be detrimental during times of lower-than-normal revenues or higher-than-normal expenditures by limiting the development of the budget by restricting flexibility. Assignments are different than reserves in that they are a mechanism for building up funds with the intention of using the funds at a later date. There are countless types of assignments. The most common include pension cost, information technology replacement, facilities maintenance, and capital projects.

As mentioned previously, the City holds a 20% reserve that is adopted during the budget process. It is structured to encompass any event because it is not restricted to a type of situation. The current reserve can be accessed through a majority vote by the City Council. The City’s 20% reserve amount is also greater than GFOA’s minimum best practice amount of 16.67%.

RECOMMENDATION

The City would benefit by establishing a formal policy, stating its intention to protect the City if an unforeseen situation occurred. Staff would like to highlight the following topics for City Council discussion and will come back to City Council with a written policy(s) if that is the direction given.

1. Discuss levels of risk and determine what type and level of reserve the City should have. The City’s current 20% operating reserve functions well and is flexible to use for any extreme situation. Increasing the minimum operating reserve or adding

an additional type of reserve would enhance the City's fiscal management and further protect the City from unforeseen events. As discussed earlier, the City is exposed to risk in many areas. The largest risk would be devastation from a natural disaster or the failure of certain infrastructure. While funding might be available through a federal emergency declaration, this stands out as a significant risk due to the potential cost to rebuild and the immediate need of funds.

2. Discuss what circumstances warrant the use of funds. This can be formalized within the policy or not. Typically, for specific types of reserves, there is a quoted trigger. For example, with an Economic Contingency Reserve, a 5% decrease in both property tax and sales tax would equate to \$2.1 million (\$1.25 million and \$861,853, respectfully). This would be a reasonable trigger. Along with reducing budgets, the City might need assistance from this type of reserve to continue to provide services to its citizens on a temporary basis until other measures can be established. For an Emergency Reserve, the condition might be as simple as City Council declaring an emergency. For a general Operating Reserve, having a formal trigger might be difficult to determine based on the general nature of this type of reserve.
3. Determine a replenishment plan for when reserve funds are depleted. GFOA recommends that when funds are taken out of a reserve that they are replenished based on an already established timeline determined by the Council policy. This protects the reserve and provides focus for future funding. An example of a replenishment plan might be a one-to-three-year timeline, depending on the severity of the situation. For an Economic Contingency Reserve, this could also include wording that states the timeline is not activated until revenues return to their amounts prior to the economic downturn. For large catastrophes, the timeline could be extended.
4. Discuss any requested "assignments" and how they may be used to assist the City in reaching its goals. As mentioned, the recommended use of a formal assignment would be to identify a percentage, or dollar amount, of excess unrestricted fund balance to be set aside for a certain project or program.

MEETING DATE March 27, 2024

ITEM TITLE RESOLUTION AUTHORIZING THE TRANSFERS AND APPROPRIATIONS OF VARIOUS FUNDS TO THE TOWN CENTER COMMUNITY PARK – ARTIFICIAL TURF REPLACEMENT PROJECT, AND AWARD OF A CONTRACT FOR SYNTHETIC TURF REPLACEMENT AT TOWN CENTER COMMUNITY PARK EAST TO FIELDTURF USA, INC. – A TARKETT SPORTS COMPANY, UTILIZING THE MASTER AGREEMENT BETWEEN THE COOPERATIVE COUNCIL OF GOVERNMENTS, INC. (“CCOG”), FIELDTURF USA, INC., AND EQUALIS GROUP LLC

DIRECTOR/DEPARTMENT Nicolas Chavez, Community Services



SUMMARY

The existing synthetic turf fields were installed in 2010, as part of Phase 2 of the development of Town Center Community Park. The fields have been used by various user groups 84% of the days since the opening in 2010. Regular users consist of American Youth Soccer Organization 341 (AYSO 341), Santee Ravens Pop Warner Football & Cheer, Santee Aviators Youth Lacrosse, My NFL Youth Flag Football, Peninsula Women’s Soccer, On the Clock Sports, and others. A variety of regional tournaments are also hosted at the fields throughout the year. With regular care and maintenance, the existing fields have outlasted the typical life expectancy of synthetic turf sports fields. However, the fields are now in poor condition and need to be replaced for use of the fields to continue.

The City has received a Neighborhood Reinvestment Program grant from San Diego County Supervisor Joel Anderson’s office in the amount of \$100,000.00. Various sports user groups have donated \$31,000.00 towards this project. Staff is requesting the donations received be appropriated to the FY 2024-28 Capital Improvement budget for Town Center Community Park – Artificial Turf Replacement. Staff has identified \$134,378.00 in the FY 2023-24 Community Services Department budget, as well as \$3,350.00 in the Recreation Revolving budget to assist in funding this project. At the February 28, 2024 City Council meeting, the amended FY 2023-24 Operating Budget was approved, which included additional funding of \$620,000.00 to fully fund the replacement of two synthetic turf fields at Town Center Community Park East.

Neighborhood Reinvestment Grant Program	\$100,000.00
User group donations	\$31,000.00
AYSO 341	\$5,000.00
My NFL Youth Flag Football	\$25,000.00
Santee Aviators Youth Lacrosse	\$1,000.00
Community Services budget savings	\$134,380.00
Recreation Revolving Fund budget savings	\$3,350.00
Recreation Revolving Unrestricted Fund balance	\$26,000.00
CIP Mid-Year transfer	\$620,000.00
CIP Sports Field Improvements	\$85,000.00
CIP General Park Improvements	\$3,500.00
Total Available Funds	\$1,003,230.00



In the FY 2024-28 Capital Improvement Program budget, this project was estimated to be \$1,100,00.00. This project was scheduled in FY 2025-26 but remained unfunded. Staff has obtained quotes through three (3) cooperative purchasing programs and has determined the Cooperative Council of Governments, on behalf of Sourcing Alliance/Equalis Group, LLC, award to FieldTurf USA, Inc., to be the best option for the City. The amount of the project will be \$976,452.06 to replace the synthetic turf fields, with an additional not to exceed amount of \$26,777.66 for any nailer board replacement determined to be needed as the project moves forward. Total project cost is not to exceed \$1,003,229.72.

Santee Municipal Code (SMC) Section 3.24.130 authorizes the City to join with other public jurisdictions in cooperative purchasing plans or programs as determined by the purchasing agent to be in the City's best interest. On May 29, 2020, the Cooperative Council of Governments on behalf of Sourcing Alliance/Equalis Group, LLC completed a competitive request for proposals process for Sports Surfacing & Related Solutions Program. Based on evaluation criteria including pricing, quality products, warranty, customer service, delivery and installation to meet project timelines, and the ability to meet the contract requirements per procedures set forth in Santee Municipal Code 3.24.100, FieldTurf USA, Inc. was awarded contract #2020.05.02 for a five (5) year term from September 1, 2020 through August 31st, 2025. Staff has evaluated the pricing, products and support provided by this contract and the purchasing agent has determined that utilization of Contract #2020.05.2 would be in the City's best interest.

ENVIRONMENTAL REVIEW

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

FINANCIAL STATEMENT

Funding for this contract is provided by multiple funding sources including a Mid-Year transfer from the General Fund, \$620,000.00; Neighborhood Reinvestment grant funds from San Diego County, \$100,000.00; user group donations, \$31,000.00; FY 2023-24 Community Services Department operating budget savings, \$134,380.00; Recreation Revolving Fund operating budget savings, \$3,350.00; Recreation Revolving unrestricted fund balance, \$26,000.00; and FY 2023-24 Capital Improvement funds, \$88,500.00.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION

Adopt the Resolution:

1. Appropriating \$31,000.00 in donations received to the FY 2023-24 CIP Budget, Town Center Community Park Artificial Turf Replacement; and
2. Authorizing the transfer and appropriation of \$134,380.00 from the General Fund, Community Services Department savings to the CIP Budget, Town Center Community Park -- Artificial Turf Replacement; and



3. Authorizing the transfer and appropriation of \$85,000.00 from CIP Sports Field & Court Improvements to CIP Town Center Community Park -- Artificial Turf Replacement, and
4. Authorizing the transfer and appropriation of \$3,500.00 from CIP General Park Improvements to CIP Town Center Community Park -- Artificial Turf Replacement; and
5. Authorizing the transfer and appropriation of \$3,350.00 from the Recreation Revolving fund to CIP Town Center Community Park -- Artificial Turf Replacement; and
6. Authorizing the transfer and appropriation of \$26,000.00 from the Recreation Revolving unrestricted fund balance to CIP Town Center Community Park -- Artificial Turf Replacement; and
7. Authorizing that if additional donations are received the funds will be credited back to the Recreation Revolving unrestricted fund balance; and
8. Authorizing the award of a contract to FieldTurf USA, Inc. for Synthetic Turf Replacement at TCCP Football Fields per Equalis Group, LLC. Contract #2050.05.2, in the amount of \$976,452.06; and
9. Authorizing the City Manager to execute the contract for Synthetic Turf Replacement with Field Turf USA, Inc – A Tarkett Sports Company for an amount not to exceed \$976,452.06; and
10. Authorizing the City Manager to approve change orders up to \$26,777.66 for potential nailer board replacements.

ATTACHMENT

Resolution

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE TRANSFERS AND APPROPRIATIONS OF VARIOUS FUNDS TO THE TOWN CENTER COMMUNITY PARK – ARTIFICIAL TURF REPLACEMENT PROJECT, AND AWARD OF A CONTRACT FOR SYNTHETIC TURF REPLACEMENT AT TOWN CENTER COMMUNITY PARK EAST TO FIELDTURF USA, INC. – A TARKETT SPORTS COMPANY, UTILIZING THE MASTER AGREEMENT BETWEEN THE COOPERATIVE COUNCIL OF GOVERNMENTS, INC. (“CCOG”), FIELDTURF USA, INC., AND EQUALIS GROUP LLC

WHEREAS, the synthetic turf installed as part of Phase 2 of the development Town Center Community Park has exceeded its useful life and is in need of replacement; and

WHEREAS, Santee Municipal Code Section 3.24.130 (A) authorizes the City to join with other public jurisdictions in cooperative purchasing plans or programs when determined by the purchasing agent to be in the City’s best interest; and

WHEREAS, the City of Santee is a member of Equalis Group LLC, which is a cooperative purchasing plan or program; and

WHEREAS, on behalf of Equalis Group participants, in May 2020, the Cooperative Council of Governments, Inc., an Ohio nonprofit corporation, issued request for proposal (RFP) #2020.05.2 seeking proposals for sports resurfacing products and related services and solutions and subsequently awarded a contract, in effect through August 31, 2025 to FieldTurf USA, Inc. as the lowest responsive and responsible bidder;(the “CCOG” Contract); and

WHEREAS, the purchasing agent finds the City’s participation in the Equalis Group and access to the vendors selected through a competitive process on their behalf to be in the best interests of the City; and FieldTurf USA, Inc. – A Tarkett Sports Company, is able and willing to provide the Synthetic Turf Replacement materials the City requires pursuant to the terms of the CCOG Contract in an amount not to exceed \$976,452.06; and

WHEREAS, the City has funds available from various sources described herein to meet this contractual commitment; and

WHEREAS, the City received a Neighborhood Reinvestment Program grant from County Supervisor Joel Anderson’s office in the amount of \$100,000.00 to be used towards the replacement of synthetic turf on two fields at Town Center Community Park East; and

WHEREAS, the City has received donations from sports user groups in the amount of \$31,000; and

WHEREAS, on February 28, 2024, City Council approved an amendment to the FY 2023-24 Operating Budget, which included an additional \$620,000.00 to fully fund the replacement of synthetic turf on two fields at Town Center Community Park East; and

WHEREAS, there is savings of \$134,380.00 in the Community Services Department operating budget; and

WHEREAS, staff recommends transferring \$85,000.00 from the Sports Field & Court Improvement CIP to the Artificial Turf Replacement CIP; and

RESOLUTION NO. _____

WHEREAS, staff recommends transferring \$3,500.00 from the General Park Improvement CIP to the Artificial Turf Replacement CIP; and

WHEREAS, there is savings on \$3,350.00 in the Recreation Revolving Fund operating budget; and

WHEREAS, staff recommends appropriating \$26,000.00 from the Recreation Revolving unrestricted fund balance; and

WHEREAS, as additional donations are received, the funds will be used to offset the Recreation Revolving unrestricted fund balance up to \$26,000.00; and

WHEREAS, staff recommends authorizing the City Manager to execute a Synthetic Turf Replacement contract with FieldTurf USA, Inc. – A Tarkett Sports Company, utilizing the above mentioned CCOG contract for an amount not to exceed \$976,452.06; and

WHEREAS, staff recommends authorizing the City Manager to approve change orders up to \$26,777.66 for potential nailer board replacements; and

WHEREAS, staff recommends authorizing the Director of Community Services to execute 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 of the CEQA Guidelines (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. Authorizes the appropriation of donated funds in the amount of \$31,000.00 to the FY 2024-28 Capital Improvement budget for Town Center Community Park – Artificial Turf Replacement.

SECTION 2. Authorizes the transfer and appropriation of \$134,380.00 from the General Fund, Community Services Department operating budget to CIP Town Center Community Park – Artificial Turf Replacement.

SECTION 3. Authorizes the transfer and appropriation of \$85,000.00 from CIP Sports Field & Court Improvements to CIP Town Center Community Park – Artificial Turf Replacement.

SECTION 4. Authorizes the transfer and appropriation of \$3,500.00 from CIP General Park Improvements to CIP Town Center Community Park – Artificial Turf Replacement.

SECTION 5. Authorizes the transfer and appropriation of \$3,350.00 from the Recreation Revolving Fund operating budget to CIP Town Center Community Park – Artificial Turf Replacement.

RESOLUTION NO. _____

SECTION 6. Authorizes the transfer and appropriation of \$26,000.00 from the Recreation Revolving unrestricted fund balance to CIP Town Center Community Park – Artificial Turf Replacement.

SECTION 7. Authorizes additional donations received to be credited back to the Recreation Revolving unrestricted fund balance.

SECTION 8. Awards a contract for Synthetic Turf Replacement to FieldTurf USA, Inc. – A Tarkett Sports Company for an amount not to exceed \$976,452.06.

SECTION 9. Authorizes the City Manager to execute the contract for Synthetic Turf Replacement with FieldTurf USA, Inc. – A Tarkett Sports Company for an amount not to exceed \$976,452.06.

SECTION 10. Authorizes the City Manager to approve change orders up to \$26,777.66 for potential nailer board replacements.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 27th of March, 2024, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK