



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

## CITY OF SANTEE REGULAR MEETING AGENDA Santee City Council

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

### MEETING INFORMATION

**Wednesday, December 13, 2023**  
**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](http://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 Laura Koval – District 3  
Council Member Rob McNelis – District 1  
Council Member Ronn Hall – District 2  
Council Member Dustin Trotter – District 4

**LEGISLATIVE INVOCATION:** Calvary Chapel of Santee – Gary Lawton

**PLEDGE OF ALLEGIANCE**

**PRESENTATION:** Introduction of 2023 Miss Santee, Miss Teen Santee, and Junior Miss Santee

**PRESENTATION:** Santee City Cup Presentation: Varsity Football Game Between Santana and West Hills High Schools

**PRESENTATION:** Certificate of Commendation: 13U Santee Ravens Pop Warner Football Champions

**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 November 8, 2023, Regular Meeting. (City Clerk – Ortiz)**
- (3) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (4) **Approval of the Expenditure of \$110,031.21 for November 2023 Legal Services. (Finance – Jennings)**
- (5) **Adoption of a Resolution Authorizing the Installation of All-Way Stop Control on Mission Greens Road at the Intersection with Mission Vega Road and Finding the Action is Exempt from the California Environmental Quality Act (“CEQA”) Pursuant to CEQA Guidelines Section 15301, Class 1 Exemption. (Engineering – Schmitz)**



- (6) Adoption of a Resolution Authorizing the Installation of a Loading Zone (Yellow Zone) on Kenney Street for Commercial Loading and Finding the Action Categorically Exempt from the California Environmental Quality Act (“CEQA”) per Section 15301 of the CEQA Guidelines. (Engineering – Schmitz)
- (7) Adoption of a Resolution Waiving an Immaterial Bid Irregularity, Awarding the Construction Contract for the Weston Park EV Charge Station (CIP 2023-31) Project to Advanced Railway Innovations DBA Advanced Electrical Innovations, and Determining the Project is Categorically Exempt from Environmental Review Under the California Environmental Quality Act (“CEQA”) per State CEQA Guidelines Sections 15301(c) and 15303. (Engineering – Schmitz)
- (8) Adoption of a Resolution Accepting the Citywide Pavement Repair and Rehabilitation Program 2023 (CIP 2023-05) 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)
- (9) Adoption of a Resolution Extending the Deadline to Establish an Online Permitting System for Post-Entitlement Phase Permits Under California Government Code Section 65913.3.5 (AB 2234). (Planning and Building – Sawa)
- (10) Rejection of Claims Against the City by Terry Russell, Paula Dwyer, and Garrett Gretler. (Human Resources – Freeman)
- (11) Second Reading and Adoption of an Ordinance Amending Title 13 (“Zoning Ordinance”) of the City of Santee Municipal Code Modifying “Vehicle Storage Yard” from a Use that is Currently Prohibited to a Use that is Permitted with a Minor Conditional Use Permit in the Light Industrial (IL) Zone and Approving an Exemption from the California Environmental Quality Act (“CEQA”) in Accordance with Section 15305 of the CEQA Guidelines. (City Clerk – Ortiz)

**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:**

- (12) Public Hearing and a Resolution Approving Tentative Parcel Map TPM-2023-0001 to Divide a 10.1-Acre Vacant Parcel of Land into Two Parcels, Located on the Northeast Corner of Town Center Parkway and Cuyamaca Street in the Town Center (TC) Zone (APN 381-050-64) and Finding the Project Exempt from the California Environmental Quality Act (“CEQA”). (Planning and Building – Sawa)**

Recommendation:

1. Conduct and close the Public Hearing; and
2. Adopt the Resolution approving TPM-2023-0001; finding TPM-2023-0001 Categorically Exempt pursuant to Section 15315 of the CEQA Guidelines; and authorizing the filing of a Notice of Exemption.

- (13) Public Hearing and Resolution Amending the Consolidated Fee Schedule to Add Credit Card and E-Check Processing Fees and to Add Certain Planning and Building Deposit Amounts. (Finance/Planning and Building – Jennings/Sawa)**

Recommendation:

Conduct and close the Public Hearing; and adopt the Resolution amending the Consolidated Fee Schedule.

**CONTINUED BUSINESS:**

- (14) Report on the Status of Interwest Services and a Resolution Authorizing an Amendment to the Professional Services Agreement (“PSA”) with Interwest Consulting Group Inc. (a SafeBuilt Company) for Specialized Professional Building Services to Increase the Not-To-Exceed Amount. (Planning and Building – Sawa)**

Recommendation:

Staff recommends the City Council adopt the Resolution increasing the not-to-exceed amount for the PSA with Interwest to \$330,000.00 for FY 23/24.

- (15) Cannabis Retail Application Process Update. (Planning and Building – Sawa)**

Recommendation:

Receive the update and move forward with finalization of the Procedures for City Council consideration.



**NEW BUSINESS:**

- (16) American Rescue Plan Act Expenditure Plan Update and Resolution Amending the Fiscal Year 2023-24 Operating Budget by Appropriating Funds to the FY 2023-24 General Fund Public Services Department and Authorizing the Transfer of ARPA Funds to the General Fund to Fund the Human Services & Open Space Coordinator through December 31, 2024. (Finance – Jennings)**

Recommendation:

1. Adopt the updated ARPA Expenditure Plan, reflecting any adjustments as directed by City Council. Staff also requests that the City Council authorize the City Manager to adjust funding allocations as needed, consistent with City Council's stated priorities.
2. Adopt the Resolution amending the Fiscal Year 2023-24 Operating Budget by appropriating funds to the FY 2023-24 General Fund Public Services Department budget and authorizing the transfer of ARPA funds to the General Fund to fund the Human Services & Open Space Coordinator through December 31, 2024.

- (17) Resolution Authorizing the Execution of a Professional Services Agreement with COAR Design Group for Architectural, Engineering, Landscape Architectural and Environmental Design Services for the Phase 1A - New Fire Station at the City Operations Center (CIP 2024-34) Project. (Fire/Engineering – Matsushita/Schmitz)**

Recommendation:

Adopt the Resolution:

1. Authorizing the City Manager to execute the Professional Services Agreement with COAR Design Group for architectural, engineering, landscape architectural and environmental services relating to the design of a new Fire Station (Fire Station No. 20) at the City Operations Center (CIP 2024-34) project for an amount not to exceed \$1,195,000.00; and
2. Authorizing the City Manager to approve amendments to the Professional Services Agreement as needed for additional architectural, engineering, landscape architectural and environmental services relating to the design of the new Fire Station at the City Operations Center (CIP 2024-34) project in an additional total amount not to exceed \$120,000.00; and
3. Approving a transfer of General fund funding in the amount totaling \$286,250.00 from the Fire Infrastructure – Phase 1B, Fleet Maintenance Facility project to the Fire Infrastructure – Phase 1A, New Fire Station at City Operations Center project (CIP 2024-34) included in the adopted FY 2024-2028 Capital Improvement Program Budget; and
4. Approving the appropriation of funds in the amount totaling \$328,750.00 from the EMS Fund reserve account to the Fire Infrastructure – Phase 1A, New Fire Station at City Operations Center project (CIP 2024-34) included in the FY 2024-2028 Capital Improvement Program Budget.



**(18) Proposed New Service Rates for the Waste Management Franchise Agreement for Solid Waste Services. (Community Services – Chavez)**

Recommendation:

Approve the proposed CPI increase, extraordinary rate adjustment, and additional service rate, to be added to Exhibit B – Rates.

**(19) Resolution Approving an Amended Salary Schedule to Reflect a Minimum Wage Increase, a Market Adjustment Increase for the Position of Deputy Fire Chief, the Addition of a Part-Time Limited Term Benefited Human Services and Open Space Coordinator and the Addition of a Part-Time, Information Technology/GIS Technician Position, and Authorizing the Appropriation of \$8,100.00 to the Fiscal Year 2023-24 Adopted Operating Budget. (Human Resources – Freeman)**

Recommendation:

Adopt the Resolution:

1. Approving and adopting the amended salary schedule effective January 4, 2024, for the Deputy Fire Chief position increase, and effective January 1, 2024, to comply with minimum wage requirements, and include the salary for an I.T./GIS Technician position and a Human Services and Open Space Coordinator position; and
2. Authorizing the appropriation of \$8,100.00 from the General Fund Reserve to the FY 2023-24 Adopted Budget.

**(20) Selection of Mayor Pro Tempore (Vice Mayor). (Mayor – Minto)**

Recommendation:

Select the next Vice Mayor for the term beginning December 13, 2023.

**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:**

**(21) Update on the Status of City of Grants Pass v. Gloria Johnson. (City Attorney – Hagerty)**

**CLOSED SESSION:**

**ADJOURNMENT:**



**BOARDS, COMMISSIONS & COMMITTEES  
DECEMBER & JANUARY MEETINGS**

<del>Dec 07</del>	<del>SPARC</del>	<del><b>CANCELLED</b></del>	<del>Council Chamber</del>
<del>Dec 11</del>	<del>Community Oriented Policing Committee</del>	<del><b>CANCELLED</b></del>	<del>Council Chamber</del>
Dec 13	Council Meeting		Council Chamber
Jan 04	SPARC		Council Chamber
Jan 08	Community Oriented Policing Committee		Council Chamber
Jan 10	Council Meeting		Council Chamber
Jan 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](http://www.CityofSanteeCA.gov).**

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



**MEETING DATE** December 13, 2023

**ITEM TITLE** INTRODUCTION OF 2023 MISS SANTEE, MISS TEEN SANTEE AND JUNIOR MISS SANTEE

**DIRECTOR/DEPARTMENT** John W. Minto, Mayor

**SUMMARY**

The Annual Miss Santee Pageant has been a tradition in the city for more than 50 years. It is rich with tradition and is an outstanding community service and leadership opportunity for young people. The 2023 pageant was held at Mission Realty Group offices on June 8th, 2023. It consisted of an essay, speech and interview with a panel of three judges. The coronation was held at the first Santee Summer Concert on June 15, 2023.

Miss Santee, Miss Teen Santee and Junior Miss Santee will be introduced by Mayor Minto at the Council Meeting.

**FINANCIAL STATEMENT**

N/A

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

**RECOMMENDATION** *mso*

Meet 2023 Miss Santee, Miss Teen Santee and Junior Miss Santee.

**ATTACHMENT**

None



**MEETING DATE** December 13, 2023

**ITEM TITLE** SANTEE CITY CUP PRESENTATION: VARSITY FOOTBALL GAME BETWEEN SANTANA AND WEST HILLS HIGH SCHOOLS

**DIRECTOR/DEPARTMENT** John W. Minto, Mayor

**SUMMARY**

The cross-town rival championship trophy was begun in 1990 by then-Mayor Jack E. Dale to promote friendly competition between the Santee high school varsity football teams.

The Mayor's Cup has been designed as a perpetual trophy. In 2021, the cup was renamed as The Santee City Cup.

This year's game, held at West Hills High School on Friday, October 27, 2023, was won by West Hills High School. Past presentations have been made to:

1990 West Hills High	2002 Santana High	2020 West Hills High (game held April 2021)
1991-1993 Santana High	2003-2009 West Hills High	2021 West Hills High
1994-1998 West Hills High	2010-2011 Santana High	2022 Santana High
1999 Santana High	2012-2018 West Hills High	2023 West Hills High
2000-2001 West Hills High	2019 Santana High	

**FINANCIAL STATEMENT**

N/A

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

**RECOMMENDATION** *MOB*

Present trophy

**ATTACHMENT**

None



**MEETING DATE** December 13, 2023

**ITEM TITLE** CERTIFICATE OF COMMENDATION: 13U SANTEE RAVENS  
POP WARNER FOOTBALL CHAMPIONS

**DIRECTOR/DEPARTMENT** John W. Minto, Mayor

**SUMMARY**

The 13U Santee Ravens Pop Warner Football players have a lot to celebrate. These 33 athletes finished their 2023 season bringing home the Regional Championship Title! They are the first 13U Santee Ravens team to win a regional championship.

Earning the championship title takes a lot of hard work, dedication and sacrifice from the athletes and their parents. The season started in August 2023 and finished strong, bringing home the championship trophy! They are rightfully very proud, and we are proud of them, too! And we want to recognize this huge accomplishment since they are aging out to go to high school next fall.

Tonight we commend and congratulate Coaches Ronnie, James, Adrian, David, Derek, Rick and Cam, and the athletes themselves: Kiaun, Elijah, Shawn, Evan, Lucas, Daxton, Julian, Ty, Phil, Benton, Cameron, Evan, Corbin, Grayson, Ryder, Trey, Kai, Blake, Uriah, Max, Jackson, Vincent, Jackson, Arien, Trevor, Jaime, Joaquin, Dylan, Aidan, Cash, Caleb, Maxwell, and Kingston.

**ENVIRONMENTAL REVIEW** N/A

**FINANCIAL STATEMENT** N/A

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

**RECOMMENDATION** *MSB*  
Present Certificate of Commendation.

**ATTACHMENT**

None

**MEETING DATE** December 13, 2023

**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**      December 13, 2023

**ITEM TITLE**    APPROVAL OF MEETING MINUTES OF THE SANTEE CITY COUNCIL FOR THE NOVEMBER 8, 2023, REGULAR MEETING

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

**SUMMARY**

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

**FINANCIAL STATEMENT**

N/A

**CITY ATTORNEY REVIEW**     N/A     Completed

**RECOMMENDATION**

Approve Minutes as presented.

**ATTACHMENT**

- Regular Meeting Minutes
- November 8, 2023

# DRAFT

**Minutes  
Santee City Council  
Council Chamber – Building 2  
10601 Magnolia Avenue  
Santee, California  
November 8, 2023**

This Regular Meeting of the Santee City Council was called to order by Mayor John W. Minto at 6:33 p.m.

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

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

**INVOCATION** was given by Lead Pastor Jerry Phillips, Sunrise Community Church

**PLEDGE OF ALLEGIANCE** was led by Mayor Minto.

**PROCLAMATION:** Proclaiming November 12-18, 2023, United Against Hate Week in the City of Santee.

Mayor Minto read the Proclamation.

**PRESENTATION:** Veterans East County Alliance (VECA): Announcing VECA's Inaugural Veterans Awards Luncheon of Recognition (VALOR).

Susan Roberts-Egley from San Diego East County Chamber of Commerce provided a PowerPoint presentation and responded to Council questions.

**CONSENT CALENDAR:**

The City Manager requested Item 12 be pulled from Agenda.

- (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 September 13, September 27, October 11, and October 25, 2023, Regular Meetings, and October 11, 2023, Special Meeting. (City Clerk – Ortiz)**
- (3) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (4) **Approval of the Expenditure of \$87,651.55 for October 2023 Legal Services. (Finance – Jennings)**

- (5) Adoption of a Resolution Authorizing the Purchase of New Structural Firefighting Clothing (Turnouts) from Municipal Emergency Services, per County of Los Angeles, CA Contract #MA-IS-1840141-6. (Fire – Matsushita) **(Reso 120-2023)**
- (6) Adoption of a Resolution Finding in Support of and Authorizing the Purchase of One New 2025 Braun North Star 171-3 Ambulance on a 2025 Ford E450 Chassis from Braun Northwest, Inc. per HGACBuy Contract AM 10-23, the Purchase of Add-On Items on the Open Market, and the Appropriation of Funds from the Emergency Medical Services Fund Reserve. (Fire – Matsushita) **(Reso 121-2023)**
- (7) Adoption of a Resolution Authorizing the Appropriation and Expenditure of FY2021 State Homeland Security Program Grant Reallocation Funds in Accordance with All Program Requirements and Approving Purchase of Equipment to Create a Command Training Center for All Central Zone Agencies to Utilize at the Joint Training Facility, Heartland Training Facility. (Fire – Matsushita) **(Reso 122-2023)**

**ACTION:** Council Member Trotter 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 Koval: Aye; and Council Members Hall: Aye; McNelis: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

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

- (A) Bret Moutaw spoke about safety concerns in the Santana Village Shopping Center.
- (B) Helen Leonard spoke about the vandalism and harassment she has experienced at the Barber shop in the Santana Village Shopping Center.

**PUBLIC HEARING:**

- (8) A Public Hearing for an Ordinance Amending Title 13 (“Zoning Ordinance”) of the City of Santee Municipal Code Modifying “Vehicle Storage Yard” from a Use that is Currently Prohibited to a Use that is Permitted with a Minor Conditional Use Permit in the Light Industrial (IL) Zone and Approving an Exemption from the California Environmental Quality Act (“CEQA”) in Accordance with Section 15305 of the CEQA Guidelines. (Planning and Building – Sawa)

The Public Hearing was opened at 6:56 p.m. The Principal Planner provided a PowerPoint presentation and responded to Council questions with the assistance of the Planning and Building Director and City Attorney.

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

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

The Public Hearing was closed at 7:12 p.m.

- (9) **Public Hearing for Conditional Use Permit P2022-5 for a 4,307-Square-Foot Church Facility and Related Site Improvements on a 0.61-Acre Vacant Lot Located at 9300 Pike Road (APN 380-112-08) in the Neighborhood Commercial Zone (NC) and Finding the Project Exempt from the California Environmental Quality Act (“CEQA”) Pursuant to the Class 32 Infill Exemption. (Applicant: St. Nicholas Diocese in Chicago for the Ukrainians). (Planning and Building – Sawa) (Reso 123-2023)**

The Public Hearing was opened at 7:12 p.m. The Principal Planner provided a PowerPoint presentation and responded to Council questions.

**PUBLIC SPEAKERS:**

- Luke Miller, St. John the Baptizer Ukrainian Church
- Reverend Yurii Sas, St. John the Baptizer Ukrainian Church
- Catherine George, St. John the Baptizer Ukrainian Church

The Council Members raised a concern regarding sufficient parking for the project.

**MOTION:** Council Member Hall moved approval of staff recommendation. Council Member McNelis seconded the motion.

**AMENDMENT:** Under discussion, Vice Mayor Koval requested a friendly amendment to modify the construction schedule to Monday through Friday 8:00 a.m. to 5:00 p.m. Council Member Hall accepted the friendly amendment.

**ACTION:** The Motion carried by the following vote: Mayor Minto: Aye; Vice Mayor Koval: Aye; and Council Members Hall: Aye; McNelis: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

The Public Hearing was closed at 7:35 p.m.

**CONTINUED BUSINESS:**

- (10) **Public Workshop on the Town Center Specific Plan Update and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Planning and Building – Sawa)**

The City Manager introduced the Item and Elizabeth Ocampo Vivero, Principal Planner

with RRM Design Group, provided a PowerPoint presentation and responded to Council questions, with the assistance of Mark Steele of M.W. Steele Group.

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

### **NEW BUSINESS:**

- (11) **A Report for the Consideration of Implementing a Fee to Recover Credit Card Transaction Cost and if Directed Set a Public Hearing for December 13, 2023, to Add the Fee to the City's Fee Schedule. (Finance – Jennings)**

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

**MOTION:** Council Member Hall moved approval of staff recommendation. Council Member McNelis seconded the motion.

**AMENDMENT:** Under discussion, Vice Mayor Koval requested a friendly amendment to include a check processing fee when paying online. Council Member Hall accepted the friendly amendment.

**ACTION:** The Motion carried by the following vote: Mayor Minto: Aye; Vice Mayor Koval: Aye; and Council Members Hall: Aye; McNelis: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

- (12) **[WITHDRAWN]**  
**Resolution Approving an Amended Salary Schedule for Positions Subject to Minimum Wage Increases, a Market Adjustment Increase for Certain Fire Management Positions, and to Include a Part-Time Information Technology Technician Position, and Authorizing the Appropriation of \$32,240.00 to the Fiscal Year 2023-24 Adopted Operating Budget. (Human Resources – Freeman)**  
**[ITEM 12 WAS WITHDRAWN]**

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

None.

### **CITY COUNCIL REPORTS:**

Council Member Hall reported Former Sheriff Captain Dan Brislin has joined the MTS Security Department; he also talked about fare enforcement sweeps on the Trolleys.

Vice Mayor Koval shared a story about Captain Jack, a retired Navy Captain and a news article given to her on a F-14 plane crash in Santee on March 4, 1980.

Council Member Trotter spoke about Military appreciation week with Veterans Day on



Saturday, November 11, and the Hometown Heroes banners; he also reminded the community about the annual Santee Fire and San Diego County Sheriff pancake breakfast at Fire Station 4 on Saturday, November 11, and the Veteran's Memorial event.

**CITY MANAGER REPORTS:**

The City Manager reminded the community about the upcoming Santee Holiday Lighting event on Friday, November 17, at Santee Trolley Square and Selfies with Santa on Saturday, November 18; she also congratulated the Finance Department for receiving a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada.

**CITY ATTORNEY REPORTS:**

- (13) Report on 2024 Initiatives Related to State and Local Revenues. (City Attorney – Hagerty)**

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

**CLOSED SESSION:**

Council Members recessed at 9:17 p.m. and convened in Closed Session at 9:20 p.m.

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

Council Members reconvened in Open Session at 11:02 p.m. with all members present. Mayor Minto reported the employee evaluation was completed.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 11:03 p.m.

Date Approved:

---

Annette Fagan Ortiz, CMC, City Clerk

**MEETING DATE** December 13, 2023

**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** *mcb*  
Approve the Payment of Demands as presented.

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

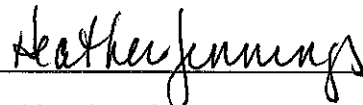


Payment of Demands  
Summary of Payments Issued

<u>Date</u>	<u>Description</u>	<u>Amount</u>
11/01/23	Accounts Payable	\$ 126,010.43
11/01/23	Retiree Health	5,385.00
11/02/23	Payroll	436,961.33
11/02/23	Accounts Payable	148,078.59
11/02/23	Accounts Payable	242,500.55
11/03/23	Accounts Payable	60,165.09
11/07/23	Accounts Payable	146,394.63
11/07/23	Accounts Payable	36,837.21
11/08/23	Accounts Payable	1,233,072.48
11/15/23	Accounts Payable	1,618,804.81
11/15/23	Accounts Payable	123,696.66
11/16/23	Accounts Payable	13,358.28
11/16/23	Payroll	428,573.74
11/16/23	Accounts Payable	38,332.08
11/17/23	Accounts Payable	40,826.19
11/21/23	Accounts Payable	147,009.16
11/21/23	Accounts Payable	466,083.26
11/22/23	Accounts Payable	9,606.34

11/22/23	Accounts Payable	445.18
11/29/23	Accounts Payable	610,120.37
11/29/23	Accounts Payable	131,813.84
11/30/23	Accounts Payable	6,610.66
11/30/23	Payroll	<u>453,326.51</u>
	TOTAL	<u><u>\$6,524,012.39</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  
11/06/2023 9:49:30AM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
12010	11/1/2023	10956 FRANCHISE TAX BOARD	PPE 10/25/23		CA STATE TAX WITHHELD	30,844.50
					<b>Total :</b>	<b>30,844.50</b>
12030	11/1/2023	10955 DEPARTMENT OF THE TREASURY	PPE 10/25/23		FEDERAL WITHHOLD & MEDICARE	95,165.93
					<b>Total :</b>	<b>95,165.93</b>

2 Vouchers for bank code : ubgen

**Bank total : 126,010.43**

2 Vouchers in this report

**Total vouchers : 126,010.43**

Prepared by: *J. Smith*  
 Date: 11-6-23  
 Approved by: *E. Bell*  
 Date: 11-7-23

PyBatch  
11/01/2023 8:50:47AM

Payroll Processing Report  
CITY OF SANTEE  
11/1/2023 to 11/30/2023-1 Cycle m

EARNINGS SECTION				DEDUCTIONS SECTION			LEAVE SECTION						
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
<b>Grand Totals</b>					<b>Employees: 31</b>								
reth			5,642.00		catax	5,642.00	46.00						
					fedtax	5,642.00	211.00						
<b>Grand Totals</b>	<u>0.00</u>		<u>5,642.00</u>				<u>257.00</u>	<u>0.00</u>					

<b>Gross:</b>	5,642.00
<b>Net:</b>	5,385.00

<< No Errors / No Warnings >>

*Handwritten notes:*  
 11/1/23  
 EB 11/1/23  
 Pay date 11/1/23  
 JPE 11/30/23

PyBatch  
10/31/2023 12:11:27PM

Payroll Processing Report  
CITY OF SANTEE  
10/12/2023 to 10/25/2023-1 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
					sb-1		82.77						
					sb-3		71.12						
					sfa		3,512.50						
					sffapc		474.00						
					st1cs3	87,247.99	2,617.46	-2,617.46					
					st2cs3	14,157.25	424.72	-424.72					
					texlif		55.19						
					vaccpr		536.20						
					vaccpt		232.89						
					vcnpr		328.21						
					vcnpt		116.75						
					vgcipt		79.44						
					vision	13,896.86	554.53						
					voladd		20.08						
					voldis		214.57						
					vollad			188.20					
					vollif		336.84						
<b>Grand Totals</b>	15,823.03		698,548.71				261,587.38	295,801.26					

<b>Gross:</b>	698,548.71
<b>Net:</b>	436,961.33

<< No Errors / 9 Warnings >>

*Handwritten notes:*  
KCA 10/31/23  
E/S... 10/31/23  
TPE 10/25/23  
Paydate 11/2/23

vchlist  
11/02/2023 11:38:50AM

**Voucher List**  
**CITY OF SANTEE**

Bank code : ubgen

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
134877	11/2/2023	14650 A GARAGE DOOR AND GATE STORE	65750	54547	APPARATUS DOOR AND GATE REF	430.00
					<b>Total :</b>	<b>430.00</b>
134878	11/2/2023	10510 AMAZON WEB SERVICES, INC	1459648749		CLOUD STORAGE SERVICES	225.41
					<b>Total :</b>	<b>225.41</b>
134879	11/2/2023	10412 AT&T	301053963; NOV23		MAST PARK	149.80
					<b>Total :</b>	<b>149.80</b>
134880	11/2/2023	14306 AZTEC LANDSCAPING, INC	J1610	54464	CUSTODIAL SERVICES - PARKS	4,799.63
					<b>Total :</b>	<b>4,799.63</b>
134881	11/2/2023	12951 BERRY, BONNIE	November 1, 2023		RETIREE HEALTH PAYMENTS	91.00
					<b>Total :</b>	<b>91.00</b>
134882	11/2/2023	10023 BUILDERS FENCE COMPANY INC	1974315 1979010	54424 54424	FENCING MATERIALS & SUPPLIES FENCING MATERIALS & SUPPLIES	79.56 144.12
					<b>Total :</b>	<b>223.68</b>
134883	11/2/2023	12349 CHOICE LOCKSMITHING	090723CH 091223CPE 091323CH	54483 54483 54483	LOCKSMITH SERVICES - AS NEEDI LOCKSMITH SERVICES - AS NEEDI LOCKSMITH SERVICES - AS NEEDI	125.00 136.25 466.01
					<b>Total :</b>	<b>727.26</b>
134884	11/2/2023	10032 CINTAS CORPORATION 694	4170299072	54468	MISC SHOP RENTAL SERVICE	70.13
					<b>Total :</b>	<b>70.13</b>
134885	11/2/2023	12328 CINTAS CORP. #2	5174241098	54538	FIRST-AID KIT SERVICE	650.85
					<b>Total :</b>	<b>650.85</b>
134886	11/2/2023	10979 CITY OF LA MESA	856		FINGERPRINTING	40.00
					<b>Total :</b>	<b>40.00</b>
134887	11/2/2023	10035 COMPETITIVE METALS INC	486091 488192	54526 54526	METAL SUPPLIES & SERVICES METAL SUPPLIES & SERVICES	201.88 32.35
					<b>Total :</b>	<b>234.23</b>



vchlist  
11/02/2023 11:38:50AM

Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
134888	11/2/2023	10268 COOPER, JACKIE	November 1, 2023		RETIREE HEALTH PAYMENT	91.00
					<b>Total :</b>	<b>91.00</b>
134889	11/2/2023	10333 COX COMMUNICATIONS	063453006; OCT23 112256001; OCT23		9534 VIA ZAPADOR 9130 CARLTON OAKS DR	97.26 96.29
					<b>Total :</b>	<b>193.55</b>
134890	11/2/2023	11295 DOKKEN ENGINEERING	44456-R	52440	PROSPECT-MESA PEDESTRIAN CF	660.00
					<b>Total :</b>	<b>660.00</b>
134891	11/2/2023	10054 ELDERHELP OF SAN DIEGO	09302023-ELDERHELP	54492	CDBG SUBRECIPIENT	1,807.63
					<b>Total :</b>	<b>1,807.63</b>
134892	11/2/2023	15064 FREEMAN, RIDA	10272023		PER DIEM 2023 CALPELRA CONFE	150.00
					<b>Total :</b>	<b>150.00</b>
134893	11/2/2023	10848 GARLOW, JOHN	CalPERS Dental CalPERS Oct Medical		OVER CHARGE RETIREE DENTAL OVER CHARGE FOR RETIREE MEI	108.01 1,464.95
					<b>Total :</b>	<b>1,572.96</b>
134894	11/2/2023	10256 HOME DEPOT CREDIT SERVICES	3150220	54416	STATION SUPPLIES	21.51
					<b>Total :</b>	<b>21.51</b>
134895	11/2/2023	14229 JOBSITE SUPPLY CO	77932300 78145900 78471400 78507300	54433 54433 54433 54433 54433	CIP SUPPLIES CIP SUPPLIES SAFETY EQUIPMENT & SUPPLIES CIP SUPPLIES	65.98 136.28 180.96 136.28
					<b>Total :</b>	<b>519.50</b>
134896	11/2/2023	10545 KIRK'S RADIATOR & AUTO AC INC	39714	54376	VEHICLE REPAIR	125.00
					<b>Total :</b>	<b>125.00</b>
134897	11/2/2023	10203 LAKESIDE EQUIPMENT SALES &	239897	54575	EQUIPMENT RENTAL	288.41
					<b>Total :</b>	<b>288.41</b>
134898	11/2/2023	10204 LIFE ASSIST INC	1370737	54377	EMS SUPPLIES	3,449.66

vchlist  
11/02/2023 11:38:50AM

Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
134898	11/2/2023	10204 10204 LIFE ASSIST INC	(Continued)			<b>Total : 3,449.66</b>
134899	11/2/2023	10538 MEALS ON WHEELS	09302023	54494	CDBG SUBRECIPIENT	1,383.25
						<b>Total : 1,383.25</b>
134900	11/2/2023	10155 MUSCO SPORTS LIGHTING LLC	413504	54578	MUSCO LIGHTS	950.00
						<b>Total : 950.00</b>
134901	11/2/2023	10308 O'REILLY AUTO PARTS	2968-180784	54384	VEHICLE SUPPLIES	38.76
			2968-181732	54384	VEHICLE SUPPLIES	19.06
						<b>Total : 57.82</b>
134902	11/2/2023	12062 PURETEC INDUSTRIAL WATER	2114659	54508	DEIONIZED WATER SERVICE	94.86
						<b>Total : 94.86</b>
134903	11/2/2023	10278 RAMSEY, JOAN	November 1, 2023		RETIREE HEALTH PAYMENTS	91.00
						<b>Total : 91.00</b>
134904	11/2/2023	12237 RAYON, KYLE	November 1, 2023		RETIREE HEALTH PAYMENT	91.00
						<b>Total : 91.00</b>
134905	11/2/2023	12828 RICK ENGINEERING COMPANY	18100(39)	54219	AS-NEEDED ENGINEERING SERVICE	845.00
						<b>Total : 845.00</b>
134906	11/2/2023	10096 ROGER DANIEL'S ALIGN & BRAKE	58438	54392	VEHICLE REPAIR	147.00
						<b>Total : 147.00</b>
134907	11/2/2023	10936 SAFECHECKS	0544306	54590	AP CHECK STOCK	1,113.81
						<b>Total : 1,113.81</b>
134908	11/2/2023	10407 SAN DIEGO GAS & ELECTRIC	04229703218; OCT23		STREET LIGHTS	50,435.50
			22373580042; OCT23		TRAFFIC SIGNALS	3,794.97
			43940205509; OCT23		LMD	1,739.69
			85097421694; OCT23		CITY HALL GROUP BILL	12,444.57
						<b>Total : 68,414.73</b>
134909	11/2/2023	10768 SANTEE SCHOOL DISTRICT	9443	54583	JOINT USE FIELDS - RIO SECO	616.77

vchlist  
11/02/2023 11:38:50AM

Voucher List  
CITY OF SANTEE

Bank code : ubqen

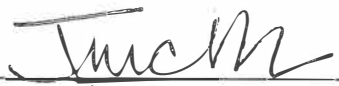

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
134909	11/2/2023	10768 10768 SANTEE SCHOOL DISTRICT	(Continued)			<b>Total : 616.77</b>
134910	11/2/2023	13171 SC COMMERCIAL, LLC	2492861-IN 2494532-IN	54395 54395	DELIVERED FUEL DELIVERED FUEL	696.02 536.74 <b>Total : 1,232.76</b>
134911	11/2/2023	10110 SECTRAN SECURITY INC	23100572	54445	FY 23/24 ARMORED CAR TRANSPC	155.84 <b>Total : 155.84</b>
134912	11/2/2023	14245 SEVERIN MOBILE TOWING	23-57474	54567	TRAINING SUPPLIES	300.00 <b>Total : 300.00</b>
134913	11/2/2023	10217 STAPLES ADVANTAGE	3547010458 3547281309 3549775950	54552 54552 54402	OFFICE SUPPLIES - PSD OFFICE SUPPLIES - PSD OFFICE SUPPLIES - P&B, E	215.45 43.55 95.25 <b>Total : 354.25</b>
134914	11/2/2023	10776 STATE OF CALIFORNIA	PPE 10/25/23		WITHHOLDING ORDER	449.53 <b>Total : 449.53</b>
134915	11/2/2023	10572 SUNBELT RENTALS INC	142467080-0001 143841861-001 144183096-0001	54418 54418 54418	EQUIPMENT RENTAL EQUIPMENT RENTAL EQUIPMENT RENTAL	2,594.99 3,472.64 720.65 <b>Total : 6,788.28</b>
134916	11/2/2023	11193 TMAN TRAFFIC SUPPLY	15118	54452	TRAFFIC SIGNS & SUPPLIES	90.50 <b>Total : 90.50</b>
134917	11/2/2023	10257 TYLER TECHNOLOGIES INC	045-435617 045-436279 045-436787 045-436788 045-436789	53803 53803 53803 53803 53803	PERMITTING SOFTWARE IMPLEME PERMITTING SOFTWARE IMPLEME PERMITTING SOFTWARE IMPLEME PERMITTING SOFTWARE IMPLEME PERMITTING SOFTWARE IMPLEME	23,125.00 2,800.00 2,960.00 6,660.00 5,040.00 <b>Total : 40,585.00</b>
134918	11/2/2023	10325 VALLEY POWER SYSTEM INC	R16897	54409	VEHICLE SUPPLIES	506.45 <b>Total : 506.45</b>

vchlist  
11/02/2023 11:38:50AM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
134919	11/2/2023	10475 VERIZON WIRELESS	9946540448		CELL PHONE SERVICE	2,221.20
<b>Total :</b>						<b>2,221.20</b>
134920	11/2/2023	11151 WESTNET INC	28272	54573 54573	FIRST-IN ALERTING REMOTES	4,946.33
<b>Total :</b>						<b>4,946.33</b>
134921	11/2/2023	12930 WILLIAMS, ROCHELLE	November 1, 2023		RETIREE HEALTH PAYMENTS	91.00
<b>Total :</b>						<b>91.00</b>
134922	11/2/2023	12641 WITTORFF, VICKY DENISE	November 1, 2023		RETIREE HEALTH PAYMENTS	31.00
<b>Total :</b>						<b>31.00</b>
<b>46 Vouchers for bank code : ubgen</b>						<b>Bank total : 148,078.59</b>
<b>46 Vouchers in this report</b>						<b>Total vouchers : 148,078.59</b>

Prepared by:   
 Date: 11.2.23  
 Approved by:   
 Date: 11/2/23

vchlist  
11/02/2023 1:22:26PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
134923	11/2/2023	12903 AMERICAN FIDELITY ASSURANCE CO	2216915B		FLEXIBLE SPENDING ACCOUNT	2,568.03
					<b>Total :</b>	<b>2,568.03</b>
134924	11/2/2023	10334 CHLIC	3262898		HEALTH INSURANCE	219,151.48
					<b>Total :</b>	<b>219,151.48</b>
134925	11/2/2023	14458 METROPOLITAN LIFE INSURANCE	78969414		DENTAL INSURANCE	13,424.40
					<b>Total :</b>	<b>13,424.40</b>
134926	11/2/2023	10785 RELIANCE STANDARD LIFE	November 2023		VOLUNTARY LIFE INSURANCE	394.19
					<b>Total :</b>	<b>394.19</b>
134927	11/2/2023	10424 SANTEE FIREFIGHTERS	PPE 10/25/23		DUES/PEC/BENEVOLENT/BC EXP	4,135.32
					<b>Total :</b>	<b>4,135.32</b>
134928	11/2/2023	10776 STATE OF CALIFORNIA	PPE 10/25/26		WITHHOLDING ORDER	429.69
					<b>Total :</b>	<b>429.69</b>
134929	11/2/2023	10001 US BANK	PPE 10/25/23		PARS RETIREMENT	1,645.60
					<b>Total :</b>	<b>1,645.60</b>
134930	11/2/2023	14600 WASHINGTON STATE SUPPORT	PPE 10/25/23		WITHHOLDING ORDER	751.84
					<b>Total :</b>	<b>751.84</b>

8 Vouchers for bank code : ubgen

Bank total : 242,500.55

8 Vouchers in this report

Total vouchers : 242,500.55

Prepared by: J. Smith  
 Date: 11-2-23  
 Approved by: E. Buh  
 Date: 11-2-23

vchlist  
11/06/2023 9:57:01AM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
6349409	11/3/2023	14704 457 MISSIONSQUARE	PPE 10/25/23		ICMA - 457	55,373.14	
					<b>Total :</b>	<b>55,373.14</b>	
6706349	11/3/2023	14705 RHS MISSIONSQUARE	PPE 10/25/23		RETIREE HSA	4,791.95	
					<b>Total :</b>	<b>4,791.95</b>	
2 Vouchers for bank code : ubgen						<b>Bank total :</b>	<b>60,165.09</b>
2 Vouchers in this report						<b>Total vouchers :</b>	<b>60,165.09</b>

Prepared by: *J Tucker*  
 Date: 11.6.23  
 Approved by: *L Bul*  
 Date: 11-7-23

vchlist  
11/07/2023 9:26:20AM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
10234	11/7/2023	10353 PERS	10 23 4		RETIREMENT PAYMENT	146,394.63

Total : 146,394.63

1 Vouchers for bank code : ubgen

Bank total : 146,394.63

1 Vouchers in this report

Total vouchers : 146,394.63

Prepared by: 

Date: 11-7-23

Approved by: 

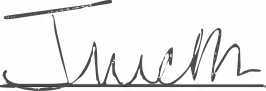

Date: 11-7-23

vchlist  
11/08/2023 10:40:16AM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231107	11/7/2023	10482 TRISTAR RISK MANAGEMENT	119019		WORKERS COMP LOSSES: OCT23	36,837.21
<b>Total :</b>						<b>36,837.21</b>
1 Vouchers for bank code : ubgen						<b>Bank total :</b> 36,837.21
1 Vouchers in this report						<b>Total vouchers :</b> 36,837.21

Prepared by:   
Date: 11/8/23  
Approved by:   
Date: 11/8/23



vchlist  
11/08/2023 11:34:09AM

Voucher List  
CITY OF SANTEE

---

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
134931	11/8/2023	10010 ALLIANT INSURANCE SERVICES INC	09/30/2023		SPECIAL EVENT INSURANCE 3RD	1,581.00
					<b>Total :</b>	<b>1,581.00</b>
134932	11/8/2023	15053 AM ORTEGA	RFD2079		REFUNDABLE DEPOSIT	1,500.00
					<b>Total :</b>	<b>1,500.00</b>
134933	11/8/2023	15028 AMERICAN BUSINESS BANK	CIP2023-05 ESCROW2		CITYWIDE PAVEMENT REPAIR ANC	39,721.40
					<b>Total :</b>	<b>39,721.40</b>
134934	11/8/2023	10020 BEST BEST & KRIEGER LLP	LEGAL SVCS OCT 2023		LEGAL SVCS OCT 2023	87,651.55
					<b>Total :</b>	<b>87,651.55</b>
134935	11/8/2023	13167 CARLTON OAKS GOLF & RESORT	1		BREWS AND BITES STIPEND	300.00
					<b>Total :</b>	<b>300.00</b>
134936	11/8/2023	12582 CHICK-FIL-A SANTEE	2		BREWS AND BITES STIPEND	300.00
					<b>Total :</b>	<b>300.00</b>
134937	11/8/2023	12349 CHOICE LOCKSMITHING	101723COS	54483	LOCKSMITH SERVICES - AS NEEDI	45.79
					<b>Total :</b>	<b>45.79</b>
134938	11/8/2023	10032 CINTAS CORPORATION 694	4171014253	54468	MISC SHOP RENTAL SERVICES	70.13
					<b>Total :</b>	<b>70.13</b>
134939	11/8/2023	14410 CRUMBL COOKIES	3		BREWS AND BITES STIPEND	300.00
					<b>Total :</b>	<b>300.00</b>
134940	11/8/2023	14412 EKOLOJIK, INC	EkoSt-09-2023	54316	SB1383 CONSULTANT	2,875.00
					<b>Total :</b>	<b>2,875.00</b>
134941	11/8/2023	14446 ENTERPRISE FM TRUST	STMT 282938A-110423		VEHICLE LEASING PROGRAM	5,743.04
					<b>Total :</b>	<b>5,743.04</b>
134942	11/8/2023	12114 EPIC WINGS SANTEE	4		BREWS AND BITES STIPEND	300.00
					<b>Total :</b>	<b>300.00</b>
134943	11/8/2023	15067 EUROPEAN CAKE GALLERY	5		BREWS AND BITES STIPEND	300.00

---

vchlist  
11/08/2023 11:34:09AM

Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
134943	11/8/2023	15067 15067 EUROPEAN CAKE GALLERY	(Continued)		<b>Total :</b>	<b>300.00</b>
134944	11/8/2023	14717 GIANT PIZZA KING	6		BREWS AND BITES STIPEND	300.00
					<b>Total :</b>	<b>300.00</b>
134945	11/8/2023	12495 GROSSMONT UNION	AR014920	54498	23.24 Q1 SRO SERVICES GROSSM	50,377.50
					<b>Total :</b>	<b>50,377.50</b>
134946	11/8/2023	14740 HANDEL'S HOMEMADE ICE CREAM	8		BREWS AND BITES STIPEND	300.00
					<b>Total :</b>	<b>300.00</b>
134947	11/8/2023	10457 HAZARD CONSTRUCTION ENGR LLC	CIP 2023-05 2P CIP2023-05-2R	54471	CITYWIDE PAVEMENT REPAIR AND RETENTION	794,427.93 -39,721.40
					<b>Total :</b>	<b>754,706.53</b>
134948	11/8/2023	14459 HMC GROUP	170820	53747	SANTEE COMMUNITY CENTER	6,217.58
					<b>Total :</b>	<b>6,217.58</b>
134949	11/8/2023	12850 HONEY DONUTS	9		BREWS AND BITES STIPEND	300.00
					<b>Total :</b>	<b>300.00</b>
134950	11/8/2023	15065 INCE, NAOMI	10302023		EMPLOYEE REIMBURSEMENT	181.08
					<b>Total :</b>	<b>181.08</b>
134951	11/8/2023	12955 IRON MOUNTAIN OUTFITTERS	2023-1013	54574	PSD UNIFORM APPAREL	558.29
					<b>Total :</b>	<b>558.29</b>
134952	11/8/2023	10953 JIMMY'S FAMILY RESTAURANT	10		BREWS AND BITES STIPEND	300.00
					<b>Total :</b>	<b>300.00</b>
134953	11/8/2023	15055 JL GROUP LLC	23059RK.1		INVESTIGATION	29,114.90
					<b>Total :</b>	<b>29,114.90</b>
134954	11/8/2023	14396 JUNCTION 52 BAR & GRILL	11		BREWS AND BITES STIPEND	300.00
					<b>Total :</b>	<b>300.00</b>
134955	11/8/2023	13097 KRAVINGS FRUIT BAR	12		BREWS AND BITES STIPEND	300.00
					<b>Total :</b>	<b>300.00</b>

vchlist  
11/08/2023 11:34:09AM

**Voucher List**  
**CITY OF SANTEE**

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
134956	11/8/2023	11884 L&L HAWAIIAN BBQ	13		BREWS AND BITES STIPEND	300.00
					<b>Total :</b>	<b>300.00</b>
134957	11/8/2023	14922 L.C. PAVING & SEALING, INC.	CIP 2020-01 2P CIP 2020-01 2R	54325	PROSPECT AVENUE & MESA ROAD RETENTION #2	136,949.25 -6,847.46
					<b>Total :</b>	<b>130,101.79</b>
134958	11/8/2023	10203 LAKESIDE EQUIPMENT SALES &	240458	54575	EQUIPMENT RENTAL	288.41
					<b>Total :</b>	<b>288.41</b>
134959	11/8/2023	10204 LIFE ASSIST INC	1371871 1372764 1373185	54377 54377 54377	EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES	165.70 219.80 7,119.58
					<b>Total :</b>	<b>7,505.08</b>
134960	11/8/2023	14742 LOWNDES, BECKY	HL2023		HOLIDAY LIGHTING CHANGE FUNI	250.00
					<b>Total :</b>	<b>250.00</b>
134961	11/8/2023	14470 M W STEELE GROUP INC	2200-14 2200HAP-05 2200SGIP-05	53741 53741 53741	SANTEE ART & ENTERTAINMENT C HAP - HOUSING ACCELERATION P SGIP - SMART GROWTH INCENTIV	44,990.75 20,894.64 12,540.50
					<b>Total :</b>	<b>78,425.89</b>
134962	11/8/2023	12797 MARIE CALLENDER'S #74	14		BREWS AND BITES STIPEND	300.00
					<b>Total :</b>	<b>300.00</b>
134963	11/8/2023	14659 MARINE CORPS LEAGUE -	23-1092		MILITARY SUPPORT - 2/1 CAMP PE	2,262.50
					<b>Total :</b>	<b>2,262.50</b>
134964	11/8/2023	10620 NATIONAL RECREATION AND PARK	46619712-BB		PROFESSIONAL DEVELOPMENT	515.00
					<b>Total :</b>	<b>515.00</b>
134965	11/8/2023	14718 NICOLOSI'S ITALIAN RESTAURANT	15		BREWS AND BITES STIPEND	300.00
					<b>Total :</b>	<b>300.00</b>
134966	11/8/2023	11829 NOTHING BUNDT CAKES	16		BREWS AND BITES STIPEND	300.00
					<b>Total :</b>	<b>300.00</b>

vchlist  
11/08/2023 11:34:09AM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
134967	11/8/2023	10444 OGGI'S PIZZA & BREWING CO	17		BREWS AND BITES STIPEND	300.00
					<b>Total :</b>	<b>300.00</b>
134968	11/8/2023	10344 PADRE DAM MUNICIPAL WATER DIST	29700015; OCT23		CONSTRUCTION METER	251.50
					<b>Total :</b>	<b>251.50</b>
134969	11/8/2023	12062 PURETEC INDUSTRIAL WATER	2113354	54508	DEIONIZED WATER SERVICE	67.77
			2116534	54508	DEIONIZED WATER SERVICE	234.85
					<b>Total :</b>	<b>302.62</b>
134970	11/8/2023	13171 SC COMMERCIAL, LLC	2497550-IN	54395	DELIVERED FUEL	461.02
					<b>Total :</b>	<b>461.02</b>
134971	11/8/2023	10837 SOUTHWEST TRAFFIC SIGNAL	82869(A)	54447	TRAFFIC SIGNAL - EXTRA WORK	102.31
					<b>Total :</b>	<b>102.31</b>
134972	11/8/2023	10217 STAPLES ADVANTAGE	3550034942	54402	OFFICE SUPPLIES - P&B, E	53.99
			3550254069	54402	OFFICE SUPPLIES - P&B, E	13.55
					<b>Total :</b>	<b>67.54</b>
134973	11/8/2023	10119 STEVEN SMITH LANDSCAPE INC	52638	54406	A 3 LANDSCAPE SERVICES	2,706.02
			52639	54406	A 3 LANDSCAPE SERVICES	2,706.02
					<b>Total :</b>	<b>5,412.04</b>
134974	11/8/2023	15059 SWEET CANDY COMPANY	21		BREWS AND BITES STIPEND	300.00
					<b>Total :</b>	<b>300.00</b>
134975	11/8/2023	10250 THE EAST COUNTY	00135610		PUBLIC HEARING - SANTEE AUTO	283.50
					<b>Total :</b>	<b>283.50</b>
134976	11/8/2023	11215 THE OLIVE GARDEN	18		BREWS AND BITES STIPEND	300.00
					<b>Total :</b>	<b>300.00</b>
134977	11/8/2023	15057 THE PIONEER BBQ	20		BREWS AND BITES STIPEND	300.00
					<b>Total :</b>	<b>300.00</b>
134978	11/8/2023	10257 TYLER TECHNOLOGIES INC	045-437657	53803	PERMITTING SOFTWARE IMPLEME	8,140.00
			045-439255	53803	PERMITTING SOFTWARE IMPLEME	1,480.00

vchlist  
11/08/2023 11:34:09AM

Voucher List  
CITY OF SANTEE

Bank code : ubgen



Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
134978	11/8/2023	10257 TYLER TECHNOLOGIES INC	(Continued) 045-440353	53803	PERMITTING SOFTWARE IMPLEME	2,994.74
					<b>Total :</b>	<b>12,614.74</b>
134979	11/8/2023	12480 UNITED SITE SERVICES	114-13714265	54339	SEPTIC CLEANING - MAST PARK	240.00
					<b>Total :</b>	<b>240.00</b>
134980	11/8/2023	11194 USAFACT INC	3103415		BACKGROUND CHECKS	70.96
					<b>Total :</b>	<b>70.96</b>
134981	11/8/2023	14965 WESTERN MICROGRAPHICS SYSTEMS	23964		WESTERN MICROGRAPHICS & IM/	7,873.79
					<b>Total :</b>	<b>7,873.79</b>

51 Vouchers for bank code : ubgen

Bank total : 1,233,072.48

51 Vouchers in this report

Total vouchers : 1,233,072.48

Prepared by:   
Date: 11-8-23  
Approved by:   
Date: 11/8/23

vchlist  
11/15/2023 12:46:05PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
134982	11/15/2023	14440 AED BRANDS LLC	153267	54548	REPLACEMENT AED'S	3,728.15
<b>Total :</b>						<b>3,728.15</b>
134983	11/15/2023	15008 AETNA BETTER HEALTH OF CA	ACID 5205		REFUND - AMBULANCE BILLING	46.92
<b>Total :</b>						<b>46.92</b>
134984	11/15/2023	14241 ALL-AMERICAN LEADERSHIP	20449	54596	ONLINE LEADERSHIP TRAINING PI	12,000.00
<b>Total :</b>						<b>12,000.00</b>
134985	11/15/2023	15032 AMR MCR	ACID 512		REFUND - AMBULANCE BILLING	638.16
<b>Total :</b>						<b>638.16</b>
134986	11/15/2023	15009 BLUE SHIELD OF CA PROMISE HEAL	ACID 1958		REFUND - AMBULANCE BILLING	358.20
<b>Total :</b>						<b>358.20</b>
134987	11/15/2023	11399 CABLE, PIPE, & LEAK DETECTION	915431	54587	TEMP FIRE STATION PROJECT	775.00
<b>Total :</b>						<b>775.00</b>
134988	11/15/2023	14448 CAMACHO, MARIO	11062023		EMPLOYEE REIMBURSEMENT	310.50
<b>Total :</b>						<b>310.50</b>
134989	11/15/2023	10031 CDW GOVERNMENT LLC	MR89123	54592	IPAD FOR SB1383 RECORDKEEPIN	1,396.39
<b>Total :</b>						<b>1,396.39</b>
134990	11/15/2023	10039 COUNTY MOTOR PARTS COMPANY INC	602399	54427	VEHICLE SUPPLIES	357.23
<b>Total :</b>						<b>357.23</b>
134991	11/15/2023	10333 COX COMMUNICATIONS	038997401; NOV23 094486701; NOV23		9951 RIVERWALK DR CITY HALL GROUP BILL	57.00 3,381.80
<b>Total :</b>						<b>3,438.80</b>
134992	11/15/2023	12438 DIESEL PRINT CO, LLC	3317	54503	VETERANS LIGHT POL E BANNERS	1,135.25
<b>Total :</b>						<b>1,135.25</b>
134993	11/15/2023	14811 DIGITECH COMPUTER LLC	60004119 60004281 70000111	54504 54504 54504	SLEMSA BILLING CONTRACT SER\ SLEMSA BILLING CONTRACT SER\ IGT PAYMENT CREDITS	28,172.09 37,862.54 -38,086.27

vchlist  
11/15/2023 12:46:05PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
134993	11/15/2023	14811 14811 DIGITECH COMPUTER LLC	(Continued)			<b>Total : 27,948.36</b>
134994	11/15/2023	14926 EAGLES POINT SECURITY INC	17573	54366	SECURITY FOR BREWS AND BITE\$	2,030.10
						<b>Total : 2,030.10</b>
134995	11/15/2023	10066 GLOBALSTAR USA LLC	58857169		SATELLITE PHONE SERVICE	104.65
						<b>Total : 104.65</b>
134996	11/15/2023	11196 HD SUPPLY FACILITIES	9219395302	54415	STATION SUPPLIES	25.60
			9219444959	54415	STATION SUPPLIES	24.39
			9219891657A	54415	STATION SUPPLIES	296.53
			9219891657B	54431	SHOP SUPPLIES	178.38
			9219924717	54415	STATION SUPPLIES	443.16
			9219991756	54415	STATION SUPPLIES	66.50
						<b>Total : 1,034.56</b>
134997	11/15/2023	10144 HDL COREN & CONE	SIN032993	54337	FY 23/24 PROP TAX AUDIT & INFO :	4,987.50
						<b>Total : 4,987.50</b>
134998	11/15/2023	15014 HEALTH NET OF CA (CAID HMO)	ACID 469		REFUND - AMBULANCE BILLING	946.92
						<b>Total : 946.92</b>
134999	11/15/2023	13225 HERC RENTALS	33856817-001	54432	(JULY) DUMP TRUCK RENTAL	5,753.58
			33923618-001	54432	DUMP TRUCK RENTAL ONE MONTI	6,548.58
						<b>Total : 12,302.16</b>
135000	11/15/2023	10256 HOME DEPOT CREDIT SERVICES	973076	54416	TRAINING MATERIALS	544.18
						<b>Total : 544.18</b>
135001	11/15/2023	10454 INTERNATIONAL CITY/COUNTY	370348-3		ICMA MEMBERSHIP RENEWAL	1,200.00
						<b>Total : 1,200.00</b>
135002	11/15/2023	14920 IT'S NEVER 2L8	INV-0010	54570	BREWS & BITES ENTERTAINMENT	1,100.00
						<b>Total : 1,100.00</b>
135003	11/15/2023	10203 LAKESIDE EQUIPMENT SALES &	237890	54581	EQUIPMENT RENTAL	8,771.40
						<b>Total : 8,771.40</b>

vchlist  
11/15/2023 12:46:05PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135004	11/15/2023	10507 MITEL TECHNOLOGIES INC / GREAT	35177808		MITEL MXE III CONTROLLER SATA	1,588.52
					<b>Total :</b>	<b>1,588.52</b>
135005	11/15/2023	15062 MOLINA (CAID HMO)	ACID 3388		REFUND - AMBULANCE BILLING	377.66
					<b>Total :</b>	<b>377.66</b>
135006	11/15/2023	10083 MUNICIPAL EMERGENCY SERVICES	IN1944403		TURNOUTS	8,934.67
					<b>Total :</b>	<b>8,934.67</b>
135007	11/15/2023	10218 OFFICE DEPOT	337637130001	54440	OFFICE SUPPLIES - P&B, E	41.32
			337641778001	54440	OFFICE SUPPLIES - P&B, E	15.51
					<b>Total :</b>	<b>56.83</b>
135008	11/15/2023	10308 O'REILLY AUTO PARTS	2968-183720	54384	SHOP SUPPLIES	21.53
					<b>Total :</b>	<b>21.53</b>
135009	11/15/2023	10344 PADRE DAM MUNICIPAL WATER DIST	90000366; OCT23		GROUP BILL	45,402.80
					<b>Total :</b>	<b>45,402.80</b>
135010	11/15/2023	14614 PARADIGM MECHANICAL CORP	5736	54386	HVAC MAINT & REPAIRS	315.00
			5815	54386	HVAC MAINT & REPAIRS	358.62
			5848	54386	HVAC MAINT & REPAIRS	242.91
			5895	54386	HVAC MAINT & REPAIRS	377.00
			5900	54386	HVAC MAINT & REPAIRS	14,935.00
					<b>Total :</b>	<b>16,228.53</b>
135011	11/15/2023	10092 PHOENIX GROUP INFO SYSTEMS	092023031	54334	FY 23/24 PARKING CITE PROCESS	748.25
					<b>Total :</b>	<b>748.25</b>
135012	11/15/2023	15063 PROSPECT MED GROUP	ACID 2640		REFUND - AMBULANCE BILLING	146.96
					<b>Total :</b>	<b>146.96</b>
135013	11/15/2023	10606 S.D. COUNTY SHERIFF'S DEPT.	SHERIFF SEP 2023		LAW ENFORCEMENT SEP 2023	1,394,962.42
					<b>Total :</b>	<b>1,394,962.42</b>
135014	11/15/2023	11594 SAN DIEGO METROPOLITAN TRANSIT	MTS2024		MTS ROE PERMIT	750.00
					<b>Total :</b>	<b>750.00</b>



vchlist  
11/15/2023 12:46:05PM

Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135015	11/15/2023	10677 SANTEE CHAMBER OF COMMERCE	3113	54473	WINTER SANTEE MAGAZINE 2-PAC	2,160.00
					<b>Total :</b>	<b>2,160.00</b>
135016	11/15/2023	13171 SC COMMERCIAL, LLC	2503828-IN	54395	DELIVERED FUEL	798.63
			2505747-IN	54395	DELIVERED FUEL	379.54
					<b>Total :</b>	<b>1,178.17</b>
135017	11/15/2023	14523 SCA OF CA, LLC	157326PS	54396	STREET SWEEPING SVCS	29,941.58
					<b>Total :</b>	<b>29,941.58</b>
135018	11/15/2023	15021 SHARP HEALTH PLAN	ACID 4127		REFUND - AMBULANCE BILLING	536.77
					<b>Total :</b>	<b>536.77</b>
135019	11/15/2023	15037 SHARP REES-STEALY MEDICAL GROU	ACID 4484		REFUND - AMBULANCE BILLING	647.70
					<b>Total :</b>	<b>647.70</b>
135020	11/15/2023	12223 SITEONE LANDSCAPE SUPPLY LLC	133775113-002	54420	IRRIGATION PARTS	348.86
			133832080-002	54420	IRRIGATION PARTS	213.45
			134073275-001	54420	IRRIGATION PARTS	203.47
			134156394-001	54420	IRRIGATION PARTS	204.32
			134261520-001	54420	IRRIGATION PARTS	314.94
			134747550-001	54420	IRRIGATION PARTS	258.22
			135416404-001	54420	IRRIGATION PARTS	356.35
			135417490-001	54420	IRRIGATION PARTS	1,819.35
			135436606-001	54420	IRRIGATION PARTS	-76.15
			135506413-001	54420	IRRIGATION PARTS	213.84
			135540467-001	54420	IRRIGATION PARTS	505.54
			135641773-001	54420	IRRIGATION PARTS	1,069.04
			135685568-001	54420	IRRIGATION PARTS	689.29
			135739359-001	54420	IRRIGATION PARTS	443.11
			135971009-001	54420	IRRIGATION PARTS	49.06
					<b>Total :</b>	<b>6,612.69</b>
135021	11/15/2023	13441 SPECIALIZED VEHICLE COMPANY	00012257		RENTAL FOR BREWS & BITES	315.00
					<b>Total :</b>	<b>315.00</b>
135022	11/15/2023	10217 STAPLES ADVANTAGE	3550318885	54402	OFFICE SUPPLIES - P&B, E	85.59
			3550534842	54402	OFFICE SUPPLIES - P&B, E	51.74

vchlist  
11/15/2023 12:46:05PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135022	11/15/2023	10217 STAPLES ADVANTAGE	(Continued) 3550759335 3550912291 3551177185	54402 54335 54335	OFFICE SUPPLIES - P&B, E FY 23/24 OFFICE SUPPLIES - FINAI FY 23/24 OFFICE SUPPLIES - FINAI	20.46 203.95 53.86 <b>Total : 415.60</b>
135023	11/15/2023	10250 THE EAST COUNTY	00135592		INVITATION TO BID - WESTON PAR	770.00 <b>Total : 770.00</b>
135024	11/15/2023	15022 UNITED HEALTHCARE	ACID 2136		REFUND - AMBULANCE BILLING	958.49 <b>Total : 958.49</b>
135025	11/15/2023	12480 UNITED SITE SERVICES	02099371 114-13719505	54339 54339	PORTAPOT AT CITY HALL PORTAPOT SERVICES- RIO SECO	155.54 192.30 <b>Total : 347.84</b>
135026	11/15/2023	10642 USPS-POC	11072023		POSTAGE REIMBURSEMENT	1,870.26 <b>Total : 1,870.26</b>
135027	11/15/2023	11305 VELOCITY TRUCK CENTERS	RA290032907:01	54455	VEHICLE REPAIR	632.71 <b>Total : 632.71</b>
135028	11/15/2023	10475 VERIZON WIRELESS	9946540449		WIFI SERVICE	1,099.03 <b>Total : 1,099.03</b>
135029	11/15/2023	14687 WEX BANK	93075284		FLEET CARD FUELING	16,946.37 <b>Total : 16,946.37</b>

48 Vouchers for bank code : ubgen

Bank total : 1,618,804.81

48 Vouchers in this report

Total vouchers : 1,618,804.81

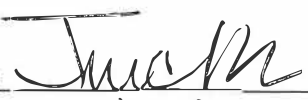
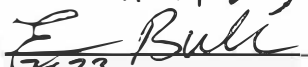
Prepared by: *Juan M*  
Date: 11-15-23  
Approved by: *[Signature]*  
Date: 11/15/23

vchlist  
11/17/2023 2:01:10PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
51967	11/15/2023	10956 FRANCHISE TAX BOARD	November Retiree PPE 11/8/23		CA STATE TAX WITHHELD CA STATE TAX WITHHELD	46.00 30,357.73
					<b>Total :</b>	<b>30,403.73</b>
51995	11/15/2023	10955 DEPARTMENT OF THE TREASURY	November Retiree PPE 11/8/23		FEDERAL WITHHOLDING TAX FED WITHHOLDING & MEDICARE	211.00 93,081.93
					<b>Total :</b>	<b>93,292.93</b>
2 Vouchers for bank code : ubgen						<b>Bank total : 123,696.66</b>
2 Vouchers in this report						<b>Total vouchers : 123,696.66</b>

Prepared by:   
 Date: 11-17-23  
 Approved by:   
 Date: 11-17-23

vchlist  
11/16/2023 11:00:20AM

**Voucher List**  
**CITY OF SANTEE**

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135030	11/16/2023	14793	CONTROLLING INS COST IN CA, SCHOO	2023-11	EMPLOYEE ASSISTANCE PROGRA	364.56
					<b>Total :</b>	<b>364.56</b>
135031	11/16/2023	12722	FIDELITY SECURITY LIFE	166017637	EYEMED - VOLUNTARY VISION	1,140.69
					<b>Total :</b>	<b>1,140.69</b>
135032	11/16/2023	10508	LIFE INSURANCE COMPANY OF	November 2023	LIFE/LTD INSURANCE	2,993.96
					<b>Total :</b>	<b>2,993.96</b>
135033	11/16/2023	14458	METROPOLITAN LIFE INSURANCE	78969415	VOLUNTARY LEGAL	273.00
					<b>Total :</b>	<b>273.00</b>
135034	11/16/2023	10784	NATIONAL UNION FIRE INSURANCE	November 2023	VOLUNTARY AD&D	40.10
					<b>Total :</b>	<b>40.10</b>
135035	11/16/2023	10335	SAN DIEGO FIREFIGHTERS FEDERAL	November 2023	LONG TERM DISABILITY-SFFA	1,475.00
					<b>Total :</b>	<b>1,475.00</b>
135036	11/16/2023	10424	SANTEE FIREFIGHTERS	PPE 11/8/23	DUES/PEC/BENEVOLENT/BC EXP	4,135.32
					<b>Total :</b>	<b>4,135.32</b>
135037	11/16/2023	10776	STATE OF CALIFORNIA	PPE 11/8/23	WITHHOLDING ORDER	449.53
					<b>Total :</b>	<b>449.53</b>
135038	11/16/2023	10776	STATE OF CALIFORNIA	PPE 11/8/23	WITHHOLDING ORDER	429.69
					<b>Total :</b>	<b>429.69</b>
135039	11/16/2023	14467	TEXAS LIFE INSURANCE COMPANY	SM0F0U20231113001	VOLUNTARY INS RIDERS	341.85
					<b>Total :</b>	<b>341.85</b>
135040	11/16/2023	10001	US BANK	PPE 11/8/23	PARS RETIREMENT	962.74
					<b>Total :</b>	<b>962.74</b>
135041	11/16/2023	14600	WASHINGTON STATE SUPPORT	PPE 11/8/23	WITHHOLDING ORDER	751.84
					<b>Total :</b>	<b>751.84</b>
<b>12 Vouchers for bank code : ubgen</b>						<b>Bank total : 13,358.28</b>

vchlist  
11/16/2023 11:00:20AM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

---

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
----------------	-------------	---------------	----------------	-------------	----------------------------	---------------

---

12 Vouchers in this report

Total vouchers : 13,358.28


Prepared by:



Date:

11-16-23

Approved by:



Date:

11-16-23

PyBatch  
11/14/2023 1:06:54PM

Payroll Processing Report  
CITY OF SANTEE  
10/26/2023 to 11/8/2023-2 Cycle b

EARNINGS SECTION					DEDUCTIONS SECTION				LEAVE SECTION				
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
					rhsabc	31,290.57	625.81						
					roth	63,719.60	6,628.71						
					sb-1		80.91						
					sb-3		71.12						
					sffa		3,512.50						
					sfapc		474.00						
					st1cs3	87,248.47	2,617.46	-2,617.46					
					st2cs3	14,158.35	424.75	-424.75					
					texlif		286.66						
					vaccpr		596.10						
					vaccpt		232.89						
					vcanpr		363.59						
					vcanpt		129.95						
					vgcipt		79.44						
					vision	12,440.01	535.64						
					voladd		20.02						
					voldis		214.57						
					vollif		303.32						
					vollpb			-180.82					
<b>Grand Totals</b>	14,785.00		670,304.57				241,730.83	86,701.07					

<b>Gross:</b>	670,304.57
<b>Net:</b>	428,573.74

<< No Errors / 10 Warnings >>

*KA 11/14/23*  
*EB 11/14/23*  
*PPE 11/8/23*  
*Paxdate 11/16/23*

vchlist  
11/16/2023 4:17:02PM

Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135043	11/16/2023	10001 US BANK	000513		BREWS & BITES STAFF COSTS	146.37
			0008		WELLNESS EVENT	100.00
			0012980		MATERIALS & SUPPLIES	30.29
			003197		WELLNESS PROGRAM SUPPLIES	98.70
			003658		OUTREACH EVENT SUPPLIES	127.92
			005067		EMPLOYEE TRAVEL EXPENSE	53.07
			0111414		MATERIALS & SUPPLIES	120.57
			013431		SENIOR SUPPLIES	43.87
			014380		COUNCIL MEETING SUPPLIES	5.38
			014669		GENERAL EVENT SUPPLIES	18.99
			015001		MATERIALS AND SUPPLIES	10.88
			017081		BREWS & BITES SUPPLIES	2.69
			020447		FIRE STATION OPEN HOUSE	723.56
			020465		SENIOR TRIPS - SUPPLIES	31.98
			022651		WEARING APPAREL	240.00
			0228014		SMALL TOOLS	974.24
			023313		MOVIE IN THE PARK DVD	21.51
			027183		BREWS AND BITES - SUPPLIES	37.44
			0273605		MATERIALS & SUPPLIES	213.35
			02P33923		AIR BRAKE CLASS	40.00
			03		BREWS & BITES STAFF COSTS	53.57
			031125		POSTER CONTEST	48.46
			035132		NINTENDO SWITCH GAMES - TEEI	428.95
			039268		EMPLOYEE TRAVEL EXPENSE	92.00
			042992		SENIOR SUPPLIES	68.91
			046572		FIRE STATION OPEN HOUSE	86.16
			049399		CPR CARDS	26.00
			050079		POSTER CONTEST	100.00
			054784		BREWS & BITES SUPPLIES - NON	37.44
			057447		PAPER CUTTING	6.18
			058478		FIRE STATION OPEN HOUSE	139.17
			059410		MATERIALS & SUPPLIES	15.97
			060134		POSTER CONTEST	120.00
			060668		MATERIALS & SUPPLIES	104.36
			062304		TEEN SUPPLIES	57.51
			063873		MATERIALS & SUPPLIES	2,322.01

vchlist  
11/16/2023 4:17:02PM

Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135043	11/16/2023	10001 US BANK	(Continued)			
			063964		MATERIALS & SUPPLIES	21.54
			064284		SPARC MEETING SUPPLIES	23.69
			0674656		OFFICE SUPPLIES - FINANCE	47.93
			070165		MEETING SUPPLIES	11.38
			071630		MATERIALS & SUPPLIES	28.92
			072164		TEEN CENTER SUPPLIES	162.98
			072221		BREWS & BITES SUPPLIES	5.91
			072523		COUNCIL MEETING SUPPLIES	9.70
			077982		TEEN CENTER TV, WALL MOUNT, '1	579.72
			081023		GENERAL EVENT SUPPLIES	59.69
			086254		POSTER CONTEST	665.00
			086303		INTERVIEW PANEL SUPPLIES	32.62
			089964		AIRPORT PARKING	84.00
			09222023-1		GROUND TRANSPORTATION	46.92
			09222023-2		GROUND TRANSPORTATION	7.03
			092223		PROCARD USED IN ERROR	50.13
			092223-1		GROUND TRANSPORTATION	33.85
			092223-2		GROUND TRANSPORTATION	6.77
			09232023		GROUND TRANSPORTATION	25.72
			0923290		POSTER CONTEST	47.47
			092523.001		FRAUDULENT CHARGE	14.13
			092580		CPR CARDS	500.00
			09282023		VEHICLE SUPPLIES	271.86
			093022		TEEN CENTER SUPPLIES	42.88
			096704		BREWS & BITES SUPPLIES	61.70
			097105		BREWS & BITES SUPPLIES	37.83
			098928		TEEN CENTER SUPPLIES	53.77
			0HU85203MR390581C		PROFESSIONAL DEVELOPMENT -	150.00
			1000099718		CAL CHIEFS CONFERENCE LODGI	424.58
			10022023		SQUARE MARKETING FEE	90.00
			10042023		PROCARD USED IN ERROR	104.09
			10052023		EQUIPMENT REPAIR	160.00
			10062023		VEHICLE SUPPLIES	21.54
			10072023		FIRE STATION OPEN HOUSE	425.00
			10092023		TRANSPORTATION CHARGE	27.99
			101392699		EQUIPMENT SUPPLIES	106.87



vchlist  
11/16/2023 4:17:02PM

Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135043	11/16/2023	10001 US BANK	(Continued)			
			10202023		TRANSPORTATION CHARGE	22.78
			102023CR		HOME DEPOT CREDIT	-107.76
			10222023		TRANSPORTATION CHARGE	30.90
			10272023		EMPLOYEE TRAVEL EXPENSE	50.00
			1032988		MATERIALS & SUPPLIES	75.32
			1061795455		WELLNESS PROGRAM SUPPLIES	253.38
			1099750001		LODGING FOR LEAGUE OF CA CIT	499.64
			11022023		PROCARD USED IN ERROR	99.00
			1140432501		MATERIALS & SUPPLIES	213.24
			11885597		MEETING REGISTRATION	35.00
			11917530		VALOR LUNCHEON - VECA/EAST C	100.00
			12123195		SAFETY EQUIPMENT	933.00
			1221890		MATERIALS & SUPPLIES	24.04
			1275-2170		IDEA GUIDEBOOK FOR PARKS ANI	15.00
			1277174		MATERIALS & SUPPLIES	30.07
			13441756		FACEBOOK MARKETING BOOST	123.34
			1405044		FLEET SHOP SUPPLIES	200.12
			1410510		LODGING FOR LEAGUE OF CA CIT	499.64
			1510120		MATERIALS & SUPPLIES	34.45
			1511852		MATERIALS & SUPPLIES	27.95
			1-525976		VEHICLE REPAIR PARTS	2.94
			1529067		OFFICE SUPPLIES	10.51
			158539		CITYWIDE SLURRY SEAL & ROADV	350.19
			1587466		MATERIALS AND SUPPLIES	22.38
			1648224		LIGHT POLE BANNER BRACKETS	303.95
			1649-1078		IDEA GUIDEBOOK FOR ANNE MOR	15.00
			1655887		EMPLOYEE TRAVEL EXPENSE	36.00
			17		MOVIE IN THE PARK SUPPLIES	22.60
			1710-8875		IDEA GUIDEBOOK FOR SAM RENS	15.00
			1781026		GENERAL EVENT SUPPLIES	26.88
			18870		SENIOR TRIPS - QUEEN MARY - BU	2,070.00
			189228830		SENIOR PROGRAM - TRIP	799.20
			19		BREWS & BITES STAFF COSTS	76.39
			200018838		CSMFO CHAPTER MEETING	45.00
			200019180		CSMFO CHAPTER MEETING	35.00
			200019191		CSMFO CHAPTER MEETING	90.00

vchlist  
11/16/2023 4:17:02PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135043	11/16/2023	10001 US BANK	(Continued)			
			200068664		SOFTWARE LICENSING	89.10
			216460		IAEM CONF REGISTRATION	675.00
			2196051401		LODGING FOR LEAGUE OF CA CIT	522.88
			23-1503		SAFETY SUPPLIES	30.10
			236		SENIOR TRIPS - HARBOR CRUISE	536.00
			28024672		PICKLEBALL BANNER PROGRAM	144.04
			28046844		BREWS & BITES BANNERS	215.23
			2816		SENIOR TRIP STAFF COSTS	59.61
			290637		TCCP FIELD SUPPLIES	38.50
			2961033701		CAL CITIES CONFERENCE LODGIN	499.64
			300477297		SANTEE CITY CUP PATCHES	191.40
			3192771-00		MATERIALS & SUPPLIES	733.52
			3357829		OFFICE SUPPLIES - FINANCE	7.53
			3378395901		LODGING FOR LEAGUE OF CA CIT	529.48
			3-414314		VEHICLE OUTFITTING	10.46
			3-414351		VEHICLE SUPPLIES	22.20
			37615		STATION SUPPLIES	97.14
			3792233		MATERIALS & SUPPLIES	467.01
			385893		OFFICE SUPPLIES	9.70
			4057015		GENERAL EVENT SUPPLIES	8.07
			4239458		MATERIALS & SUPPLIES	19.93
			43296		SAFETY EQUIPMENT	114.48
			437484		STATION SUPPLIES	994.89
			4446617		SERVICE AWARD PAPER	81.70
			44880125		SURVEY SUBSCRIPTION	468.00
			4610048		SMALL TOOLS	31.22
			528		ASHDALE INCIDENT 2023-060732	241.89
			5521715		GRAFFITI REMOVAL	11.82
			5529		FIRE STATION OPEN HOUSE	352.09
			5831426		WELLNESS SUPPLIES	40.32
			589179		MATERIALS & SUPPLIES	19.38
			5ZB2K		HOTEL STAY FOR MSA CONFEREN	144.00
			60219		SAFETY EQUIPMENT	144.08
			6023246		SMALL TOOLS	126.36
			6024998		MATERIALS & SUPPLIES	21.53
			6241027		LIGHT POLE BANNER BRACKETS	303.95

vchlist  
11/16/2023 4:17:02PM

Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135043	11/16/2023	10001 US BANK	(Continued)			
			638483103		CSMFO ANNUAL CONFERENCE	515.00
			65008		ADOPTED MILITARY UNIT SUPPOR	4,057.20
			68514		TRANSPORTATION CHARGE	5.00
			694359		MSA CONFERENCE LODGING	432.00
			6946626		VEHICLE SUPPLIES	161.13
			7023052		MATERIALS & SUPPLIES	12.90
			7024793		MATERIALS & SUPPLIES	213.52
			7076201		STATION SUPPLIES	34.93
			7079432		SERVICE AWARDS	514.81
			7087418		OFFICE SUPPLIES	106.67
			718349		FITNESS PROGRAM SUBSCRIPTIC	49.50
			7516022		MATERIALS & SUPPLIES	40.88
			770887		GFOA GAAP UPDATE	135.00
			77849		PROCARD USED IN ERROR	907.05
			7964264		PLANNING SUPPLIES	30.16
			8026470		MATERIALS & SUPPLIES	21.42
			8105847		OFFICE SUPPLIES	56.62
			8150254		MATERIALS & SUPPLIES	232.91
			8221384		MATERIALS & SUPPLIES - LUMBEF	43.37
			8391		PARTIAL CONFERENCE REFUND	-150.00
			8523480		GENERAL EVENT SUPPLIES	93.70
			8603040		BREWS & BITES SUPPLIES	25.70
			8618608		MATERIALS & SUPPLIES	104.58
			8AC73230S7764413Y		PROFESSIONAL DEVELOPMENT	360.00
			9024503		MATERIALS & SUPPLIES	53.24
			916773856		NEOGOV 2023 CONFERENCE LOD	132.66
			92223-550		CPRS ANNUAL REGISTRATION	550.00
			92223-AC		CPRS ANNUAL RENEWAL OF MEM	150.00
			92223-AM		CPRS ANNUAL RENEWAL MEMBEF	20.00
			92223-BL		CPRS ANNUAL RENEWAL MEMBEF	150.00
			92223-EK		CPRS ANNUAL RENEWAL OF MEM	150.00
			92223-ET		ANNUAL REGISTRATION FOR CPR	150.00
			92223-JN		CPRS MEMBERSHIP RENEWAL FE	150.00
			92223-MB		CPRS ANNUAL RENEWAL OF MEM	150.00
			92223-MF		CPRS ANNUAL RENEWAL MEMBEF	150.00
			92223-NC		CPRS ANNUAL RENEWAL OF MEM	165.00

vchlist  
11/16/2023 4:17:02PM

**Voucher List**  
**CITY OF SANTEE**

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135043	11/16/2023	10001 US BANK	(Continued)			
			92223-SR		ANNUAL CPRS MEMBERSHIP REI	150.00
			92523.002		FRAUDULENT CHARGE	14.13
			92523.003		FRAUDULENT CHARGE	14.13
			940L1HF9		CSMFO CONFERENCE LODGING	308.88
			9505024		ENG. AND PLANNING & BUILDING	230.47
			9521070		MATERIALS & SUPPLIES	24.75
			957975		MEETING SUPPLIES	41.27
			IN005357/2023		SHIFT CALENDARS	944.60
			NCGVXUHCWU		CPRS D12 WORKSHOP	35.00
			SO289042		SAFETY EQUIPMENT	137.73
			WM49261469		GENERAL EVENT SUPPLIES	43.06
			XT7LQXAYS9		CPRS D12 WORKSHOP	140.00
<b>Total :</b>						<b>38,332.08</b>

1 Vouchers for bank code : ubgen

**Bank total : 38,332.08**

1 Vouchers in this report

**Total vouchers : 38,332.08**

Prepared by: 

Date: 11-16-23

Approved by: 

Date: 11/16/23

vchlist  
11/17/2023 2:16:02PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
6455145	11/17/2023	14705 RHS MISSIONSQUARE	PPE 11/8/23		RETIREE HSA	4,770.91	
					<b>Total :</b>	<b>4,770.91</b>	
6925225	11/17/2023	14704 457 MISSIONSQUARE	PPE 11/8/23		ICMA - 457	36,055.28	
					<b>Total :</b>	<b>36,055.28</b>	
2 Vouchers for bank code : ubgen						<b>Bank total :</b>	<b>40,826.19</b>
2 Vouchers in this report						<b>Total vouchers :</b>	<b>40,826.19</b>

Prepared by: *J. Smith*  
 Date: 11-17-23  
 Approved by: *E. Bull*  
 Date: 11-17-23

vchlist  
11/21/2023 12:18:35PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
11233	11/21/2023	10353 PERS	11 23 3		RETIREMENT PAYMENT	147,009.16

Total : 147,009.16

1 Vouchers for bank code : ubgen

Bank total : 147,009.16

1 Vouchers in this report

Total vouchers : 147,009.16

Prepared by: *Juan M*  
Date: 11-21-23  
Approved by: *E. Bule*  
Date: 11-21-23

vchlist  
11/21/2023 12:57:07PM

**Voucher List**  
**CITY OF SANTEE**

Bank code : ubqen

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
135044	11/21/2023	10010 ALLIANT INSURANCE SERVICES INC	2480526		HOLIDAY LIGHTING EVENT INSUR/	1,963.00
					<b>Total :</b>	<b>1,963.00</b>
135045	11/21/2023	11445 AMERICAN MESSAGING	L1072898XK		FD PAGER SERVICE	200.14
					<b>Total :</b>	<b>200.14</b>
135046	11/21/2023	10412 AT&T	000020712128		TELEPHONE	873.73
					<b>Total :</b>	<b>873.73</b>
135047	11/21/2023	14306 AZTEC LANDSCAPING, INC	J1634	54464	CUSTODIAL SERVICES - PARKS	4,799.63
					<b>Total :</b>	<b>4,799.63</b>
135048	11/21/2023	10924 BATTISTI, JEREMY	44877		EMPLOYEE REIMBURSEMENT	144.21
					<b>Total :</b>	<b>144.21</b>
135049	11/21/2023	14692 BOMBER EYEWEAR	30010		PROTECTIVE EYE WEAR	820.13
					<b>Total :</b>	<b>820.13</b>
135050	11/21/2023	11513 BOND, ELLEN	12012023-263		MEADOWBROOK HARDSHIP PROC	117.86
					<b>Total :</b>	<b>117.86</b>
135051	11/21/2023	13292 BORDER RECAPPING LLC	23-0121974-008	54413	TIRES	4,443.52
					<b>Total :</b>	<b>4,443.52</b>
135052	11/21/2023	10876 CANON SOLUTIONS AMERICA INC	4040731101 4040731102	54482 54482	SCANNER MAINTENANCE PLOTTER MAINTENANCE & USAGE	128.82 51.87
					<b>Total :</b>	<b>180.69</b>
135053	11/21/2023	11402 CARROLL, JUDI	12012023-96		MEADOWBROOK HARDSHIP PROC	118.15
					<b>Total :</b>	<b>118.15</b>
135054	11/21/2023	12328 CINTAS CORP. #2	5178213723 5182364636 9238616796	54538 54538 54538	FIRST-AID KIT SERVICE FIRST-AID KIT SERVICE FIRST-AID KIT SERVICE	295.38 341.44 239.45
					<b>Total :</b>	<b>876.27</b>
135055	11/21/2023	11409 CLAYTON, SYLVIA	120123-340		MEADOWBROOK HARDSHIP PROC	123.64

vchlist  
11/21/2023 12:57:07PM

Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135055	11/21/2023	11409 11409 CLAYTON, SYLVIA	(Continued)			<b>Total : 123.64</b>
135056	11/21/2023	12153 CORODATA RECORDS	RS4952506	54527	CORODATA RECORDS MANAGEME	761.25
						<b>Total : 761.25</b>
135057	11/21/2023	11862 CORODATA SHREDDING INC	DN1437447		CORODATA SHREDDING	49.82
						<b>Total : 49.82</b>
135058	11/21/2023	10358 COUNTY OF SAN DIEGO	24CTOFSAN04 24CTOFSASN04	54528 54458	SHERIFF RADIOS 800 MHZ NETWORK ACCESS	2,622.00 1,938.00
						<b>Total : 4,560.00</b>
135059	11/21/2023	10486 COUNTY OF SAN DIEGO	11162023-NOE		NOTICE OF EXEMPTION - WESTO	50.00
						<b>Total : 50.00</b>
135060	11/21/2023	10839 COUNTY OF SAN DIEGO	110723-SD DEHQ	54601	SANTEE COMMUNITY CNTR - PLAI	3,390.00
						<b>Total : 3,390.00</b>
135061	11/21/2023	10333 COX COMMUNICATIONS	052335901; NOV23		8950 COTTONWOOD AVE	195.24
						<b>Total : 195.24</b>
135062	11/21/2023	10046 D MAX ENGINEERING INC	8141	54166	WATER QUALITY MONITORING	32,687.74
						<b>Total : 32,687.74</b>
135063	11/21/2023	12655 DELL MARKETING LP	10705702874	54559	DESKTOP & MONITORS	2,965.77
						<b>Total : 2,965.77</b>
135064	11/21/2023	14930 DISABILITY ACCESS	23-245	54318	DISABILITY ACCESS CONSULTANT	4,835.00
						<b>Total : 4,835.00</b>
135065	11/21/2023	12593 ELLISON WILSON ADVOCACY, LLC	2023-11-06	54505	LEGISLATIVE ADVOCACY SERVICE	1,500.00
						<b>Total : 1,500.00</b>
135066	11/21/2023	10058 ETS PRODUCTIONS INC	21223-ETS	54367	AUDIO VISUAL SERVICES - EVENT	2,242.00
						<b>Total : 2,242.00</b>
135067	11/21/2023	12760 FOCUS PSYCHOLOGICAL	SANTEE2023-9	54470	COUNSELING SERVICES	800.00
						<b>Total : 800.00</b>



vchlist  
11/21/2023 12:57:07PM

Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135068	11/21/2023	12638 GEORGE HILLS COMPANY, INC.	INV1026548	54486	LIABILITY CLAIMS ADMIN FEE FY 2	1,458.33
					<b>Total :</b>	<b>1,458.33</b>
135069	11/21/2023	15082 GULER, RACHEL	50545		EMPLOYEE REIMBURSEMENT	28.55
					<b>Total :</b>	<b>28.55</b>
135070	11/21/2023	10490 HARRIS & ASSOCIATES INC	59471 59937	54461 54461	COMPREHENSIVE DEV IMPACT FE COMPREHENSIVE DEV IMPACT FE	5,067.50 5,887.50
					<b>Total :</b>	<b>10,955.00</b>
135071	11/21/2023	11196 HD SUPPLY FACILITIES	9218281097 9218737492	54569 54569	FACILITIES MAINTENANCE SUPPLI FACILITIES MAINTENANCE SUPPLI	423.89 3,794.81
					<b>Total :</b>	<b>4,218.70</b>
135072	11/21/2023	10600 HINDERLITER, DE LLAMAS & ASSOC	SIN033274	54218	CANNABIS CONSULTING SVCS	3,625.00
					<b>Total :</b>	<b>3,625.00</b>
135073	11/21/2023	11724 ICF JONES & STOKES INC	INV-00000065424	53609	MSCP SUBAREA PLAN	28,560.00
					<b>Total :</b>	<b>28,560.00</b>
135074	11/21/2023	14833 INTERWEST CONSULTING GROUP	90716 90717 91294 91897	54594 54594 54602 54594	INTERWEST BLDG. SVCS INTERWEST BLDG. SVCS INTERWEST PLANNING SVCS INTERWEST BLDG. SVCS	10,915.56 15,508.42 12,906.75 14,514.83
					<b>Total :</b>	<b>53,845.56</b>
135075	11/21/2023	14268 JOHNSON EQUIPMENT COMPANY	8504	54272	RADIO EQUIPMENT	13,015.42
					<b>Total :</b>	<b>13,015.42</b>
135076	11/21/2023	10120 KEARNY PEARSON FORD	1912528 1914338 CM1776921 CM1912528	54374 54374 54374	VEHICLE REPAIR PARTS VEHICLE REPAIR PARTS CREDIT-REPAIR PART RETURNED CREDIT-REPAIR PTS RETURNED	588.77 55.49 -161.19 -123.35
					<b>Total :</b>	<b>359.72</b>
135077	11/21/2023	13558 KIFER HYDRAULICS CO, INC	81889	54375	VEHICLE REPAIR PARTS	31.50
					<b>Total :</b>	<b>31.50</b>

vchlist  
11/21/2023 12:57:07PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135078	11/21/2023	12200 LESLIE'S SWIMMING POOL	WPR9053396-0001	54533	FOUNTAIN MAINTENANCE SUPPLII	352.22
			WPR9053656-0001	54533	FOUNTAIN MAINTENANCE SUPPLII	378.73
					<b>Total :</b>	<b>730.95</b>
135079	11/21/2023	10204 LIFE ASSIST INC	1375650	54377	EMS SUPPLIES	159.85
					<b>Total :</b>	<b>159.85</b>
135080	11/21/2023	10640 NEOGOV	INV-36722		NEOGOV INSIGHT & GOVT JOBS F	6,905.63
					<b>Total :</b>	<b>6,905.63</b>
135081	11/21/2023	10308 O'REILLY AUTO PARTS	2968-185436	54384	VEHICLE REPAIR PART	13.59
					<b>Total :</b>	<b>13.59</b>
135082	11/21/2023	10336 PADRE DAM MUNICIPAL WATER DIST	110723-CIP2018-31	54603	SANTEE COMMUNITY CNTR - PLAF	5,000.00
					<b>Total :</b>	<b>5,000.00</b>
135083	11/21/2023	10344 PADRE DAM MUNICIPAL WATER DIST	90000367; NOV23		GROUP BILL	39,990.34
					<b>Total :</b>	<b>39,990.34</b>
135084	11/21/2023	11442 PATTERSON, EDWARD	120123-225		MEADOWBROOK HARDSHIP PROC	113.99
					<b>Total :</b>	<b>113.99</b>
135085	11/21/2023	10101 PROFESSIONAL MEDICAL SUPPLY	B025183	54443	OXYGEN CYLINDER RENTAL	130.20
			B025184	54443	OXYGEN CYLINDER RENTAL	96.00
			B025185	54443	OXYGEN CYLINDER RENTAL	441.79
					<b>Total :</b>	<b>667.99</b>
135086	11/21/2023	12062 PURETEC INDUSTRIAL WATER	2113356		DEIONIZED WATER	45.18
					<b>Total :</b>	<b>45.18</b>
135087	11/21/2023	10095 RASA	5756	54512	MAP CHECK - CAMERON PROSPEI	350.00
					<b>Total :</b>	<b>350.00</b>
135088	11/21/2023	10097 ROMAINE ELECTRIC CORPORATION	1-351279	54487	VEHICLE SUPPLIES	473.70
					<b>Total :</b>	<b>473.70</b>
135089	11/21/2023	10424 SANTEE FIREFIGHTERS	07062023-1		WEARING APPAREL	129.00
			07062023-2		WEARING APPAREL	129.00

vchlist  
11/21/2023 12:57:07PM

Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135089	11/21/2023	10424 SANTEE FIREFIGHTERS	(Continued) 7062023-3 7062023-4 7062023-5 7062023-6		WEARING APPAREL WEARING APPAREL WEARING APPAREL WEARING APPAREL	129.00 129.00 129.00 129.00
<b>Total :</b>						<b>774.00</b>
135090	11/21/2023	10212 SANTEE SCHOOL DISTRICT	9455	54480	BUS TRANSPORTATION FOR TEEN	204.84
<b>Total :</b>						<b>204.84</b>
135091	11/21/2023	10768 SANTEE SCHOOL DISTRICT	9454	54394	FIELD LIGHTS AT CHET HARRITT	105.00
<b>Total :</b>						<b>105.00</b>
135092	11/21/2023	13171 SC COMMERCIAL, LLC	2500005-IN 2505281-IN 2508908-IN 2510285-IN	54395  54395 54395	DELIVERED FUEL GENERATOR FUEL DELIVERED FUEL DELIVERED FUEL	711.18 186.14 377.36 617.31
<b>Total :</b>						<b>1,891.99</b>
135093	11/21/2023	14523 SCA OF CA, LLC	157454PS INV-2027 INV-2546	54396 54396 54396	STREET SWEEPING SVCS STREET SWEEPING SVCS STREET SWEEPING SVCS	29,941.58 29,941.58 29,941.72
<b>Total :</b>						<b>89,824.88</b>
135094	11/21/2023	14797 SEDANO FORD OF LM INC	20468095	54446	VEHICLE REPAIR PARTS	17.76
<b>Total :</b>						<b>17.76</b>
135095	11/21/2023	13206 SHARP BUSINESS SYSTEMS	9004550854	54519	COPY CHARGES OCT 2023-OVG JI	2,905.70
<b>Total :</b>						<b>2,905.70</b>
135096	11/21/2023	14038 SINGH GROUP INC	42376	54459	DEAD ANIMAL REMOVAL SERVICE	1,751.28
<b>Total :</b>						<b>1,751.28</b>
135097	11/21/2023	13162 SOCAL PPE	SC5694	54605	TURNOUT MAINTENANCE	578.00
<b>Total :</b>						<b>578.00</b>
135098	11/21/2023	10837 SOUTHWEST TRAFFIC SIGNAL	82927 82928	54447 54447	DIG ALERTS TRAFFIC SIGNAL SERVICE CALLS	517.50 368.13

vchlist  
11/21/2023 12:57:07PM

Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135098	11/21/2023	10837 SOUTHWEST TRAFFIC SIGNAL	(Continued)			
			82929	54447	TRAFFIC SIGNAL - EXTRA WORK Z	2,647.02
			82930	54465	USA MARKOUTS	269.10
			82931	54465	TRAFFIC SIGNAL SERVICE CALLS	1,712.06
			82933	54465	GROUND ROD - PROSPECT/ELLSV	941.40
					<b>Total :</b>	<b>6,455.21</b>
135099	11/21/2023	14240 SPICER CONSULTING GROUP	1457	54280	ASSMNT ENG & CFD SVCS FY 22-2	2,709.38
					<b>Total :</b>	<b>2,709.38</b>
135100	11/21/2023	11403 ST. JOHN, LYNNE	120123-78		MEADOWBROOK HARDSHIP PROC	118.37
					<b>Total :</b>	<b>118.37</b>
135101	11/21/2023	10217 STAPLES ADVANTAGE	3550837853	54403	OFFICE SUPPLIES	161.09
					<b>Total :</b>	<b>161.09</b>
135102	11/21/2023	12477 STREAMLINE AUTOMATION	2023-112	54591	SOFTWARE LICENSE/SUPPORT	3,466.00
					<b>Total :</b>	<b>3,466.00</b>
135103	11/21/2023	11587 STRYKER SALES CORPORATION	9204947793	54488	CHEST COMPRESSION SYSTEM	18,762.06
					<b>Total :</b>	<b>18,762.06</b>
135104	11/21/2023	13451 TELEFLEX FUNDING LLC	9507623098	54408	EMS SUPPLIES	2,866.15
					<b>Total :</b>	<b>2,866.15</b>
135105	11/21/2023	10880 TERRYBERRY COMPANY LLC	P62961		SERVICE AWARD PINS	2,801.91
					<b>Total :</b>	<b>2,801.91</b>
135106	11/21/2023	10250 THE EAST COUNTY	00136120		PUBLIC HEARING - UKRAINIAN CA	217.00
			00136135		PUBLIC HEARING - AUTO STORAG	276.50
					<b>Total :</b>	<b>493.50</b>
135107	11/21/2023	11193 TMAN TRAFFIC SUPPLY	15131	54452	TRAFFIC SIGNS & SUPPLIES	276.04
					<b>Total :</b>	<b>276.04</b>
135108	11/21/2023	14354 TRILOGY MEDWASTE WEST, LLC	1485259	54453	BIOMEDICAL WASTE DISPOSAL	161.28
			1485260	54453	BIOMEDICAL WASTE DISPOSAL	161.34

vchlist  
11/21/2023 12:57:07PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen


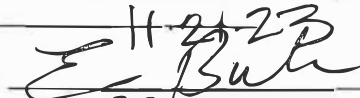
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135108	11/21/2023	14354	14354 TRILOGY MEDWASTE WEST, LLC (Continued)			<b>Total : 322.62</b>
135109	11/21/2023	10133	UNDERGROUND SERVICE ALERT	1020230705	DIG ALERT-MONTHLY TICKETS	129.00
			23-241582	54481	DIG ALERT SERVICES - STATE FEE	57.68
					<b>Total :</b>	<b>186.68</b>
135110	11/21/2023	12480	UNITED SITE SERVICES	114-13723731	EVENT FENCNG AND PORTAPOT F	2,565.33
					<b>Total :</b>	<b>2,565.33</b>
135111	11/21/2023	11305	VELOCITY TRUCK CENTERS	XA290174715:01	VEHICLE REPAIR PART	113.13
					<b>Total :</b>	<b>113.13</b>
135112	11/21/2023	10136	WEST COAST ARBORISTS INC	202749	URBAN FORESTRY MANAGEMENT	1,548.50
				203399	URBAN FORESTRY MANAGEMENT	5,297.50
				203428	URBAN FORESTRY MANAGEMENT	978.00
				204346	URBAN FORESTRY MANAGEMENT	27,923.25
				204347-A	URBAN FORESTRY MANAGEMENT	21,704.45
				204359	URBAN FORESTRY MANAGEMENT	2,258.75
				204858	URBAN FORESTRY MANAGEMENT	2,934.00
				204859	URBAN FORESTRY MANAGEMENT	4,657.40
				204860	URBAN FORESTRY MANAGEMENT	168.70
				204861	URBAN FORESTRY MANAGEMENT	6,786.55
				205407	URBAN FORESTRY MANAGEMENT	978.35
				206418	FY23/24 URBAN FORESTRY MANA	7,034.10
				206419	URBAN FORESTRY MANAGEMENT	717.20
				206420	URBAN FORESTRY MANAGEMENT	4,498.80
					<b>Total :</b>	<b>87,485.55</b>

69 Vouchers for bank code : ubgen

**Bank total : 466,083.26**

69 Vouchers in this report

**Total vouchers : 466,083.26**



Prepared by:   
 Date: 11-21-23  
 Approved by:   
 Date: 11-21-23

vchlist  
11/22/2023 2:45:06PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
135113	11/22/2023	12724 AMERICAN FIDELITY ASSURANCE	D659762		VOLUNTARY LIFE INS-AM FIDELITY	4,277.28	
					<b>Total :</b>	<b>4,277.28</b>	
135114	11/22/2023	12903 AMERICAN FIDELITY ASSURANCE CO	2216914A 221691A		FLEXIBLE SPENDING ACCOUNT FLEXIBLE SPENDING ACCOUNT	2,568.03 2,568.03	
					<b>Total :</b>	<b>5,136.06</b>	
135115	11/22/2023	14452 MEDICAL AIR SERVICES ASSC, MASA	1690393		MEDICAL AIR TRANSPORT SVCS	193.00	
					<b>Total :</b>	<b>193.00</b>	
3 Vouchers for bank code : ubgen						<b>Bank total :</b>	<b>9,606.34</b>
3 Vouchers in this report						<b>Total vouchers :</b>	<b>9,606.34</b>

Prepared by:   
 Date: 11-22-23  
 Approved by:   
 Date: 11-22-23

vchlist  
11/29/2023 12:20:35PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
231121	11/22/2023	12774	LIABILITY CLAIMS ACCOUNT	11212023	LIABILITY CLAIMS AWARDS & INDE	445.18	
						<b>Total :</b>	<b>445.18</b>
1 Vouchers for bank code : ubgen						<b>Bank total :</b>	<b>445.18</b>
1 Vouchers in this report						<b>Total vouchers :</b>	<b>445.18</b>

Prepared by: J. Tucker  
Date: 11-29-23  
Approved by: E. Bul  
Date: 11-30-23

vchlist  
11/29/2023 12:56:00PM

Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135116	11/29/2023	14626 HC WEST, LLC	SDS1224542-1	54421	ANNUAL BACKFLOW CERTIFICATI	6,281.00
					<b>Total :</b>	<b>6,281.00</b>
135117	11/29/2023	13456 AGRICULTURAL PEST CONTROL	712442	54346	PEST CONTROL SERVICES 90 DAY	654.67
					<b>Total :</b>	<b>654.67</b>
135118	11/29/2023	10510 AMAZON WEB SERVICES, INC	1479306273		CLOUD STORAGE SERVICES	232.65
					<b>Total :</b>	<b>232.65</b>
135119	11/29/2023	12496 BALL, BYRON	104 105		SELFIES WITH SANTA SANTA - HOLIDAY LIGHTING 2023	420.00 420.00
					<b>Total :</b>	<b>840.00</b>
135120	11/29/2023	13990 C.P. RICHARDS SIGNS, INC.	63240	54356	VEHICLE LETTERING & SIGNAGE	339.98
					<b>Total :</b>	<b>339.98</b>
135121	11/29/2023	11399 CABLE PIPE & LEAK DETECTION	912531 913712	54425 54425	AS-NEEDED LEAK DETECTION AS-NEEDED LEAK DETECTION	900.00 1,225.00
					<b>Total :</b>	<b>2,125.00</b>
135122	11/29/2023	12349 CHOICE LOCKSMITHING	103123FS4	54483	LOCKSMITH SERVICES - AS NEEDI	141.31
					<b>Total :</b>	<b>141.31</b>
135123	11/29/2023	10040 COUNTYWIDE MECHANICAL SYSTEMS	61404 61423 61432 61480 61680 61742 61743 61820 62086 62279 62293 62669 62696	54360 54360 54360 54360 54360 54360 54360 54360 54360 54360 54360 54360 54360	PLUMBING REPAIRS & RELATED M PLUMBING REPAIRS & RELATED M PLUMBING REPAIRS & RELATED M PLUMBING REPAIRS PLUMBING REPAIRS & RELATED M PLUMBING REPAIRS PLUMBING REPAIRS PLUMBING REPAIRS PLUMBING REPAIRS PLUMBING REPAIRS PLUMBING REPAIRS PLUMBING REPAIRS PLUMBING REPAIRS	306.16 322.33 1,842.38 3,454.20 741.63 731.61 398.40 870.00 1,311.18 3,031.84 918.49 1,588.24 783.94



vchlist  
11/29/2023 12:56:00PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135123	11/29/2023	10040	10040 COUNTYWIDE MECHANICAL SYSTEI (Continued)			<b>Total : 16,300.40</b>
135124	11/29/2023	10333	COX COMMUNICATIONS		9534 VIA ZAPADOR 8115 ARLETTE ST	97.26 197.70 <b>Total : 294.96</b>
135125	11/29/2023	10046	D MAX ENGINEERING INC	54476	STORMWATER INSPECTIONS & RE	4,872.13 <b>Total : 4,872.13</b>
135126	11/29/2023	15090	ERNST, DOUG		PERMIT REFUND B-RALT-23-0033	173.00 <b>Total : 173.00</b>
135127	11/29/2023	12271	FERNO WASHINGTON INC	54485	PRO 28Z CHAIR COT	11,816.62 <b>Total : 11,816.62</b>
135128	11/29/2023	12760	FOCUS PSYCHOLOGICAL	54470	COUNSELING SERVICES	800.00 <b>Total : 800.00</b>
135129	11/29/2023	10065	GLOBAL POWER GROUP INC		GENERATOR MAINT & REPAIRS	344.40 344.40 344.40 344.40 <b>Total : 1,377.60</b>
135130	11/29/2023	11724	ICF JONES & STOKES INC		MSCP SUBAREA PLAN	5,103.75 11,977.50 <b>Total : 17,081.25</b>
135131	11/29/2023	14833	INTERWEST CONSULTING GROUP		INTERWEST BLDG SVCS	0.00 1,204.00 8,294.75 8,609.50 <b>Total : 18,108.25</b>
135132	11/29/2023	11292	LIEBERT CASSIDY WHITMORE		LEGAL SERVICES	109.50 <b>Total : 109.50</b>
135133	11/29/2023	13095	LONDON MOEDER ADVISORS	54618	FEASABILITY ANALYSIS	9,250.00

vchlist  
11/29/2023 12:56:00PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135133	11/29/2023	13095	13095 LONDON MOEDER ADVISORS	(Continued)	<b>Total :</b>	<b>9,250.00</b>
135134	11/29/2023	14470	M W STEELE GROUP INC	2200-13 2200-15 2200HAP-04 2200HAP-06 2200SGIP-04 2200SGIP-06	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	14,570.00 17,962.50 8,886.25 18,248.36 29,360.00 9,685.00 <b>Total :</b> <b>98,712.11</b>
135135	11/29/2023	11783	MINTO, JOHN	09222023	LEAGUE OF CA CITIES ANNUAL CC	13.10 <b>Total :</b> <b>13.10</b>
135136	11/29/2023	10308	O'REILLY AUTO PARTS	2968-186631 2968-186727	54384 54384 VEHICLE REPAIR PART VEHICLE REPAIR PARTS	9.73 10.34 <b>Total :</b> <b>20.07</b>
135137	11/29/2023	15047	PERFECTION PAINTING CORP	1R-CIP2023-34 P1 CIP2023-34	54582 RETENTION #1 CIP 2023-34 CITY HALL PAINTING AND WOOD F	-10,914.75 218,295.00 <b>Total :</b> <b>207,380.25</b>
135138	11/29/2023	15088	ROCKVILL RV & STORAGE LLC	1229A	REFUNDABLE DEPOSIT	675.58 <b>Total :</b> <b>675.58</b>
135139	11/29/2023	10407	SAN DIEGO GAS & ELECTRIC	43940205509; NOV23 79900685777; NOV23 85097421694; NOV23	LMD BALLFIELDS; FACILITIES; PARKS CITY HALL GROUP BILL	2,714.47 33,833.29 11,478.47 <b>Total :</b> <b>48,026.23</b>
135140	11/29/2023	10107	SANTEE MINISTERIAL COUNCIL	PY 2023 Q1	54501 CDBG SUBRECIPIENT	4,213.84 <b>Total :</b> <b>4,213.84</b>
135141	11/29/2023	10768	SANTEE SCHOOL DISTRICT	9448 9449	54583 54583 FY23/24 JOINT USE FIELDS - RIO S JOINT USE FIELDS - RIO SECO	1,380.45 673.53 <b>Total :</b> <b>2,053.98</b>
135142	11/29/2023	14597	SATURN ELECTRIC	772-001	53845 ELECTRICAL METER PEDESTAL - v	11,969.74

vchlist  
11/29/2023 12:56:00PM

Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135142	11/29/2023	14597 14597 SATURN ELECTRIC	(Continued)			<b>Total : 11,969.74</b>
135143	11/29/2023	13171 SC COMMERCIAL, LLC	2513860-IN 2516143-IN	54395 54395	DELIVERED FUEL DELIVERED FUEL	512.38 408.77 <b>Total : 921.15</b>
135144	11/29/2023	14797 SEDANO FORD OF LM INC	20468934	54446	VEHICLE REPAIR PARTS	34.79 <b>Total : 34.79</b>
135145	11/29/2023	11072 SHOW STOPPER WAX PRODUCTS	6337	54398	VEHICLE SUPPLIES	211.19 <b>Total : 211.19</b>
135146	11/29/2023	14038 SINGH GROUP INC	42412	54459	DEAD ANIMAL REMOVAL SERVICE	1,751.28 <b>Total : 1,751.28</b>
135147	11/29/2023	12223 SITEONE LANDSCAPE SUPPLY LLC	134747990-001 136120862-001 136152361-001 136262971-001 136265176-001 136284862-001 136403385-001 136569359-001 136575413-001	54420 54420 54420 54420 54420 54420 54420 54420 54420	IRRIGATION PARTS IRRIGATION PARTS IRRIGATION PARTS IRRIGATION PARTS IRRIGATION PARTS IRRIGATION PARTS IRRIGATION PARTS IRRIGATION PARTS IRRIGATION PARTS	92.68 328.33 630.92 94.06 1,576.42 435.89 980.00 72.64 129.74 <b>Total : 4,340.68</b>
135148	11/29/2023	14997 SOLAR TECH	Ref000089107		LI Refund Cst #13614	66.00 <b>Total : 66.00</b>
135149	11/29/2023	11056 STANDARD ELECTRONICS	S60019	54612	FIRE ALARM & SPRINKLER MONIT	260.00 <b>Total : 260.00</b>
135150	11/29/2023	10217 STAPLES ADVANTAGE	3551947387 3552117375 3552182840	54403 54499 54335	OFFICE SUPPLIES OFFICE & MEETING SUPPLIES FY 23/24 OFFICE SUPPLIES - FINAI	110.05 60.24 74.79 <b>Total : 245.08</b>
135151	11/29/2023	10027 STATE OF CALIFORNIA	693425		FINGERPRINTING SERVICES	96.00

vchlist  
11/29/2023 12:56:00PM

Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135151	11/29/2023	10027 10027 STATE OF CALIFORNIA	(Continued)			<b>Total : 96.00</b>
135152	11/29/2023	10749 STATE WATER RESOURCES	SW-0274542		WATER RESOURCES PERMIT FEE	26,498.00
						<b>Total : 26,498.00</b>
135153	11/29/2023	10119 STEVEN SMITH LANDSCAPE INC	52647	54405	A 1 LANDSCAPE SERVICES	1,793.28
			52653	54405	A 1 LANDSCAPE SERVICES	1,868.00
			52728	54405	A 1 LANDSCAPE SERVICES	57,843.51
			52729	54451	A 2 LANDSCAPE SERVICES	21,413.45
			52730	54406	A 3 LANDSCAPE SERVICES	13,047.55
			52739	54406	A 3 LANDSCAPE SERVICES	5,454.32
			52740	54451	A 2 LANDSCAPE SERVICES	210.16
			52741	54405	A 1 LANDSCAPE SERVICES	1,236.42
						<b>Total : 102,866.69</b>
135154	11/29/2023	10572 SUNBELT RENTALS INC	142467080-0002	54418	EQUIPMENT RENTAL	1,819.47
			142467080-0003	54418	EQUIPMENT RENTAL	1,819.47
			142467080-0004	54418	EQUIPMENT RENTAL	625.38
			142467080-0006	54418	EQUIPMENT RENTAL	909.73
						<b>Total : 5,174.05</b>
135155	11/29/2023	11193 TMAN TRAFFIC SUPPLY	15152	54452	TRAFFIC SIGNS & SUPPLIES	425.15
						<b>Total : 425.15</b>
135156	11/29/2023	12480 UNITED SITE SERVICES	114-13731198	54339	PORTAPOT AT WALKER PRESERVI	352.58
						<b>Total : 352.58</b>
135157	11/29/2023	12276 VARGAS, CROSSBY	102		HOLIDAY LIGHTING 2023	225.00
						<b>Total : 225.00</b>
135158	11/29/2023	11305 VELOCITY TRUCK CENTERS	XA290175151:01	54455	VEHICLE REPAIR PART	113.13
						<b>Total : 113.13</b>
135159	11/29/2023	10475 VERIZON WIRELESS	9948979827		CELL PHONE SERVICE	1,826.38
						<b>Total : 1,826.38</b>
135160	11/29/2023	12736 WANDER WAGEN	072723B	54410	SANTEE SUMMER CONCERT	850.00

vchlist  
11/29/2023 12:56:00PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135160	11/29/2023	12736	12736 WANDER WAGEN		(Continued)	Total : 850.00
45 Vouchers for bank code : ubgen						Bank total : 610,120.37
45 Vouchers in this report						Total vouchers : 610,120.37

Prepared by: [Signature]

Date: 11-29-23

Approved by: [Signature]

Date: 11/29/23

vchlist  
11/30/2023 12:45:16PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
91428	11/29/2023	10956 FRANCHISE TAX BOARD	PPE 11/22/23		CA STATE TAX WITHHELD	33,122.05
					<b>Total :</b>	<b>33,122.05</b>
91450	11/29/2023	10955 DEPARTMENT OF THE TREASURY	PPE 11/22/23		FED WITHHOLDING & MEDICARE	98,691.79
					<b>Total :</b>	<b>98,691.79</b>
<b>2 Vouchers for bank code : ubgen</b>						<b>Bank total : 131,813.84</b>
<b>2 Vouchers in this report</b>						<b>Total vouchers : 131,813.84</b>

Prepared by: Juath  
Date: 11-30-23  
Approved by: E. Bah  
Date: 11-30-23

vchlist  
11/30/2023 9:29:45AM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
135161	11/30/2023	10424 SANTEE FIREFIGHTERS	PPE 11/22/23		DUES/PEC/BENEVOLENT/BC EXP	4,019.96	
					<b>Total :</b>	<b>4,019.96</b>	
135162	11/30/2023	10776 STATE OF CALIFORNIA	PPE 11/22/23		WITHHOLDING ORDER	449.53	
					<b>Total :</b>	<b>449.53</b>	
135163	11/30/2023	10776 STATE OF CALIFORNIA	PPE 11/22/23		WITHHOLDING ORDER	429.69	
					<b>Total :</b>	<b>429.69</b>	
135164	11/30/2023	10001 US BANK	PPE 11/22/23		PARS RETIREMENT	959.64	
					<b>Total :</b>	<b>959.64</b>	
135165	11/30/2023	14600 WASHINGTON STATE SUPPORT	PPE 11/22/23		WITHHOLDING ORDER	751.84	
					<b>Total :</b>	<b>751.84</b>	
5 Vouchers for bank code : ubgen						<b>Bank total :</b>	<b>6,610.66</b>
5 Vouchers in this report						<b>Total vouchers :</b>	<b>6,610.66</b>

Prepared by: Juanita 11.30.23  
Date: \_\_\_\_\_

Approved by: E. Bull  
Date: 11-30-23

PyBatch  
11/28/2023 12:37:36PM

Payroll Processing Report  
CITY OF SANTEE  
11/9/2023 to 11/22/2023-3 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	
<b>Grand Totals</b>					<b>Employees: 180</b>									
acot	24.00		1,630.00		bnvl		113.19		a-fire	693.54	1,142.36			
acrnp	1.50		9.86		catax	587,521.69	33,122.05		c-fire		103.00	100.50		
adtk	113.00		10,089.06		chdsp1		429.69		c-misc		21.75	28.25		
alrh	103.86		2,956.89		chdsp2		449.53		comp			12.00		
atkn	1,038.50		41,716.16		chdsp5		751.84		exadm		74.00			
btkn	22.50		885.53		ct1cs1	39,437.77	394.37	-394.37	gen	205.88	185.29			
caco	92.50				emppd2		79.40		m-fhol		90.00	232.00		
cacs	2.00				fedtax	587,521.69	78,999.95		mdadm		16.00			
coun			3,418.84		icma	164,149.36	24,817.88		s-bc's	29.52				
ctkn	124.75		4,720.77		icmacc			769.24	s-cm	3.69				
detd	11.50		398.92		icmaln	7,710.01	3,277.32		s-fchf	3.69				
flsa			5,515.28		medtax	667,024.47	10,019.89	9,671.95	s-fire	354.24	66.00			
hacc	232.00				mt1cs1	114,071.77	1,140.71	-1,140.71	s-misc	300.74	150.50			
hpay	376.00		18,042.85		mt2cs1	57,242.11	572.42	-572.42	s-pth	28.49	22.50		22.65	
htkn	90.00		5,245.53		pars	12,795.17	479.82	479.82	sradmi		23.00			
jury	8.00		275.91		per625	151,262.69	11,722.94	11,617.06	v-exec	43.72	6.00		0.24	
long1%			85.05		pers	240,757.99	20,527.54	55,047.55	v-mgmt	145.64	116.00		7.70	
long2%			1,249.30		pert2m	57,242.11	4,006.96	6,777.47	vac-cm	7.70	10.00			
lwop	46.71				pert2s	14,157.60	1,274.19	3,509.67						
mayr			1,440.45		pert3s	109,291.40	15,847.27	15,847.27						
otsb	29.00		1,689.65		rhsa2%	204,657.17		4,093.18						
otst	6.00		285.25		rhsaal		2,956.89							
otth	1,406.50		80,515.04		rhsabc	31,995.46	639.91							
pdad	120.00		3,959.62		roth	67,533.36	6,208.47							
precep	24.00		113.63		sb-1		82.77							
pth	942.50		22,450.78		sb-3		69.85							
r	9,829.25		438,608.00		sffa		3,442.25							
stdb			450.00		sffapc		464.52							
stkn	216.50		8,006.91		st1cs3	87,248.45	2,617.46	-2,617.46						
stknpt	22.50		1,447.36		st2cs3	14,157.60	424.73	-424.73						
ststkn	24.00		683.20		vision	14,483.99								
unif			625.00											
unifp			575.00											
vtkn	317.29		17,512.74											
wcnt	120.00		3,657.74											
<b>Grand Totals</b>	<b>15,344.36</b>		<b>678,260.32</b>				<b>224,933.81</b>	<b>102,663.52</b>		<b>Gross:</b>	<b>678,260.32</b>			
										<b>Net:</b>	<b>453,326.51</b>			

*Handwritten:* Paydate 11/30/23  
PPE 11/22/23

<< 1 Error / 11 Warnings >>

*Handwritten:* 11/28/23  
EB 11/28/23



**MEETING DATE** December 13, 2023

**ITEM TITLE** APPROVAL OF THE EXPENDITURE OF \$110,031.21 FOR NOVEMBER 2023 LEGAL SERVICES

**DIRECTOR/DEPARTMENT** Heather Jennings, Finance *HJ*

**SUMMARY**

Legal services invoices proposed for payment for the month of November 2023 total \$110,031.21 as follows:

1) General Retainer Services	\$ 17,027.02
2) Labor & Employment	12,833.10
3) Litigation & Claims	27,006.88
4) Special Projects - General Fund	37,387.91
5) Special Projects – Other Funds	4,152.50
6) Third-Party Reimbursable Projects	<u>11,623.80</u>
Total	<u>\$ 110,031.21</u>

**FINANCIAL STATEMENT**

Account Description: Legal Services

	AMOUNT	BALANCE
General Fund:		
Adopted Budget	\$ 811,300.00	
Revised Budget	811,300.00	
Prior Expenditures	(239,821.29)	
Current Request	(94,254.91)	\$ 477,223.80
Other Funds (excluding third-party reimbursable items):		
Adopted Budget	\$ 95,000.00	
Revised Budget	95,000.00	
Prior Expenditures	(54,273.00)	
Current Request	(4,152.50)	\$ 36,574.50

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION** *MSB*

Approve the expenditure of \$110,031.21 for November 2023 legal services and reimbursable costs.

**ATTACHMENTS**

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



**LEGAL SERVICES BILLING SUMMARY  
NOVEMBER 2023**

Attachment 1

DESCRIPTION	CURRENT AMOUNT	INVOICE NUMBER	NOTES
Retainer <b>1001.00.1201.51020</b>	\$ 17,027.02 <u>17,027.02</u>	982207	
Labor & Employment: Labor & Employment Employee Benefits <b>1001.00.1201.51020</b>	 12,072.50 760.60 <u>12,833.10</u>	 982218 982224	
Litigation & Claims: Litigation & Claims Allan Family Trust Litigation Lee Receivership Parcel 4 Litigation Sky Ranch Potential Homeowner/HOA Litigation <b>1001.00.1201.51020</b>	 5,534.72 8,007.27 550.00 12,626.30 288.59 <u>27,006.88</u>	 982219 982241 982233 982229 982232	
Special Projects (General Fund): Community Oriented Policing Theater Parcel Annual Municipal Code Update CEQA Special Advice Water Quality General Elections Prop 218 Entertainment District Parcel 4 Hotel Housing Element Advanced Records Center Services for PRA Cannabis General Telecommunications Work Special Training Surplus Land Act/Real Property Special Advice <b>1001.00.1201.51020</b>	 19,036.91 27.50 1,760.00 962.50 82.50 962.50 2,062.50 715.00 1,346.00 27.50 1,715.00 6,160.00 1,265.00 1,210.00 55.00 <u>37,387.91</u>	 982220 982242 982234 982245 982222 982223 982225 982226 982227 982228 982235 982236 982237 982238 982240	
Mobile Home Rent Control Commission Cuyamaca Street Right-of-Way Acquisition SLEMSA JPA	 2,255.00 1,650.00 247.50 <u>4,152.50</u>	 982221 982231 982239	 <b>2901.04.4106.51020</b> <b>cip71402.30.05</b> <b>5505.00.1901.51020</b>
Third-Party Reimbursable: MSCP Subarea Plan MSCP Subarea Plan Karl Strauss Redevelopment of Carlton Oaks Golf Course Tyler St. Subdivision Slope Street Subdivision St John the Baptizer Ukrainian Church Palisade Warehouse Shadow Hill Road Project	 146.40 3,484.80 612.00 3,304.80 693.60 652.80 2,484.60 204.00 40.80 <u>11,623.80</u>	 982243 982243 982244 982246 982247 982249 982241 982252 982253	 <b>spp1704a.10.05</b> <b>spp2101a.93.05</b> <b>dr15010a.10.05</b> <b>cup1906a.10.05</b> <b>tm17001a.10.05</b> <b>tm20001a.10.05</b> <b>cup2205a.10.06</b> <b>dr23002a.10.05</b> <b>res2103a.10.05</b>
<b>Total</b>	<b>\$ 110,031.21</b>		

**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>
<b>General Fund:</b>						
General / Retainer	\$ 206,310.00	\$ 206,310.00	\$ 68,259.80	\$ 138,050.20	Nov-23	\$ 17,027.02
Labor & Employment	60,000.00	60,000.00	19,910.89	40,089.11	Nov-23	12,833.10
Litigation & Claims	50,000.00	50,000.00	24,832.20	25,167.80	Nov-23	27,006.88
Special Projects	494,990.00	494,990.00	126,818.40	368,171.60	Nov-23	37,387.91
<b>Total</b>	<b><u>\$ 811,300.00</u></b>	<b><u>\$ 811,300.00</u></b>	<b><u>\$ 239,821.29</u></b>	<b><u>\$ 571,478.71</u></b>		<b><u>\$ 94,254.91</u></b>
<b>Other City Funds:</b>						
MHFP Commission	\$ 10,000.00	\$ 10,000.00	\$ 935.00	\$ 9,065.00	Nov-23	\$ 2,255.00
Capital Projects	75,000.00	75,000.00	32,641.00	42,359.00	Nov-23	1,650.00
SLEMSA JPA	10,000.00	10,000.00	7,151.00	2,849.00	Nov-23	247.50
<b>Total</b>	<b><u>\$ 95,000.00</u></b>	<b><u>\$ 95,000.00</u></b>	<b><u>\$ 40,727.00</u></b>	<b><u>\$ 54,273.00</u></b>		<b><u>\$ 4,152.50</u></b>
<b>Third-Party Reimbursable:</b>						
<b>Total</b>			<b><u>\$ 47,048.00</u></b>			<b><u>\$ 11,623.80</u></b>

<b>Total Previously Spent to Date FY 2023-24</b>	
<b>General Fund</b>	<b>\$ 239,821.29</b>
<b>Other City Funds</b>	<b>40,727.00</b>
<b>Applicant Deposits or Grants</b>	<b>47,048.00</b>
<b>Total</b>	<b><u>\$ 327,596.29</u></b>

<b>Total Proposed for Payment</b>	
<b>General Fund</b>	<b>\$ 94,254.91</b>
<b>Other City Funds</b>	<b>4,152.50</b>
<b>Applicant Deposits or Grants</b>	<b>11,623.80</b>
<b>Total</b>	<b><u>\$ 110,031.21</u></b>

**MEETING DATE** December 13, 2023

**ITEM TITLE** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AUTHORIZING THE INSTALLATION OF ALL-WAY STOP CONTROL ON MISSION GREENS ROAD AT THE INTERSECTION WITH MISSION VEGA ROAD AND FINDING THE ACTION IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT ("CEQA") PURSUANT TO CEQA GUIDELINES SECTION 15301, CLASS 1 EXEMPTION

**DIRECTOR/DEPARTMENT** Carl Schmitz, Director of Engineering

*M. Schmitz for*

**SUMMARY**

The City has received a request from a resident along with the signatures of five (5) neighbors to install permanent stop signs on Mission Greens Road at the intersection with Mission Vega Road (see Location Map, Exhibit A). Residents are concerned about the conflicts and potential accidents caused by vehicles traveling in both directions on Mission Greens Road without stopping. Staff performed a stop sign warrant analysis and determined that limited sight distance justified installation of an all-way stop control at this intersection. Based on travel speed on Mission Greens Road the minimum corner sight distance required is 226 feet while the available sight distance is between 90 and 130 feet for the Mission Vega Road approaches (see Attachments 1 and 2).

Currently the approaches of Mission Vega Road are controlled by stop signs. Staff recommends approving the installation of stop signs with "STOP" legends and limit lines on Mission Greens Road as it approaches the intersection with Mission Vega Road. This recommendation is based on the fulfillment of the requirements in the California Manual on Uniform Traffic Control Devices (MUTCD) for the installation of stop signs to ensure proper assignment of right-of-way, as well as, to eliminate potential conflicts of vehicles crossing the intersection due to restricted corner sight distance. The Mission La Vega HOA supports the installation of an all-way stop (Attachment 3). Additionally, Santee Municipal Code Section 10.08.030 provides for the installation of stop signs at intersections where authorized by Council resolution. Supporting information along with diagrams of the proposed stop sign location can be found in the attachments.

**ENVIRONMENTAL REVIEW**

Categorically exempt from the provisions of the California Environmental Quality Act (CEQA) Section 15301 - Class 1 Exemption.

**FINANCIAL STATEMENT**

The installation cost of the stop signs and pavement marking is estimated to be \$450 and would be funded through the existing roadway signage and striping budget funded by the Gas Tax.

**CITY ATTORNEY REVIEW**

N/A

Completed



**RECOMMENDATION** *MSB*

Adopt the resolution authorizing the installation and maintenance of stop signs on the Mission Greens Road approaches to Mission Vega Road in compliance with Santee Municipal Code Section 10.08.030 and California MUTCD provisions due to the lack of visibility to the drivers of vehicles on Mission Vega Road approaching the intersection with Mission Greens Road.

**ATTACHMENTS**

- Resolution
- Exhibit A – Location Map
- Attachment 1 – All-way stop evaluation
- Attachment 2 – Intersection sight distance evaluation
- Attachment 3 – HOA support letter

**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,  
AUTHORIZING THE INSTALLATION OF ALL-WAY STOP CONTROL ON MISSION  
GREENS ROAD AT THE INTERSECTION WITH MISSION VEGA ROAD AND  
FINDING THE ACTION IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL  
QUALITY ACT (“CEQA”) PURSUANT TO CEQA GUIDELINES SECTION 15301,  
CLASS 1 EXEMPTION**

**WHEREAS**, Santee Municipal Code section 10.08.030 stipulates that City Council authorizes the installation of stop signs by resolution; and

**WHEREAS**, Mission Greens Road intersects with Mission Vega Road; and

**WHEREAS**, currently Mission Vega Road is controlled by stop signs; and

**WHEREAS**, there is no stop sign control on the Mission Greens Road approaches;  
and

**WHEREAS**, staff conducted a stop sign evaluation and the intersection met the warrants for the installation of an all-way stop control due to restricted corner sight distance;  
and

**WHEREAS**, the installation of stop signs involves the addition of safety devices to existing streets and is categorically exempt from the provisions of the California Environmental Quality Act pursuant to CEQA guidelines section 15301, Class 1 exemption;  
and

**WHEREAS**, staff recommends that stop signs be installed on the Mission Greens Road approaches to Mission Vega Road.

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

The foregoing recitals are true and correct, and City staff is hereby authorized to install stop signs on the Mission Greens Road approaches to Mission Vega Road, as indicated on the map attached hereto as Exhibit “A” and incorporated by this reference.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular meeting thereof held this 13<sup>th</sup> day of December, 2023 by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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

Exhibit “A” – Location Map

**Exhibit A**  
**Intersection of Mission Greens Road and Mission Vega Road**

**Stop Sign Placement**



stop sign, legend, and stop bar location.

**CITY OF SANTEE  
ALL-WAY STOP EVALUATION**

Based on Section 2B.07 Multi-Way Stop Applications of CA MUTCD, 2014

*The decision to install multi-way stop control should be based on an engineering study based on the following criteria.*

<b>Conducted by:</b>	J Morgan											
<b>Location:</b>	Mission Greens Rd at Mission Vega Rd											
<b>Date:</b>	9/18/23											
<b>Criteria</b>										<b>Satisfied</b>		
<b>A</b>	<i>Is a traffic control signal justified for this location?</i>										Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>B</b>	<i>Have there been <b>five or more</b> reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation? Total: <u>    0    </u></i>										Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>C</b>	<i>Minimum volumes:</i>											
<i>85th-percentile approach speed of the major-street = <u>    33    </u> MPH If over 40 mph use 70% values for C1 and C2 below.</i>												
<b>C1</b>	<i>The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 (210 @ 70%) vehicles per hour for any 8 hours of an average day;</i>										Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Time of Day	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00	<b>AVG</b>		
	Volumes	204	196	213	236	253	255	219	198	222		
<b>C2</b>	<i>The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200(140 @ 70%) units per hour for the same 8 hours, and</i>										Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Time of Day	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00	<b>AVG</b>		
	Volumes	9	8	8	13	9	8	10	6	9		
<i>(C2. Continued) Average delay to minor-street vehicular traffic is at least 30 seconds per vehicle during the highest hour. Only evaluate if meets criteria for volume.</i>											Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
											Or not evaluated	<input type="checkbox"/>
<i>Are both C1 and C2 satisfied?</i>											Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>D</b>	<i>Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values.</i>										Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>



**Other criteria that may be considered in an engineering study:**

<b>A</b>	The need to control left-turn conflicts	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>B</b>	The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>C</b>	Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>D</b>	An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

**Additional Comments:**

**Conclusion:**

Meets criteria for stop sign installation base on Section 2B.07 Multi-Way Stop Applications of CA MUTCD, 2014	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
---	---	-----------------------------

**File and attach a copy of the following:**

- Speed survey
- Traffic Counts
- Accident analysis
- Sight Distance Analysis

**City of Santee**  
**Intersection Sight Distance Evaluation**

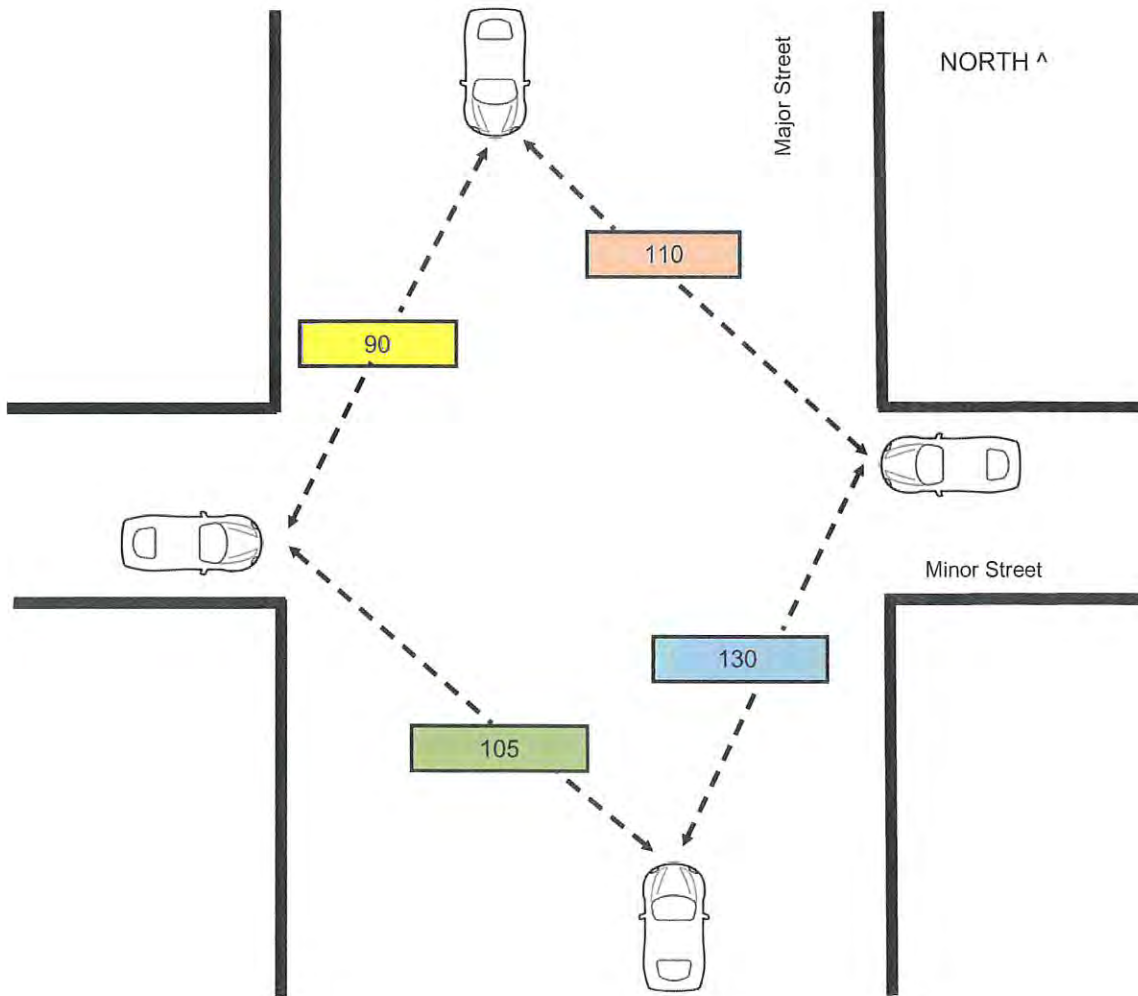
Date: 9/12/23

Conducted By: J. Morgan

Major Street: Mission Greens Rd

Minor Street: Mission Vega Rd

Direction of Travel	Approach Speed	Measured Sight Distance	Required Sight Distance	Meet Requirements	Need Red Curb	Comments
SB	33	90	226	No	Yes	Requires 60' of red curb
		110	226	No	Yes	Requires 40' of red curb
NB	33	105	226	No	Yes	Requires 40' of red curb
		130	226	No	Yes	Requires 40' of red curb



October 26, 2023

City of Santee  
Attn: Jeff Morgan  
10601 Magnolia Avenue  
Santee, CA 92071

Re: Proposed All-Way stop on Mission Greens Rd at Mission Vega Rd

Dear Mr. Morgan:

Per the communication that you sent me on October 12, 2023, the Mission La Vega HOA, has come to a decision. After the Mission La Vega HOA Board met on Monday, October 23, 2023, we have decided to go with Option 1.

Per your communication with us, Option 1 entails the following:

OPTION 1: Install an all-way stop at the intersection. This option would also remove 40 feet of red curb on the east side of Mission Greens Rd and would restore 2 parking spaces.

The Mission La Vega Board, feels that Option 1 would be the most effective solution to our community's need. If you need anything further from me do not hesitate to contact me at (619) 697-3191 or at [jhowell@cbmgmt.com](mailto:jhowell@cbmgmt.com).

Respectfully,



Julie Howell  
Property Manager  
Mission La Vega HOA

**MEETING DATE** December 13, 2023

**ITEM TITLE** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AUTHORIZING THE INSTALLATION OF A LOADING ZONE (YELLOW ZONE) ON KENNEY STREET FOR COMMERCIAL LOADING AND FINDING THE ACTION CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”) PER SECTION 15301 OF THE CEQA GUIDELINES

**DIRECTOR/DEPARTMENT** Carl Schmitz, Director of Engineering

**SUMMARY**

This item requests City Council authorize the installation of a yellow commercial loading zone at 8516 Magnolia Avenue along Kenney Street. Santee Municipal Code section 10.10.100 (E) stipulates that the City Council designates loading zones by resolution.

The City has received a request for a commercial loading zone from the owner of Prospect Plaza located at 8516 Magnolia Avenue. The applicant asserts that there is no on-site loading area available for large trucks to load and unload safely and they block the parking lot drive aisles. The proposed loading zone would be located on Kenney Street, on the west side of the driveway where street parking would not be as impacted.

Staff has conducted an investigation that determined there is a need for a loading zone to accommodate short-term parking for deliveries and recommends the installation of a 50-foot commercial loading zone.

**ENVIRONMENTAL REVIEW**

This action is categorically exempt from the California Environmental Quality Act (“CEQA”), pursuant to Section 15301(c) of the CEQA Guidelines, Existing Facilities.

**FINANCIAL STATEMENT** *AS*

The estimated cost of the installation of the loading zone is minimal and will be funded by the Public Services Division adopted Fiscal Year 2023-24 Operating Budget.

**CITY ATTORNEY REVIEW**

N/A

Completed

**RECOMMENDATION** *MSB*

Adopt the attached Resolution:

1. Authorizing the installation of a loading zone (yellow zone) on Kenney Street at 8516 Magnolia Avenue; and
2. Determining this action is categorically exempt from CEQA pursuant to Section 15301(c) of the CEQA Guidelines, Existing Facilities.

**ATTACHMENT**

Resolution

Exhibit “A” - Location Map



**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,  
AUTHORIZING THE INSTALLATION OF A LOADING ZONE (YELLOW ZONE) ON  
KENNEY STREET FOR COMMERCIAL LOADING AND FINDING THE ACTION  
CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY  
ACT (“CEQA”) PER SECTION 15301 OF THE CEQA GUIDELINES**

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

**WHEREAS**, Prospect Plaza is located at 8516 Magnolia Avenue; and

**WHEREAS**, staff has received a request from the owner for a commercial loading zone to be located near the plaza driveway on Kenney Street; and

**WHEREAS**, staff determined that a yellow commercial loading zone would facilitate deliveries; and

**WHEREAS**, the installation of a commercial loading zone would not hinder street parking in the area.

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

**SECTION 1:** The City Council hereby finds that the foregoing recitals are true and correct and are incorporated herein.

**SECTION 2:** City staff is hereby authorized to install a 50-foot-long yellow zone at 8516 Magnolia Avenue on the west side of the driveway on Kenney Street, as indicated on the map attached hereto as Exhibit “A” and incorporated by this reference.

**SECTION 3:** This action is categorically exempt from CEQA pursuant to section 15301(c), Existing Facilities.

**SECTION 4:** If any provision or clause of this Resolution is held invalid, unconstitutional, or otherwise repealed by act of law, such invalidity shall not affect any other provisions or clauses of the same which can be given effect without the invalid provision, clause, or application. To this end, the provisions and clauses of this Resolution hereto are declared to be severable.

**SECTION 5:** This Resolution shall become effective upon its adoption.

**SECTION 6:** The City Clerk shall certify the adoption of this Resolution.

**RESOLUTION NO.**

**ADOPTED** by the City Council of the City of Santee, California, at a Regular meeting thereof held this 13<sup>th</sup> day of December, 2023 by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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

Exhibit "A" – Location Map

**Exhibit "A"**  
**Location Map: 8516 Mangolia Avenue**  
**Commercial Loading Zone on Kenney Street**



**MEETING DATE** December 13, 2023

**ITEM TITLE** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, WAIVING AN IMMATERIAL BID IRREGULARITY, AWARDING THE CONSTRUCTION CONTRACT FOR THE WESTON PARK EV CHARGE STATION (CIP 2023-31) PROJECT TO ADVANCED RAILWAY INNOVATIONS DBA ADVANCED ELECTRICAL INNOVATIONS, AND DETERMINING THE PROJECT IS CATEGORICALLY EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”) PER STATE CEQA GUIDELINES SECTIONS 15301(c) AND 15303

**DIRECTOR/DEPARTMENT** Carl Schmitz, Engineering *SM FOR:*

**SUMMARY**

Staff recommends the City Council award the construction contract for the Weston Park Electric Vehicle (EV) Charge Station (CIP 2023-31) Project to Advanced Railway Innovations DBA Advanced Electrical Innovations in the amount of \$25,577.15. The installation of an EV charge station at Weston Park was included in the adopted FY 2024-2028 Capital Improvement Program Budget. This project will install a dual port electric vehicle (EV) charging station at Weston Park in the existing parking lot which was pre-planned for its installation during the original construction of the park. The attached project map identifies the location where the EV charging station will be installed in the parking lot.

In compliance with the City’s purchasing ordinance, Santee Municipal Code Section 3.24.100, City staff administered a formal bid process on October 13, 2023. On November 2, 2023 the City Clerk publicly opened and examined three sealed bids. Upon review of the submitted bids, the lowest responsive and responsible bid was submitted by Advanced Railway Innovations DBA Advanced Electrical Innovations in the amount of \$25,577.15. The bid submitted by Advanced Railway Innovations DBA Advanced Electrical Innovations is 14.7% lower than the Engineer’s construction estimate of \$30,000.00.

A bid irregularity (mathematical error), was found on the bid submitted by Advanced Railway Innovations DBA Advanced Electrical Innovations which did not affect the outcome of the low bidder. This was corrected by staff in accordance with the requirements of the bid documents and is reflected in the above bid price. Staff recommends waiving the immaterial bid irregularity in the bid submitted by Advanced Railway Innovations DBA Advanced Electrical Innovations.

Staff also requests authorization for the Director of Engineering/City Engineer to approve change orders in a total amount not to exceed \$3,837.00 (15% of the contract price) for unforeseen items and additional work associated with the Project.





**ENVIRONMENTAL REVIEW**

This action is categorically exempt from the California Environmental Quality Act ("CEQA"), pursuant to Section 15301(c), Existing Facilities, and Section 15303, New Construction of Small Structures, of the CEQA Guidelines. None of the exceptions to the exemptions found in State CEQA Guidelines Section 15300.2 apply.

**FINANCIAL STATEMENT** *XX*

Funding for this project is included in the Adopted FY2024-2028 Capital Improvement Program budget as part of the Electric Vehicle Charging Stations project.

Bidding and Advertisement	\$ 1,500.00
Construction Contract	25,577.15
<u>Construction Change Orders</u>	<u>3,837.00</u>
Total Anticipated Project Cost	\$ <u>30,914.15</u>

**CITY ATTORNEY REVIEW**       N/A       Completed

**RECOMMENDATION** *MAB*

Adopt the Resolution:

1. Waiving the immaterial bid irregularity on the bid submitted by Advanced Railway Innovations DBA Advanced Electrical Innovations; and
2. Awarding the construction contract for the Weston Park EV Charge Station (CIP 2023-31) Project to Advanced Railway Innovations DBA Advanced Electrical Innovations for a total amount of \$25,577.15; and
3. Authorizing the City Manager to execute all necessary documents to execute the contract on behalf of the City; and
4. Authorizing the Director of Engineering/City Engineer to approve change orders in a total amount not to exceed \$3,837.00; and
5. Determining this action is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15301(c), Existing Facilities, and Section 15303, New Construction of Small Structures, of the CEQA Guidelines.

**ATTACHMENTS**

- Resolution
- Bid Summary Chart
- Project Map

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,  
WAIVING AN IMMATERIAL BID IRREGULARITY, AWARDING THE CONSTRUCTION  
CONTRACT FOR THE WESTON PARK EV CHARGE STATION (CIP 2023-31)  
PROJECT TO ADVANCED RAILWAY INNOVATIONS DBA ADVANCED ELECTRICAL  
INNOVATIONS, AND DETERMINING THE PROJECT IS CATEGORICALLY EXEMPT  
FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL  
QUALITY ACT (“CEQA”) PER STATE CEQA GUIDELINES SECTIONS 15301(c) AND  
15303**

**WHEREAS**, on October 13, 2023, City staff administered a formal bid process in compliance with Santee Municipal Code Section 3.24.100; and

**WHEREAS**, the City Clerk, on November 2, 2023, publicly opened and examined sealed bids for the Weston Park EV Charge Station (CIP 2023-31) Project (“Project”); and

**WHEREAS**, the lowest received bid was submitted by Advanced Railway Innovations DBA Advanced Electrical Innovations in the amount of \$25,577.15, which bid contained an irregularity (mathematical error) in Advanced Railway Innovations DBA Advanced Electrical Innovations’s bid; and

**WHEREAS**, staff recommends correcting and waiving the immaterial bid irregularity in the bid submitted by Advanced Railway Innovations DBA Advanced Electrical Innovations because it does not affect the outcome of determining the lowest bidder; and

**WHEREAS**, in accordance with Santee Municipal Code section 3.24.100(E), staff has determined that the bid submitted by Advanced Railway Innovations DBA Advanced Electrical Innovations conforms in all material respects to the requirements set forth in the invitation for bids; and

**WHEREAS**, Advanced Railway Innovations DBA Advanced Electrical Innovations was found to be the lowest responsive and responsible bidder with a total bid amount of \$25,577.15; and

**WHEREAS**, staff recommends awarding the construction contract for the Project to Advanced Railway Innovations DBA Advanced Electrical Innovations in the amount of \$25,577.15; and

**WHEREAS**, staff requests authorization for the Director of Engineering/City Engineer to approve change orders in a total amount not to exceed \$3,837.00 for unforeseen items and additional work associated with the Project; and

**WHEREAS**, the project is categorically exempt from environmental review pursuant to Sections 15301(c) and 15303 of the State CEQA Guidelines.

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

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

**SECTION 1:** The Recitals provided above are true and correct and are hereby incorporated into this Resolution.

**SECTION 2:** The City Council waives the immaterial bid irregularity in Advanced Railway Innovations DBA Advanced Electrical Innovations's bid for the Weston Park EV Charge Station (CIP 2023-31) project.

**SECTION 3:** The construction contract for the Weston Park EV Charge Station (CIP 2023-31) Project is awarded to Advanced Railway Innovations DBA Advanced Electrical Innovations as the lowest responsive and responsible bidder in the amount of \$25,577.15, and the City Manager is authorized to execute all necessary documents to execute the contract on behalf of the City.

**SECTION 4:** The Director of Engineering/City Engineer is authorized to approve change orders in an amount not to exceed \$3,837.00 for unforeseen items and additional work associated with the Project.

**SECTION 5:** The project is categorically exempt from environmental review under State CEQA Guidelines Section 15301(c), Existing Facilities, and Section 15303, New Construction of Small Structures.

**SECTION 6:** The documents and materials associated with this Resolution that constitute the record of proceedings on which these findings are based are located at Santee City Hall, 10601 Magnolia Avenue, Santee, CA 92071. The City Clerk is the custodian of record of those proceedings.

**SECTION 7:** 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 13th day of December, 2023 by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

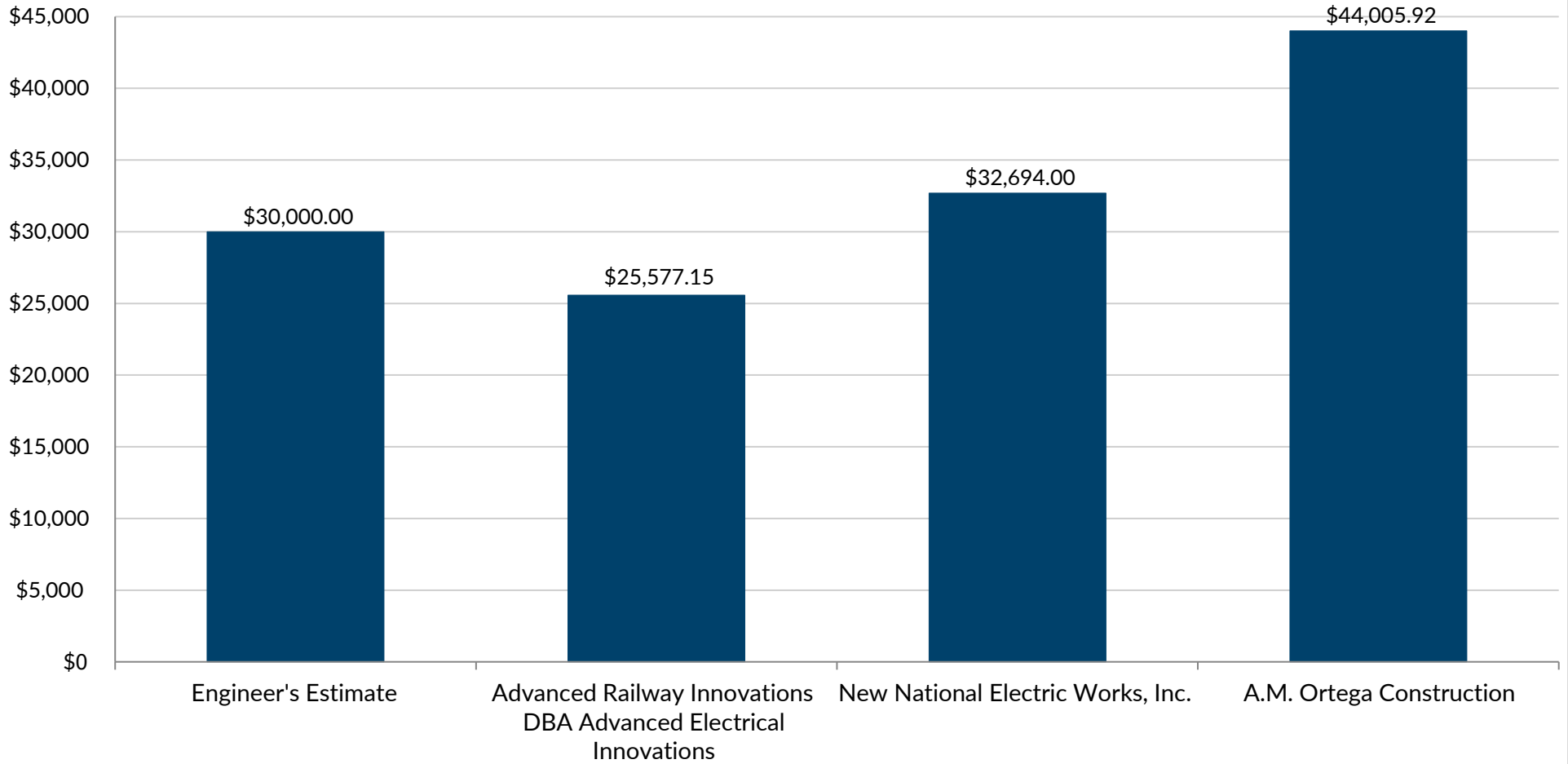
**APPROVED:**

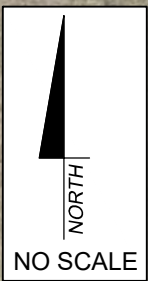
\_\_\_\_\_  
**JOHN W. MINTO, MAYOR**

**ATTEST:**

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

## Weston Park EV Charge Station CIP 2023-31





WESTON PARK  
9050 TRAILMARK WAY

TRAILMARK WAY

DUAL PORT EV CHARGING STATION

TWO CHARGING SPACES

### PROJECT MAP

**MEETING DATE** December 13, 2023

**ITEM TITLE** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA ACCEPTING THE CITYWIDE PAVEMENT REPAIR AND REHABILITATION PROGRAM 2023 (CIP 2023-05) 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

**DIRECTOR/DEPARTMENT** Carl Schmitz, Director of Engineering

**SUMMARY**

This item requests that the City Council accept the Citywide Pavement Repair and Rehabilitation Program 2023 (CIP 2023-05) Project (“Project”) as complete.

During the May 24, 2023 City Council meeting, the City Council awarded the construction contract for the Citywide Pavement Repair and Rehabilitation Program 2023 (CIP 2023-05) Project for a total contract amount of \$1,048,690.45 to Hazard Construction Engr. and authorized the Director of Engineering/City Engineer to approve contract change orders in a total amount not to exceed \$262,172.00 for unforeseen items and additional work.

A Notice to Proceed was issued on July 24, 2023 and the work was completed on October 20, 2023. Seven change orders were approved in the cumulative amount of \$227,364.73 for additional work that included the resurfacing of one additional street (Jeremy Street from Second Street to Mast Boulevard).

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

**ENVIRONMENTAL REVIEW**

Per California Environmental Quality Act (CEQA) Guidelines Section 15378, this action is not a project under CEQA as it involves an administrative activity of government without the potential of a significant impact on the environment.

**FINANCIAL STATEMENT** *JS*

Funding for this project is provided by Transnet funds and the General Fund which is included in the adopted Capital Improvement Program budget as part of the Pavement Repair and Rehabilitation Citywide project. AT&T reimbursed the City for sidewalk repairs in the amount of \$825.00, San Diego Gas and Electric reimbursed the City for asphalt patch repairs in the amount of \$1,428.00 and Padre Dam Municipal Water District for the replacement of sewer cleanout boxes in the amount of \$3,000.00 during the project.

Design & Bidding	\$ 36,231.14
Original Construction Contract	1,048,690.45
AT&T Reimbursement	(825.00)
San Diego Gas and Electric Reimbursement	(1,428.00)
Padre Dam Municipal Water District Reimbursement	(3,000.00)
Construction Change Orders	227,364.73
Construction Engineering/Management	38,352.33
Estimated Project Closeout	<u>1,000.00</u>
 Total Project Cost	 <u>\$ 1,346,385.65</u>



**CITY ATTORNEY REVIEW**

N/A

Completed

**RECOMMENDATION** *MSSB*

Adopt the attached Resolution accepting Citywide Pavement Repair and Rehabilitation Program 2023 (CIP 2023-05) Project as complete and finding the action is not subject to the California Environmental Quality Act ("CEQA") per state CEQA guidelines section 15378.

**ATTACHMENT**

Resolution

Project Map

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA  
ACCEPTING THE CITYWIDE PAVEMENT REPAIR AND REHABILITATION  
PROGRAM 2023 (CIP 2023-05) 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**

**WHEREAS**, the City Council awarded the construction contract for the Citywide Pavement Repair and Rehabilitation Program 2023 (CIP 2023-05) Project (“Project”) to Hazard Construction Engr. on May 24, 2023, for \$1,048,690.45; and

**WHEREAS**, the City Council also authorized the City Manager, Director of Engineering/City Engineer to approve construction change orders in a total amount not to exceed \$262,172.00; and

**WHEREAS**, seven change orders in the cumulative amount of \$227,364.73 were approved for additional work and the resurfacing of one additional street; and

**WHEREAS**, expenses of \$36,231.14 in design & bidding costs, \$38,352.33 in construction engineering/management costs were incurred in connection with this project while the City estimates a final expense of \$1,000.00 to closeout this project; and

**WHEREAS**, \$825.00 of the project was reimbursed by AT&T for sidewalk repairs that were performed by Hazard Construction Engr.; and

**WHEREAS**, \$1,428.00 of the project was reimbursed by San Diego Gas and Electric for asphalt patch repairs that were performed by Hazard Construction Engr.; and

**WHEREAS**, \$3,000.00 of the project was reimbursed by Padre Dam Municipal Water District for the replacement of sewer cleanout boxes that were performed by Hazard Construction Engr.; and

**WHEREAS**, the Project was completed for a total contract amount of \$1,276,055.18 on October 20, 2023, for a total project cost of \$1,346,385.65; and

**WHEREAS**, Hazard Construction Engr. has completed the project in accordance with the contract plans and specifications; and

**WHEREAS**, per California Environmental Quality Act (“CEQA”) Guidelines Section 15378, this action is not a project under CEQA because it involves an administrative activity of government without the potential of a significant impact on the environment; and

**WHEREAS**, the City Council desires to accept the Project as complete.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Santee, California, that the work for the construction of the Citywide Pavement Repair and



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

Rehabilitation Program 2023 (CIP 2023-05) Project is accepted as complete on this date and the City Clerk is directed to record a Notice of Completion.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular meeting thereof held this 13<sup>th</sup> day of December, 2023, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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



PEBBLE BEACH DR



DISTRICT 1

DISTRICT 4

JEREMY ST

DISTRICT 2

ZONE CI



DISTRICT 3


PROJECT STREETS



**CITYWIDE PAVEMENT REPAIR AND REHABILITATION PROGRAM 2023  
CIP 2023-05**

**MEETING DATE** December 13, 2023

**ITEM TITLE** RESOLUTION EXTENDING THE DEADLINE TO ESTABLISH AN ONLINE PERMITTING SYSTEM FOR POST-ENTITLEMENT PHASE PERMITS UNDER CALIFORNIA GOVERNMENT CODE SECTION 65913.3.5 (AB 2234)

**DIRECTOR/DEPARTMENT** Sandi Sawa, Planning & Building Director 

**SUMMARY**

California Assembly Bill 2234 (“AB 2234”) took effect on January 1, 2023. AB 2234 added sections 65913.3 and 65913.3.5 to the Government Code and, most notably, extends elements similar to those of the Permit Streamlining Act to a local agency’s review of ministerial “post-entitlement phase permit” applications for housing development projects.

Under AB 2234, post-entitlement phase permits are all nondiscretionary permits and reviews filed after the entitlement process has been completed that are required or issued by the local agency to begin construction of a development that will be at least two-thirds residential. Examples of post-entitlement phase permits include, but are not limited to: (i) building permits; (ii) permits for minor or standard off-site improvements; (iii) permits for demolition; or (iv) permits for minor or standard excavation and grading.

Among other things, AB 2234 requires local agencies that are located in counties with a population of 250,000 or greater to implement an online permitting system that allows applicants to apply for, check the status of, complete and retrieve post-entitlement phase permits. The City of Santee is subject to a January 1, 2024 deadline.

AB 2234 authorizes any local agency subject to the January 1, 2024 deadline to give itself an extension of up to two years (i.e., to January 1, 2026) if its legislative body does both of the following before January 1, 2024: (1) makes a written finding that adopting an online permitting system by January 1, 2024, would require substantial increases in permitting fees; and (2) has initiated a procurement process for the purpose of complying with the online permitting system requirement.

The City recently launched an online permitting system that we anticipate will meet the long term requirements of AB2234. Implementing a compliant online permitting system by the January 1, 2024 deadline would present several financial and logistical burdens for the City that, in turn, would require a substantial increase in permitting fees. Current development fees have been established to recover the full cost of services that the City provides, including staff time to process applications, plan check and inspections. Funding for additional staff to meet compliance will present a financial burden that will require permitting fee increases. An aggressive procurement process to achieve compliance by January 1, 2024 would result in increases in staff time and expenditures to vendors that would present a financial burden requiring permitting fee increases.

The resolution attached as Attachment 1 makes the requisite findings and, if adopted by the City Council, will extend the City's deadline to comply with AB 2234's online permitting system requirement to January 1, 2026. As required by AB 2234, the resolution also includes a direction to staff to initiate any procurement process necessary to comply with this requirement. This process will be conducted in accordance with state law and the City's applicable procurement policies.

For the reasons provided above, staff recommends that the City Council adopt the attached resolution.

**ENVIRONMENTAL REVIEW**

In accordance with the California Environmental Quality Act ("CEQA") Guidelines, adopting the resolution is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**FINANCIAL STATEMENT** No fiscal impact. *JS*

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION** *MSB*

Adopt the resolution attached as Attachment 1, which will extend the City's deadline to establish an online permitting system for post-entitlement phase permits to January 1, 2026.

**ATTACHMENT**

Resolution

## RESOLUTION NO.

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA EXTENDING THE DEADLINE TO ESTABLISH AN ONLINE PERMITTING SYSTEM FOR POST-ENTITLEMENT PHASE PERMITS UNDER CALIFORNIA GOVERNMENT CODE SECTION 65913.3.5 (AB 2234)**

**WHEREAS**, California Assembly Bill 2234 (“AB 2234”) added sections 65913.3 and 65913.3.5 to the Government Code and took effect on January 1, 2023; and

**WHEREAS**, AB 2234 extends elements similar to those of the Permit Streamlining Act to a local agency’s review of ministerial “post-entitlement phase permit” applications for housing development projects; and

**WHEREAS**, under AB 2234, a “post-entitlement phase permit” includes all nondiscretionary permits and reviews that are required or issued by the local agency after the entitlement process has been completed to begin construction of a development that is intended to be at least two-thirds residential. Examples include, among other things, building permits, demolition permits, and permits for minor or standard excavation and grading; and

**WHEREAS**, in addition to above, AB 2234 requires local agencies that are located in counties with a population of 250,000 or greater to implement an online permitting system that allows applicants to apply for, check the status of, complete and retrieve post-entitlement phase permits (local agencies in counties with a population of less than 250,000 are exempt from this online permitting system requirement); and

**WHEREAS**, The City recently launched an online permitting system that we anticipate will meet the long term requirements of AB2234; and

**WHEREAS**, for local agencies in counties with a population or 250,000 or greater, the deadline to comply with AB 2234’s online permitting system requirement is: (1) January 1, 2024 if the local agency has a population of 75,000 or greater or is located in a county with a population of 1.1 million or greater; or (2) January 1, 2028 for all local agencies not covered by (1); and

**WHEREAS**, the City of Santee (“City”) is subject to the January 1, 2024 deadline because it is located in San Diego County, which has a population of 1.1 million or greater; and

**WHEREAS**, any local agency subject to the January 1, 2024 deadline may give itself an extension of up to two years (i.e., to January 1, 2026) if its legislative body does both of the following before January 1, 2024: (1) makes a written finding that adopting an online permitting system by January 1, 2024, would require substantial increases in permitting fees; and (2) has initiated a procurement process for the purpose of complying with the online permitting system requirement; and

**WHEREAS**, the City desires to extend its deadline to comply with AB 2234's online permitting system requirement to January 1, 2026.

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

**SECTION 1. Recitals.** The City Council hereby finds and determines that the recitals above are true and correct and are each incorporated by reference and adopted as findings by the City Council.

**SECTION 2. CEQA.** The City Council hereby finds that the adoption of this resolution is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly

**SECTION 3. AB 2234 Findings; Direction to Staff.** In accordance with Government Code section 65913.3.5(a)(2)(A)-(B):

1. *Substantial Increase in Permitting Fees.* The City Council hereby finds that implementing a compliant online permitting system by January 1, 2024 would require substantial increases in the City's permitting fees for the following reasons:

a. Current development fees have been established to recover the full cost of services that the City provides, including staff time to process applications, plan check and inspections. Funding for additional staff to meet compliance will present a financial burden that will require permitting fee increases.

b. An aggressive procurement process to achieve compliance by January 1, 2024 would result in increases in staff time and expenditures to vendors that would present a financial burden requiring permitting fee increases.

2. *Initiation of Procurement Process.* The City Council hereby directs staff to initiate any procurement process necessary to comply with AB 2234's online permitting system requirements. Such process shall be in accordance with state law and the City's applicable procurement policies.

**SECTION 4. Extension.** The City Council hereby elects to extend its deadline to implement an online permitting system to January 1, 2026.

**SECTION 5. Effective Date.** This resolution shall become effective immediately upon its adoption.

**SECTION 6. Certification.** The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular meeting thereof held this 13<sup>th</sup> day of December, 2023 by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

**JOHN W. MINTO, MAYOR**

**ATTEST:**

**ANNETTE ORTIZ, CMC, CITY CLERK**

**MEETING DATE** December 13, 2023

**ITEM TITLE** REJECTION OF CLAIMS AGAINST THE CITY BY TERRY RUSSELL, PAULA DWYER, AND GARRETT GRETLER

**DIRECTOR/DEPARTMENT** Rida Freeman, Director of Human Resources



**SUMMARY**

A claim was filed against the City of Santee by Terry Russell on August 1, 2023. The claimant alleges that on July 19, 2023, in the afternoon, while driving through a pavement project area at Magnolia Avenue and Rockville Street in Santee, CA, their vehicle experienced damage to all four tires and possibly sustained alignment damage. They state the damage was caused by liquid tar on the road that stuck to the tires, along with rocks and other debris that clung to the tar in the tire treads. The City's claims administrator (George Hills) reviewed and researched this claim and advised that no City liability exists. The claim was tendered to Pavement Rehab Company and has been resolved.

A claim was filed against the City of Santee by Paula Dwyer on October 13, 2023. The claimant alleges that on or about September 19, 2023, or September 26, 2023, in the afternoon, while driving through a pavement project area at Magnolia Avenue in Santee, CA, her new vehicle experienced tar in the tire wells, tar splatter on the vehicle doors and underneath the vehicle. She states the damage was caused by wet tar on the road. The City's claims administrator reviewed and researched this claim and advised that no City liability exists. The claim was tendered to Pavement Rehab Company and has been resolved.

A claim was filed against the City of Santee by Garrett Gretler on November 27, 2023. The claimant alleges that on Friday, June 30, 2023, at about 1 :30 p.m. in the afternoon, he stopped at Kaffee Meister for a cup of coffee. While carrying a cup of coffee to his vehicle, walking along the curb, his left foot landed in a hole that measured approximately 3" deep - adjacent to the curb. Mr. Gretler fell and sustained a fractured left ankle. He states the injuries were a result of the poor asphalt conditions. The City's claims administrator reviewed and researched this claim and advised that no City liability exists. The property at 9225 Carlton Hills Boulevard, #30, Santee, CA 92071 is owned by Carlton Oaks Plaza, and the City of Santee has no responsibility to maintain the walkways and/or paving at that location.

These claims have been reviewed by the City's Director of Human Resources, the City Attorney, and the City's third-party administrator prior to bringing them forward for consideration. The Director of Human Resources recommends the claims be rejected as provided in Government Code Section 913.

The claim documents are on file in the Office of the City Clerk for Council reference.

**FINANCIAL STATEMENT**



There is no financial impact to the City by rejecting the claims.

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





**RECOMMENDATION** *MAB*

Reject claims per Government Code Section 913

**ATTACHMENT**

None

**MEETING DATE** December 13, 2023

**ITEM TITLE** SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA AMENDING TITLE 13 (“ZONING ORDINANCE”) OF THE CITY OF SANTEE MUNICIPAL CODE MODIFYING “VEHICLE STORAGE YARD” FROM A USE THAT IS CURRENTLY PROHIBITED TO A USE THAT IS PERMITTED WITH A MINOR CONDITIONAL USE PERMIT IN THE LIGHT INDUSTRIAL (IL) ZONE AND APPROVING AN EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) IN ACCORDANCE WITH SECTION 15305 OF THE CEQA GUIDELINES

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

**SUMMARY**

The Introduction and First Reading of the above-entitled Ordinance was approved at a Regular Council Meeting on Wednesday, November 8, 2023. The Ordinance is now presented for Second Reading by title only, and adoption.

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

**ENVIRONMENTAL REVIEW**

The proposed ordinance, which would amend Title 13 of the Santee Municipal Code, is exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15305. The proposed ordinance modifying a land use category constitutes a minor change in land use limitations and is consistent with Section 15305 of the CEQA Guidelines.

**FINANCIAL STATEMENT** *MSB*

Staff costs for application processing are paid on an actual cost recovery basis.

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

**RECOMMENDATION** *MSB*

Adopt the Ordinance.

**ATTACHMENT**

Ordinance

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AMENDING TITLE 13 (“ZONING ORDINANCE”) MODIFYING “VEHICLE STORAGE YARD” FROM A USE THAT IS CURRENTLY PROHIBITED TO A USE THAT IS PERMITTED WITH A MINOR CONDITIONAL USE PERMIT IN THE LIGHT INDUSTRIAL (IL) ZONE AND APPROVING AN EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) IN ACCORDANCE WITH SECTION 15305 OF THE CEQA GUIDELINES (CASE FILE: ZOA-2023-0001)**

**WHEREAS**, vehicle storage yards are currently prohibited in the Light Industrial (IL) Zone; and

**WHEREAS**, the proposed Zoning Ordinance Amendment would allow vehicle storage yards in the IL Zone upon issuance of a minor conditional use permit; and

**WHEREAS**, existing development and performance standards and special conditions imposed as part of a minor conditional use permit would ensure that vehicle storage yards in the IL Zone are not detrimental to surrounding properties and the environment; and

**WHEREAS**, conditionally permitted vehicle storage yards in the IL Zone would be consistent with the intent of the IL zone and serve as a light industrial use that would provide a buffer between more intensive general industrial uses and nonindustrial uses; and

**WHEREAS**, conditionally permitted vehicle storage yards in the IL Zone are similar in nature and intensity as fleet storage yards and recreational vehicle storage yards, which are currently permitted with a minor conditional use permit in the IL Zone; and

**WHEREAS**, conditionally permitted vehicle storage yards in the IL Zone would not result in significant noise, traffic, odor or dust impacts associated with intensive industrial uses and would not be detrimental to the public health, safety, and welfare.

**NOW, THEREFORE**, the City Council of the City of Santee, California, does ordain as follows:

**SECTION 1.** The City Council finds that this Ordinance is exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15305.

State CEQA Guidelines Section 15305 exempts minor alterations in land use limitations. Here, the Ordinance modifying a land use category of similar intensity to currently listed conditionally permitted uses in the same zoning district constitutes a minor change in land use limitations and is consistent with Section 15305 of the CEQA Guidelines. None of the exceptions to the exemption found in State CEQA Guidelines Section 15300.2 apply to the Ordinance.

**SECTION 2.** The City Council hereby finds that all of the foregoing recitals and the staff report presented herewith are true and correct and are hereby incorporated and adopted as findings of the City Council as if fully set forth herein.

**SECTION 3.** Title 13 (“Zoning Ordinance”) of the Santee Municipal Code is hereby amended with the following modifications to Section 13.14.030 (“Industrial use regulations”):

**Section 13.14.030 (“Industrial use regulations”)**

TABLE 13.14.030A USE REGULATIONS FOR INDUSTRIAL DISTRICTS is hereby amended to modify subsection B.8 to allow vehicle storage yards in the Light Industrial (IL) District as a use permitted with a minor conditional use permit, to read as follows:

USES	IL	IG
8. Vehicle storage yard	MC	MC

**SECTION 4.** Severability. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance for any reason is held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

**SECTION 5.** Upon adoption of the Ordinance, the modified text shown shall be incorporated into the Zoning Ordinance.

**SECTION 6.** This Ordinance shall become effective thirty (30) days after its passage.

**SECTION 7.** The City Clerk is hereby directed to certify the adoption of this ordinance, to file a Notice of Exemption, and cause the same to be published as required by law.

**INTRODUCED AND FIRST READ** at a Regular Meeting of the City Council of the City of Santee, California, on the 8th day of November 2023 and thereafter **ADOPTED** at a Regular Meeting of said City Council held on the 13th day of December 2023, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**


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

**MEETING DATE**

December 13, 2023

**ITEM TITLE PUBLIC HEARING AND A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA APPROVING TENTATIVE PARCEL MAP TPM-2023-0001 TO DIVIDE A 10.1-ACRE VACANT PARCEL OF LAND INTO TWO PARCELS, LOCATED ON THE NORTHEAST CORNER OF TOWN CENTER PARKWAY AND CUYAMACA STREET IN THE TOWN CENTER (TC) ZONE (APN 381-050-64) AND FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

**DIRECTOR/DEPARTMENT**

Sandi Sawa, Planning & Building Director 

**SUMMARY**

The Karl Strauss Brewing Company (“Applicant”) is requesting the approval of Tentative Parcel Map TPM-2023-0001 to divide a 10.1-acre vacant parcel of land into two separate parcels, respectively 2.0 acres and 8.1 acres in size, located on the northeast corner of Town Center Parkway and Cuyamaca Street in the Town Center (TC) Zone. The proposal would subdivide the undeveloped Karl Strauss Brewery, which was approved by the City Council on December 17, 2015, under Development Review Permit DR 2015-10 by Resolution 112-2015. The proposed land division does not authorize any changes to previously approved plans. Approval of the Tentative Parcel Map would extend the underlying Development Review Permit, which is set to expire on December 17, 2023, by another three years.

The Tentative Parcel Map has been reviewed by the Planning & Building Department and Engineering Department and found to be in substantial conformance with DR 2015-10 and the requirements of the Santee Municipal Code and the Subdivision Map Act.

**ENVIRONMENTAL REVIEW**

The subject project is exempt from environmental review per Section 15315, Class 15 (Minor Land Division) of the California Environmental Quality Act (CEQA) guidelines, as projects which involve the division of property into four or fewer parcels are exempt from environmental review.

**FINANCIAL STATEMENT** 

Staff costs for application processing are paid on an actual cost recovery basis.

**CITY ATTORNEY REVIEW**

N/A

Completed

**RECOMMENDATION** 

1. Conduct and close the Public Hearing; and
2. Adopt the attached Resolution approving TPM-2023-0001; finding TPM-2023-0001 Categorically Exempt pursuant to Section 15315 of the CEQA Guidelines; and authorizing the filing of a Notice of Exemption.

**ATTACHMENTS**

Resolution  
Exhibit A



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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA APPROVING TENTATIVE PARCEL MAP TPM-2023-0001 TO DIVIDE A 10.1-ACRE VACANT PARCEL OF LAND INTO TWO PARCELS, LOCATED ON THE NORTHEAST CORNER OF TOWN CENTER PARKWAY AND CUYAMACA STREET IN THE TOWN CENTER (TC) ZONE (APN 381-050-64) AND FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

**APPLICANT: KARL STRAUSS BREWING COMPANY**

**WHEREAS**, pursuant to Chapter 12.06 of the Santee Municipal Code (“SMC”), on November 17, 2023, the Karl Strauss Brewing Company submitted a complete application for Tentative Parcel Map TPM-2023-0001 to subdivide a 10.1-acre vacant parcel of land into two separate parcels, respectively 2.0 acres and 8.1 acres in size, located on the northeast corner of Town Center Parkway and Cuyamaca Street in the Town Center (TC) Zone, as shown in Exhibit A, attached hereto and incorporated herein; and

**WHEREAS**, TPM-2023-0001 would subdivide the undeveloped Karl Strauss Brewery, which was approved by the City Council on December 17, 2015 under Development Review Permit DR 2015-10 by Resolution 112-2015; and

**WHEREAS**, the proposed land division does not authorize any changes to previously approved plans; and

**WHEREAS**, approval of TPM-2023-0001 is Categorically Exempt from the provisions of the California Environmental Quality Act, pursuant to Article 19, Section 15315, Class 15 Exemption; and

**WHEREAS**, the Planning & Building Department scheduled TPM-2023-0001 for public hearing on December 13, 2023; and

**WHEREAS**, on December 13, 2023 the City Council held a duly advertised public hearing on TPM-2023-0001; and

**WHEREAS**, the City Council considered the Staff Report, and considered all recommendations by staff and public testimony.

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

**SECTION 1:** TPM-2023-0001 is Categorically Exempt from the provisions of the California Environmental Quality Act, pursuant to Article 19, Section 15315, Class 15 Exemption because the project is the subdivision of land into two parcels within an urbanized area of the City of Santee, zoned for commercial use. The project is consistent with the General Plan and Zoning Code; all services and access to the proposed parcels are available; the parcel was not involved in a division of a larger parcel within the previous two years; and the parcel has an average slope of less than twenty (20) percent. Therefore, the City Council finds that the project is exempt from further environmental review under CEQA and authorizes the Planning & Building Department to file a Notice of Exemption for the project.

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

**SECTION 2:** The findings, in accordance with Section 12.06.050 of the SMC for TPM-2023-0001, are made as follows:

- A. The map is consistent with the City's General Plan and Town Center Specific Plan as it facilitates construction of the Karl Strauss Brewery previously approved under Development Review Permit DR2015-10 found to be consistent with the RiverView Master Plan; and
- B. The site is not identified as a Residential Inventory site in the 6<sup>th</sup> Cycle Housing Element of the City's General Plan; and
- C. The design and improvement of the proposed subdivision is consistent with approved DR2015-10 and the City's General Plan; and
- D. The site is physically suitable for the previously entitled Karl Strauss Brewery; and
- E. The site is physically suitable for the density approved for the Karl Strauss Brewery; and
- F. The design of the subdivision and the proposed improvements are not likely to cause substantial environmental damage, or substantially and avoidably injure fish or wildlife or their habitat as all of the wildlife conservation and mitigation measures would be met under the Mitigation Monitoring and Reporting Program adopted for the Karl Strauss Brewery pursuant to City Council Resolution No. 110-2015; and
- G. The design of the subdivision and type of improvements are not likely to cause serious public health problems as the property has full municipal services, including sewer and water services provided by Padre Dam Municipal Water District;
- H. The design of the subdivision will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision, as no such easements exist; and
- I. The design of the subdivision does not affect the placement of buildings as shown in approved project plans for DR2015-10, allowing for future passive, natural heating and cooling opportunities in the subdivision.

**SECTION 3:** TPM-2023-0001, dated November 17, 2023, consisting of the subdivision of a 10.1-acre parcel of land into two separate parcels, 2.0 acres and 8.1 acres respectively, located on the northeast corner of Town Center Parkway and Cuyamaca Street (APN 381-050-64) in the Town Center (TC) Zone, as shown in Exhibit A, attached, is hereby approved, subject to the following conditions:

- A. The Parcel Map shall be substantially compliant with approved project plans for Development Review Permit DR 2015-10 adopted pursuant to City Council Resolution 112-2015, as determined by the Planning & Building Director and City Engineer.
- B. Prior to approval of the Parcel Map, the subdivider shall have plans submitted and

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

approved, agreements executed and securities posted in accordance with SMC Title 12 and with the conditions of approval of Development Review Permit DR 2015-10, as adopted pursuant to City Council Resolution 112-2015 and amended as follows:

**Replace Section 4.B.24 in its entirety with:**

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.

**Parcel Map** – 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:

Please include the following with the first submittal:

- a. Parcel Map
- b. Current preliminary title reports (dated within six months of submittal date).
- c. All documents listed in the preliminary title report.
- d. All reference maps used to prepare the parcel map.
- e. Closure calculations for the map.
- f. Resolution of Approval approving the project.

In addition to the above electronic submittal requirements, one hard copy of the full-sized parcel map shall be provided to the project engineer. Map check 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.

The signature submittal of the parcel map mylars shall be by appointment only. Contact the project engineer to schedule a time for this final submittal.

Please include the following with the last submittal:

- a. A copy of the map in Autocad format for incorporation into the City GIS database.
- b. Mylars of the map with all required signatures and notaries obtained including Padre Dam Municipal Water District if they are to sign the map.
- c. Copies of certified return receipts for all signature omission letters.
- d. Subdivision Map Guarantee.

**Replace the first paragraph of Section 4.B.26 (a. to f. to remain) and 26.g with:**

**Street Improvement Plans** shall be submitted to the Engineering Department and be completed and accepted prior to issuance of a building permit for any given phase. Improvements will be phased to coincide with the specific development for any given phase. Phase specific conditions shall be specified at the time of approval for a given development phase.



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

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:

...

- g. Street improvement plans shall be one hundred percent **(100%)** complete at the time of plan 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.

**Replace Section 4.B.28.f.1 through 11 (12 to remain) and 13 with:**

- f. Grading plans shall be one hundred percent 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. 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) Geotechnical Study specified here within.
  - 6) Storm Water Quality Management Plan specified here within.
  - 7) Operation & Maintenance (O&M) plan specified here within.
  - 8) Traffic 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.

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

...

13) In addition to the above electronic submittal requirements, one hard copy of the above-mentioned full-sized plans, documents and reports 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.

**Replace Section 4.B.29.e (a. to d. to remain) with:**

- e. Landscape and Irrigation plans shall be one hundred percent (**100%**) complete at the time of plan 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 landscape and irrigation 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.

**Replace Section 4.B.33 in its entirety with:**

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 will be provided.

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

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

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 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. Provide a narrative in the source control section regarding the types of material to be stored outdoors and how materials shall be covered and/or protected from the outside elements and be stored above the finished grade to prevent contact with the storm water runoff.
- i. The final project submittal shall include a standalone Operation and Maintenance (O&M) Plan in accordance with the City of Santee BMP Design Manual.

**Replace Section 4.B.34 in its entirety with:**

Construction Site Storm Water Compliance

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

- 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 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.

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.
  
- 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.
  
- 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.

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.

**Replace Section 4.B.35 in its entirety with:**

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:

- a. Drainage . . . . . \$ 576,642
- b. Traffic . . . . . \$ 240,189
- c. Traffic Signal . . . . . \$ 38,816

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

Impact fee amounts shall be calculated in accordance with current fee ordinances in effect at the time of 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 Director of Engineering for use in calculating the final fee amounts. Fees shall be adjusted on an annual basis in accordance with the Municipal Code.

**Add new Section 4.B.44 as follows:**

The applicant shall obtain parcel map approval and record the parcel map. Once recorded, the applicant shall, within thirty days of recordation, provide one mylar copy, digital copies, and two sets of prints of the recorded map to the Engineering Department for the City's permanent record. The prints and mylar shall be in accordance with City standards in effect at the time of recordation.

**SECTION 4:** The terms and conditions of the Tentative Parcel Map approval shall be binding upon the permittee and all persons, firms and corporations having an interest in the property subject to this Tentative Parcel Map and the heirs, executors, administrators, successors and assigns of each of them, including municipal corporations, public agencies and districts.

**SECTION 5:** Chapter 1.14 of the SMC, provides for the issuance of administrative citations for Municipal Code violations. Should non-compliance with said terms and conditions of this Tentative Parcel Map 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 6:** The approval of TPM-2023-0001 and Development Review Permit DR2015-10 expires on December 13, 2026 at 5:00 p.m. The Parcel Map conforming to this conditionally approved TPM-2023-0001 shall be filed with the City Council in time so that City Council may approve the Parcel Map before this approval expires unless a time extension for obtaining such approval of the Parcel Map is approved as provided by the Santee Subdivision Ordinance. 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.B of the SMC, when a request for an extension is filed 60 days prior to this expiration date.

**SECTION 7:** 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 December 13, 2023.

**SECTION 8:** The applicant shall defend (with counsel of City's choice, subject to reasonable approval by the applicant) 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 approval of the City of Santee concerning this Resolution or any action relating to or arising out of its approval,

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

and further agrees to indemnify and hold harmless from all costs and expenses (including attorney's fees) associated with any such defense.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 13<sup>th</sup> day of December, 2023, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED**

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

**ATTEST**

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

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

**Exhibit A  
Tentative Parcel Map**

**[following this page]**

# TPM NO. XXXXX KARL STRAUSS SANTEE TENTATIVE PARCEL MAP

## LEGEND

PROJECT BOUNDARY	---
EXIST TOPO CONTOUR	~
PARCEL LINE	---
EXISTING EASMENT	---
EXISTING DIRT PATH	---
EXISTING STORM DRAIN	---
EXISTING WATER	W
EXISTING SEWER	S
EXISTING RECYCLED WATER	RW

## DEVELOPMENT SUMMARY

1. EXISTING GROSS PROJECT AREA: 10.1 AC
2. PROPOSED GROSS PROJECT AREA:
  - PARCEL 1 : 8.1
  - PARCEL 2 : 2.0
3. NUMBER OF PROPOSED LOTS: 2
4. EXISTING GENERAL PLAN DESIGNATION: COMM
5. EXISTING/PROPOSED ZONING: TC/AE (SPECIFIC PLAN)-ARTS AND ENTERTAINMENT
6. PRESENT LAND USE: VACANT

## LEGAL DESCRIPTION

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF SANTEE, IN THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:  
 PARCEL 1 OF PARCEL MAP NO. 20177 OF RIVERVIEW OFFICE PARK, IN THE CITY OF SANTEE, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, DECEMBER 21, 2006 AS INSTRUMENT NO. 2006-0905062 OF OFFICIAL RECORDS.

APN: 381-050-64-00

## EXISTING LAND USE DESIGNATION

COMM: COMMERCIAL

## OWNER

ASSOCIATED MICROBREWERIES LTD  
 5385 SANTA FE STREET  
 SAN DIEGO, CA, 92109-1623

MATT RATTNER DATE  
 Ph: (658)-273-2739

## ENGINEER OF WORK

RICK ENGINEERING CO.  
 5620 FRIARS RD  
 SAN DIEGO, CA 92110  
 PH. (619) 291-0707



KAREN S. VAN ERT DATE  
 R.C.E. NO. 56991  
 EXP. 6-30-2023

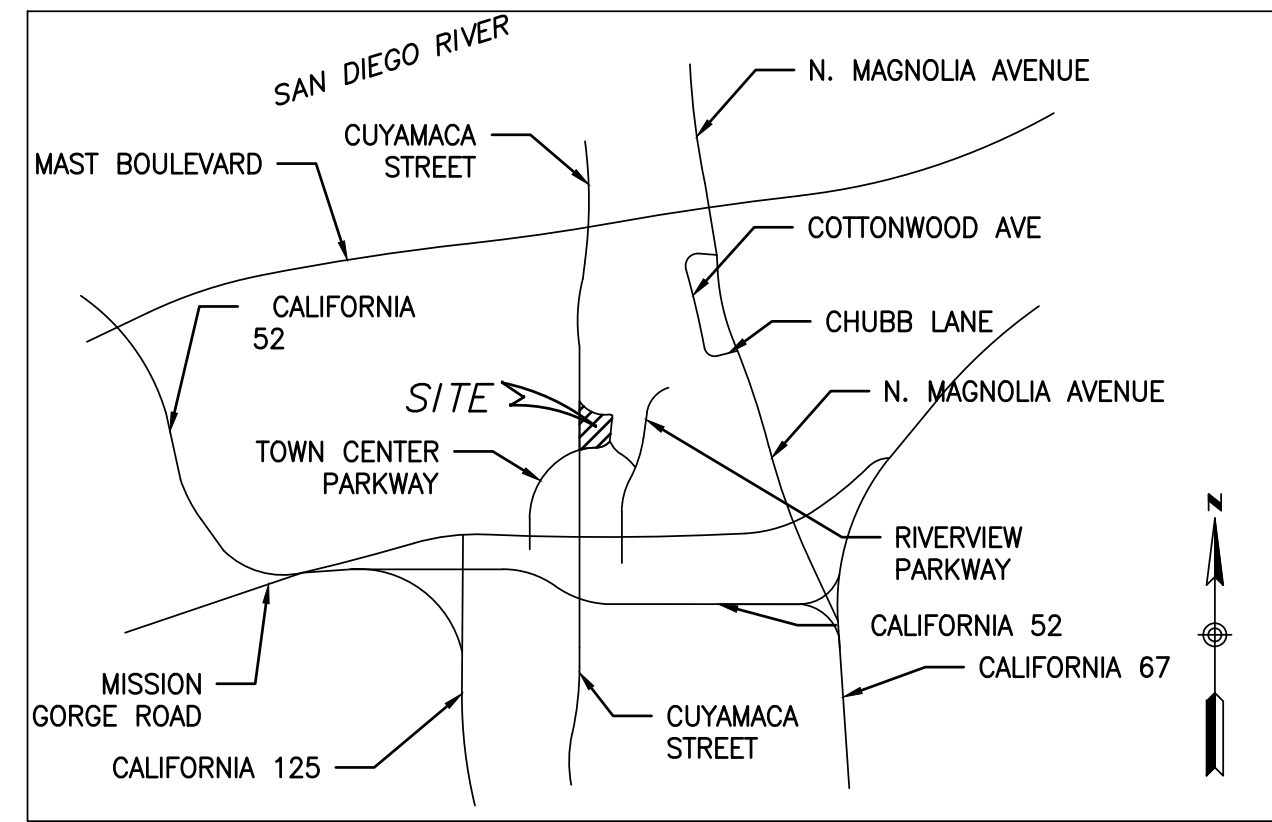
## TOPOGRAPHY

TOPO SOURCE: THE TOPOGRAPHY WAS COMPILED FROM AERIAL PHOTOGRAPHY DATED JUNE 15, 2015 AND SUPPLEMENTED BY FIELD SURVEY. TOPOGRAPHY BASED UPON FIELD SURVEY PERFORMED BY SB&O INC. ON JULY 11, 2015

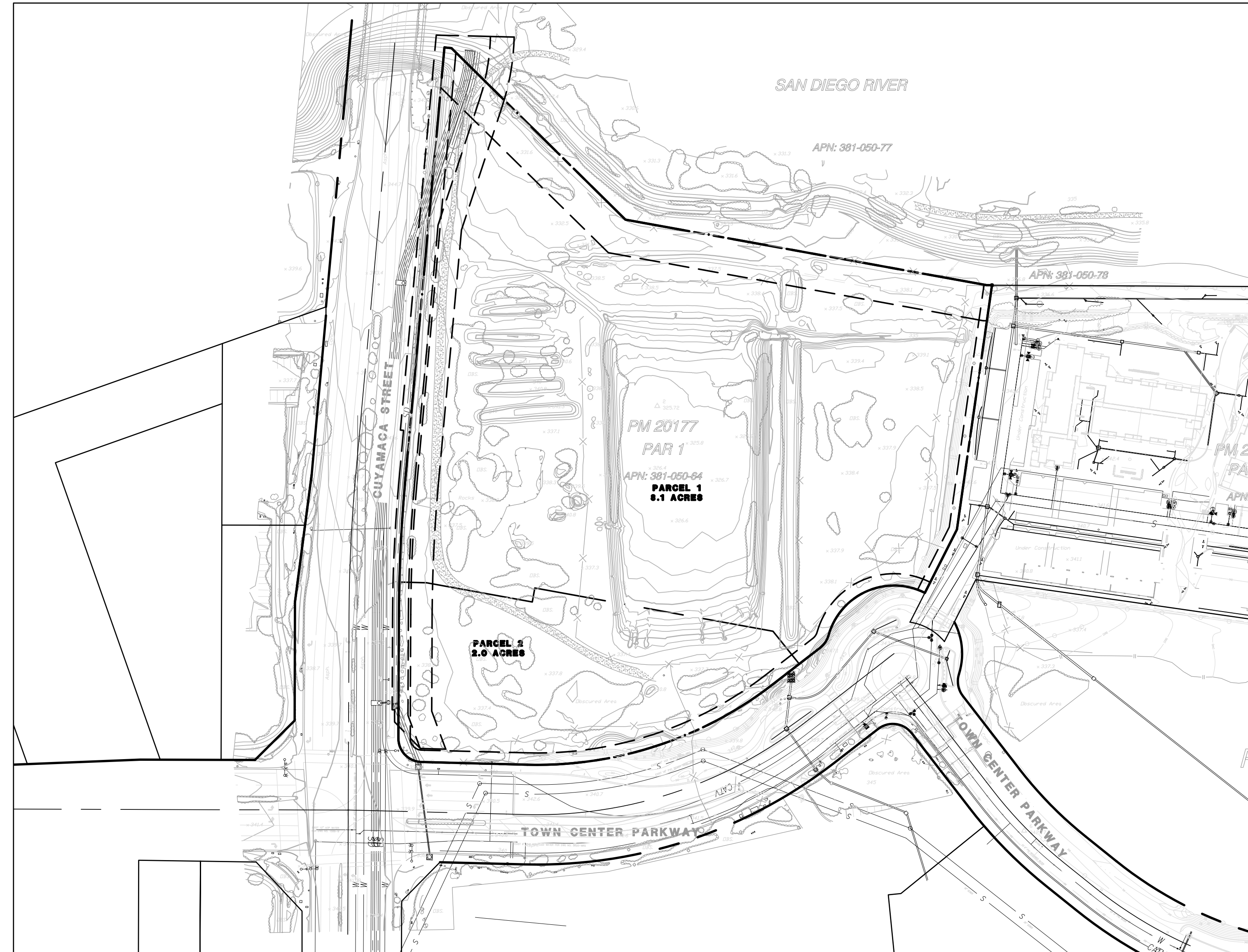
BENCHMARK: BENCHMARK NO. 2086 A LEAD PLUG AND BRASS TAG STAMPED "L.S. 2801" PER MAP 4141. 4" OFFSET TO THE NORTHEAST CORNER OF LOT 130 AND THAT NORTHWEST CORNER OF LOT 131 OF MAP 4141. ELEV=406.45

## SHEET INDEX

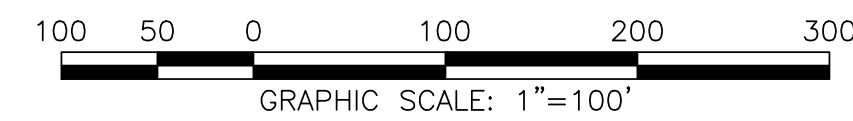
SHEET 1 TITLE  
 SHEET 2 TENTATIVE PARCEL MAP



VICINITY MAP  
 NO SCALE



SITE MAP

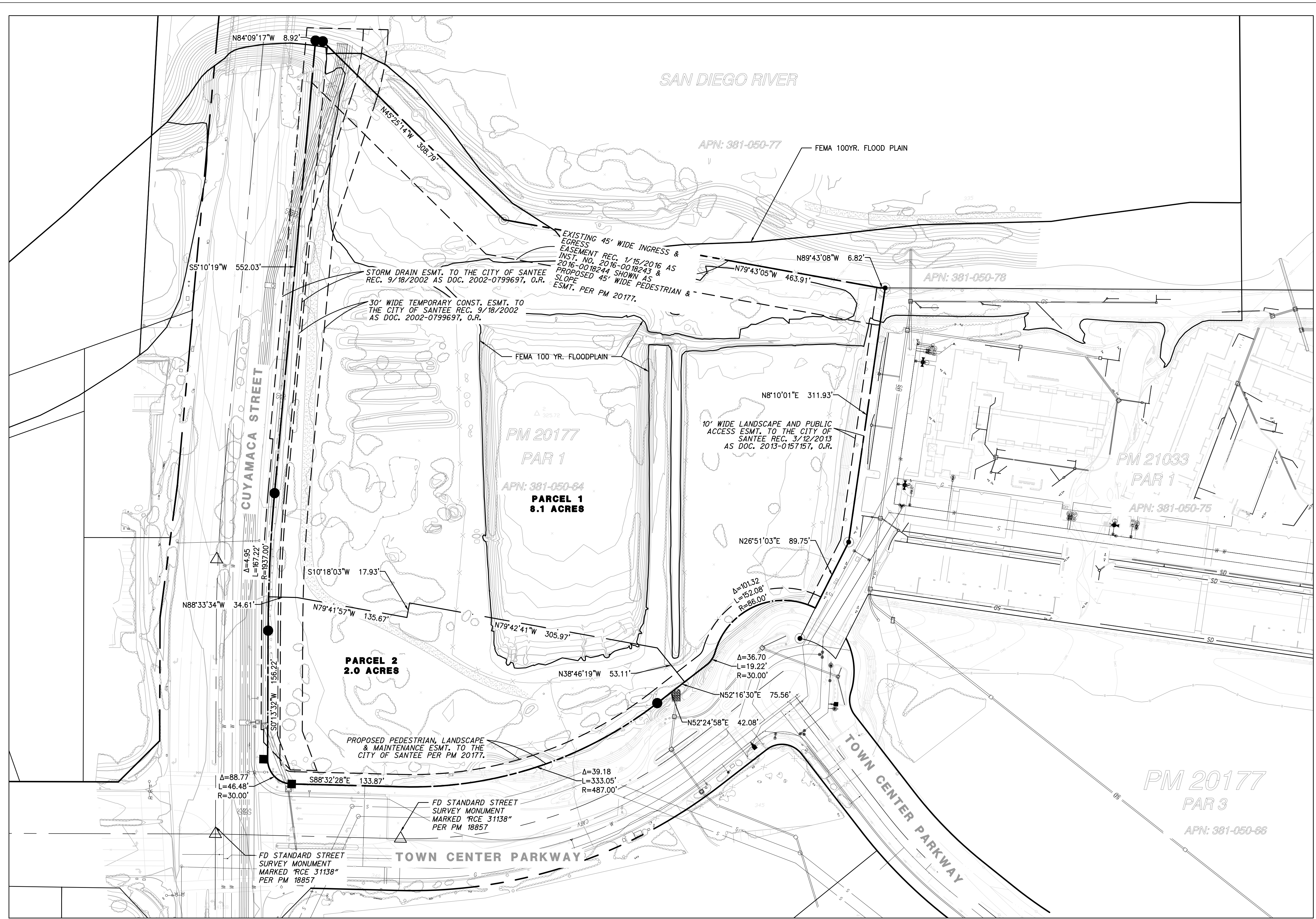


NO.	REVISIONS	DATE	BY
1	1ST TPM SUBMITTAL	11/17/2023	REC

TPM NO. KARL STRAUSS SANTEE TPM	1 OF
City of Santee, California	2



SAN DIEGO RIVER

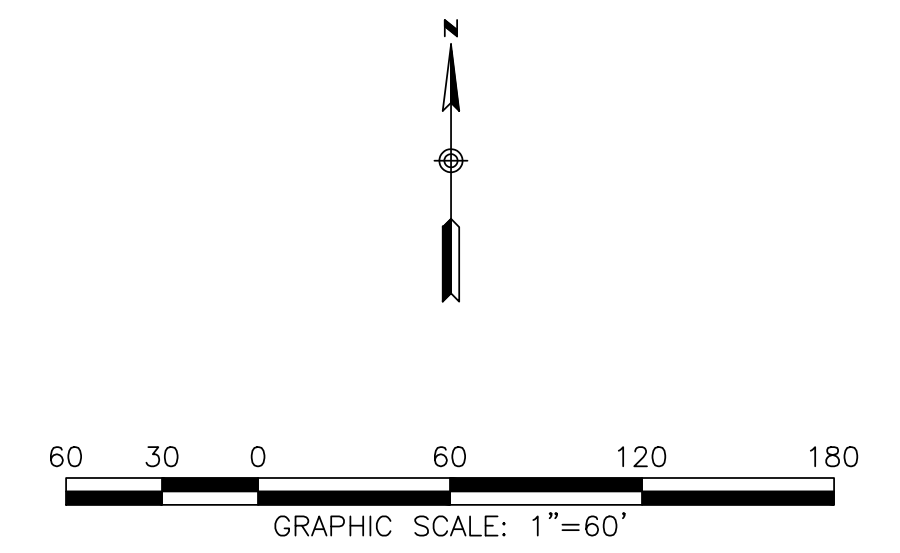


NON-PLOTTABLE EASEMENTS

- THE FOLLOWING EASEMENT(S) HAVE NO SPECIFIC LOCATION SET FORTH AND CANNOT BE PLOTTED:
1. PRIVATE ESMT. REC. 5/6/1913 IN BK 609, PG 278 OF DEEDS.
  2. SDGE ESMT. REC. 8/10/1988 AS DOC. 88-392569, O.R.
  3. ACCESS ESMT. REC. 2/19/2003 AS DOC. NO. 2003-0187486, O.R.
  4. TEMP. SLOPE AND DRAINAGE ESMT. REC. 9/13/2013 AS DOC. NO. 2013-0566673, O.R.

EXISTING SURVEY MONUMENT LEGEND

- △ FOUND MONUMENT AS NOTED.
- FOUND 3/4" IRON PIPE AND DISC MARKED "LS 5334" PER PM 20177, UNLESS OTHERWISE NOTED.
- FOUND 2" IRON PIPE AND DISC MARKED "LS 8365" PER PM 21033, UNLESS OTHERWISE NOTED.
- FOUND LEAD AND DISC IN CONCRETE, MARKED "LS 5334" PER PM 20177 UNLESS OTHERWISE NOTED.



**MEETING DATE** December 13, 2023

**ITEM TITLE** PUBLIC HEARING AND RESOLUTION AMENDING THE CONSOLIDATED FEE SCHEDULE TO ADD CREDIT CARD AND E-CHECK PROCESSING FEES AND TO ADD CERTAIN PLANNING AND BUILDING DEPOSIT AMOUNTS

**DIRECTOR/DEPARTMENT** Heather Jennings, Finance  
Sandi Sawa, Planning

**SUMMARY**

On June 27, 2012, the City Council adopted Resolution 047-2012 adopting a Consolidated Fee Schedule establishing user fee and deposit amounts for various City services and facilities. Santee Municipal Code Section 3.02.010(A) provides that the Consolidated Fee Schedule may be amended as necessary by a resolution of the City Council. This agenda item will be addressing seven items on the Fee Schedule: Credit Card and E-Check Processing Fees, Construction and Demolition Deposits, SB330 Housing Crisis Act Deposit, SB9 Two-Unit Residential Development Deposit, Zoning Ordinance Amendment Deposit and language clarification of SB9 Urban Lot Split.

At the meeting on November 8, 2023, the City Council authorized a 3% credit card processing fee for credit card transactions, and a 3% E-check processing fee for electronic check transactions and directed staff to add these fees to the Fee Schedule. With the implementation of Energov, the City has experienced a substantial increase in online credit card payments. The City currently pays 100 percent of the service fees charged by credit card companies. This new fee would allow the City to pass on a small percentage of the cost to the customer.

Santee Municipal Code Section 9.04.090 requires that applicants of covered projects pay a waste diversion security deposit, also known as a construction and demolition deposit, based on square footage and type of project. With the Municipal Code update in 2019, the specific amount per square foot was removed from the ordinance language and replaced with a reference to amounts established by resolution of the City Council. It is proposed that the Construction and Demolition Deposit be added to the Consolidated Fee Schedule in the amounts provided in Attachment 1.

Additional changes to the Consolidated Fee Schedule are proposed by the Planning Department. They include two new development deposits for new project types developed by state law. They are: *SB330 Housing Crisis Act* and *SB9 Two-Unit Residential Development*. Staff is proposing a \$5,000 deposit for each new item to achieve full cost recovery. Staff time for work on the project will be charged based on actual cost and any unused funds will be returned to the applicant.

Staff is also proposing a new deposit be added for zoning ordinance amendments. There have been recent zoning ordinance amendment requests and there is not a deposit amount on the current Fee Schedule to recover costs. Staff would collect a \$5,000 deposit from the applicant.



and would charge actual staff time to the project. Any remaining funds would be returned to the applicant.

The final proposed change to the Consolidated Fee Schedule is a change in a fee item description for clarification purposes. "SB9 Subdivision" would be renamed "SB9 Urban Lot Split."

The proposed amendments to the Consolidated Fee Schedule are summarized on Attachment 1, Summary of Changes to the Consolidated Fee Schedule.

**FINANCIAL STATEMENT** *HJ*

The credit card and E-check processing fee will help partially offset the processing fees charged by credit card companies for online and in person credit card services and online E-check payments. The Planning and Building fees will provide cost recovery for work performed by in-house staff.

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

**RECOMMENDATION** *M.S.B*

Conduct and close the public hearing; and adopt the Resolution amending the Consolidated Fee Schedule

**ATTACHMENT**

1. Summary of Changes to the Consolidated Fee Schedule
2. Resolution

**City of Santee  
Summary of Changes to the Consolidated Fee Schedule  
December 13, 2023**

**Finance**

- |                               |    |
|-------------------------------|----|
| 1. Credit card processing fee | 3% |
| 2. E-Check processing fee     | 3% |

Fee is 3% of actual credit card and E-Check transaction.

**Building – Miscellaneous Items Permit Fees**

- |  |           |
|--|-----------|
| 1. Construction and Demolition Deposit |           |
| New Construction                       | \$0.20/SF |
| Restoration, Remodel or Demolition     | \$0.35/SF |
| Maximum Deposit Required               | \$35,000  |

Applicants for covered projects shall pay a refundable deposit prior to receiving a building or demolition permit. The amount of the deposit will be calculated based on square footage and type of project.

**Development Services - Planning and Engineering**

- |   |                  |
|---|------------------|
| 1. SB330 Housing Crisis Act             | \$5,000 Deposit* |
| 2. SB9 Two-Unit Residential Development | \$5,000 Deposit* |
| 3. Zoning Ordinance Amendment           | \$5,000 Deposit* |

\*To achieve full cost recovery, actual staff time will be charged to the project deposit. Any remaining funds will be returned to the applicant.

- |                        |                 |
|------------------------|-----------------|
| 4. SB9 Urban Lot Split | \$6,000 Deposit |
|------------------------|-----------------|

This is a change in description only. The fee item description is changing from *SB9 Subdivision* to *SB9 Urban Lot Split* for clarification. No change to the existing deposit amount.

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA  
AMENDING THE CONSOLIDATED FEE SCHEDULE TO ADD CREDIT CARD AND E-  
CHECK PROCESSING FEES AND CERTAIN PLANNING AND BUILDING DEPOSIT  
AMOUNTS**

**WHEREAS**, the City, under various statutory provisions under California Government Code, may set and collect fees for the costs of providing various public services to the community; and

**WHEREAS**, on June 27, 2012, the City Council adopted Resolution 047-2012 adopting a Consolidated Fee Schedule establishing User Fee amounts at no more than the estimated reasonable cost of providing each service and to provide a means of adjusting the User Fees, so adopted, to reflect the rate of inflation; and

**WHEREAS**, Santee Municipal Code Section 3.02.010(A) provides that the Consolidated Fee Schedule may be amended as necessary by a Resolution of the City Council; and

**WHEREAS**, the City desires to add a credit card processing fee and an E-check processing fee of 3 percent to help recover a small portion of the cost of accepting credit card payments for services; and

**WHEREAS**, Construction and Demolition Deposits will be added to the Consolidated Fee Schedule pursuant to Santee Municipal Code Section 9.04.090, since the specific amounts necessary for calculation of those deposits were removed from the Santee Municipal Code in 2019 and replaced with a reference to amounts adopted by City Council; and

**WHEREAS**, new development deposits will be added for projects created under recent State laws (SB 330 and SB 9) and to cover the processing of zoning ordinance amendments, each of which are not included in the current Consolidated Fee Schedule, and each of which are actual cost deposits which will recover no more than the actual cost to provide said services and any funds remaining on deposit upon project completion will be returned to the applicant; and

**WHEREAS**, the procedural requirements of Government Code sections 66016 and 66018 relating to notice, and a public hearing have been met; and

**WHEREAS**, the City Council has considered any verbal and/or written testimony, and has reviewed information provided at the public hearing by staff and the public.

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

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

**Section 1.** The Recitals set forth above are true and correct and are hereby incorporated into this Resolution.

**Section 2.** The fees and deposit amounts as reflected in Exhibit “A”, Exhibit “B” and Exhibit “C” to this Resolution are hereby adopted and incorporated into the Consolidated Fee Schedule.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular meeting thereof held this 13<sup>th</sup> day of December, 2023, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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

Exhibit “A” – Finance Fee Schedule  
Exhibit “B” – Building Fee Schedule  
Exhibit “C” – Development Services - Planning and Engineering Fee Schedule

Effective December 13, 2023

<b>Consolidated Fee Schedule</b>
----------------------------------

<b>Finance</b>
----------------

	Fee
<b>Transaction Processing fees:</b>	
Credit Card Fee - % of actual credit card transaction amount	3%
E-Check Fee - % of actual E-Check transaction amount	3%
<b>Business Licenses:</b>	
New Business License <sup>(1)</sup>	\$105
Moved Business License	\$46
Renewal <sup>(1)</sup>	\$41
Business License Certificate Re-print	\$5
<b>Home Occupation Permit:</b>	
New Home Occupation Permit <sup>(1)</sup>	\$56
Renewal <sup>(1)</sup>	\$41
<b>Regulatory Permits:</b>	
Amusement	1% Gross Sales
Carnival	\$204
Auctioneer:	
Class A	\$191
Class B	\$191
Class C	\$191
Class D	\$191
Billboard	\$87
Bingo	\$204
Additional Staff Worker	\$82
Charitable Solicitation	
Distribution of Coupon Books	\$191
Entertainment:	
Class 1 (Professional)	\$204
Class 1 (Professional) - Renewal	\$187
Class 2 (Adult oriented)	\$239
Class 2 (Adult oriented) - Renewal	\$222
Class 3 (Non-Professional)	\$204
Class 3 (Non-Professional) - Renewal	\$187
Firearm Sales	\$264
Firearm Sales - Renewal	\$247
Massage Establishment	\$204
Massage Technician	\$204
Massage Technician - Renewal	\$187
Massage Trainee	\$204
Massage Trainee - Renewal	\$187
Pawnbroker	\$229

**Effective December 13, 2023**

**Consolidated Fee Schedule**

**Finance**

	<b>Fee</b>
Public Dance:	
Class A, B or D	\$204
Class C	\$239
Secondhand Dealer	\$193
Solicitor/ID Card	\$205
Shooting Range	\$204
Swap Meet	\$375
Teenage Dance - Class A	\$191
Teenage Dance Renewal - Class A	\$26
Teenage Dance - Class B	\$62
Vending Machine	1% Gross Sales
Special Event	\$8
Ambulance	\$50
Ambulance - renewal	\$33
<b>Alarm System Permits:</b>	
Single (1 bldg. or suite)	\$16
Double (2 to 6 suites)	\$16
Multiple (7 or more suites)	\$16

<sup>(1)</sup> Includes \$4 State-mandated fee in accordance with Assembly Bill 1379.



<b>Comprehensive Fee Schedule</b>			
<b>Building - Miscellaneous Items Permit Fees</b>			
<b>Work Item</b>	<b>Unit</b>	<b>Plan Check Fee</b>	<b>Inspection Fee</b>
<b>Standard Hourly Rate</b>		\$202.00	\$202.00
<b>Photovoltaic System <sup>(1)</sup></b>			
Residential	each	\$190.39	\$209.12
Each Additional kW above 15kW	per kW	\$5.25	\$9.75
Commercial, up to 4 kilowatts	each	\$190.39	\$449.12
Each Additional kW between 5kW and 15kW total	per kW	\$9.80	\$18.20
Commercial, 16kW to 50kW	each	\$380.78	\$568.73
Each Additional kW between 51kW and 250kW	per kW	\$2.45	\$4.55
Each Additional kW above 250kW	per kW	\$1.75	\$3.25
<b>Construction &amp; Demolition Deposit</b>	<b>Unit</b>	<b>Deposit per sq ft</b>	<b>Max Deposit</b>
New Construction	per sq ft	\$0.20	\$35,000
Renovation, Remodel, or Demolition	per sq ft	\$0.35	\$35,000

<sup>(1)</sup> Revised in accordance with State Assembly Bill 1414.

**Consolidated Fee Schedule**

**Development Services - Planning and Engineering**

Fee Name	Fee Type	Fee	(A)
ABC Pre-License Review	F	\$640.84	
Appeal	F	\$416.97	
Appeal w/ Engineering Conditions	F	\$694.96	
Appeal - Administrative	F	\$416.97	
<b>Certificate of Compliance</b>			
Application	AC	\$350	deposit
With Boundary Adjustment	AC	\$2,500	deposit
City Attorney review or Consultation	AC	\$500	deposit
<b>Conditional Use Permit</b>			
Expansion (Max. 1K Sq Ft or Restoration of Legal Nonconforming Use)	AC	\$3,500	deposit
Expansion or Restoration of Legal Nonconforming Use w/Engineering Conditions (Max 1K Sq Ft)	AC	\$4,000	deposit
Expansion (>1K Sq Ft or Restoration of Legal Use)	AC	\$9,000	deposit
Expansion (>1K Sq Ft or Restoration of Legal Use w Engineering Conditions)	AC	\$10,000	deposit
<b>Conditional Use Permit - Residential</b>			
Conditional Use Permit - minor (RES)	F	\$1,042.96	
Conditional Use Permit - minor (RES) w/Eng Conditions	F	\$1,042.96	
Major Revision to existing res. Development	AC	\$5,000	deposit
Major Revision to existing res. Development w/Eng	AC	\$6,000	deposit
New Construction w/o tentative map ≤ 50 units	AC	\$15,000	deposit
New Construction w/o tentative map > 50 units	AC	\$20,000	deposit
New Construction w/ tentative map	AC	\$4,500	deposit
<b>Conditional Use Permit - Non-residential (P)</b>			
Use Only, no new building construction	AC	\$9,500	deposit
Use Only, no new building construction w/Eng Conditions	AC	\$10,500	deposit
Communications Facility	F	\$5,295.45	
Communications Facility w/Eng Conditions	F	\$5,788.82	
Minor	AC	\$5,000	deposit
New Construction - < 5K Sq Ft gross floor area	AC	\$6,000	deposit
New Construction - >= 5K Sq Ft gross floor area	AC	\$20,000	deposit
Mining or Reclamation Plan	AC	\$7,500	deposit
<b>Development Review</b>			
1 SFR - Administrative Review	F	\$4,263.10	
All Others - Administrative Review	F	\$5,825.95	
All Others - Administrative Review w/Eng Conditions	F	\$6,813.74	
Essential Housing Project	AC	\$5,000	deposit
<b>SB9 Two-Unit Residential Development</b>	<b>AC</b>	<b>\$5,000</b>	<b>deposit</b>

**(A) Any funds remaining on deposit will be refunded to the applicant.**

**AC - Actual Cost deposit**

**F - Flat Fee (non-refundable)**

**Effective December 13, 2023**

**Consolidated Fee Schedule**

**Development Services - Planning and Engineering**

Fee Name	Fee Type	Fee	(A)
<b>Development Review Permit/Public Hearing Application</b>			
SFR Subdivision < 5 units	AC	\$4,500	deposit
SFR Subdivision ≥ 5 units	AC	\$6,500	deposit
MFR w/o Tentative Map ≤ 50 units	AC	\$11,500	deposit
MFR w/o Tentative Map > 50 units	AC	\$22,000	deposit
MFR w/ Tentative Map	AC	\$4,500	deposit
Non-res. < 5K sq ft gross area w/Eng. Cond.	AC	\$4,500	deposit
Non-res. ≥ 5K sq ft gross area w/Eng. Cond.	AC	\$15,000	deposit
Pre-Application Design Review	F	\$574.00	deposit <sup>(1)</sup>
<b>SB330 Housing Crisis Act</b>	<b>AC</b>	<b>\$5,000</b>	<b>deposit</b>
<b>Environmental Processing</b>			
Application for Environmental Initial Study	F	\$491.24	
Environmental Impact Report	AC	\$20,000	deposit
4d Rule Determination (Habitat Loss Permit)	AC	\$1,500	deposit
Negative Declaration	AC	\$2,500	deposit
Mitigated Negative Declaration	AC	\$4,000	deposit
Categorical Exemption	F	\$110.34	
<b>Land Use Designation or Zoning District Change</b>			
General Plan Amendment	AC	\$13,000	deposit
Zone Reclassification	AC	\$13,000	deposit
<b>Zone Ordinance Amendment</b>	<b>AC</b>	<b>\$5,000</b>	<b>deposit</b>
Major Revision or Time Extension	AC	\$9,500	deposit
Minor Revision	AC	\$2,500	deposit
<b>Road Matters</b>			
Road Opening	AC	\$3,500	deposit
Road Vacation	AC	\$3,500	deposit
<b>Signs</b>			
Sign Permit or Amendment to Sign Permit	F	\$92.31	
Temporary Sign Permit - 1 notice to abate issued	F	\$49.87	
Temporary Sign Permit - ≥ 2 notices to abate issued	F	\$49.87	
Temporary Sign Permit - all other applicants	F	\$49.87	
Comprehensive Sign Permit	F	\$889.12	
Temp Directional Signs on City Kiosks (new kiosk location)	F	\$1,133.15	
Street Name Change (plus cost of sign)	F	\$333.15	
<b>Specific Plan</b>			
Application	AC	\$10,000	deposit
Amendment	AC	\$10,000	deposit

**(A) Any funds remaining on deposit will be refunded to the applicant.**

**AC - Actual Cost deposit**

**F - Flat Fee (non-refundable)**

**Effective December 13, 2023**

<b>Consolidated Fee Schedule</b>
----------------------------------

<b>Development Services - Planning and Engineering</b>
--

Fee Name	Fee Type	Fee	(A)
<b>Subdivision Map</b>			
Tentative Map, Tentative Parcel Map - up to 4 lots	AC	\$6,000	deposit
Tentative Map > 5 lots	AC	\$16,000	deposit
Revision to approved tentative map, tentative parcel map or condo map including amendments to conditions and time extensions	AC	\$5,500	deposit
Mobile Home Park Condominium	AC	\$12,000	deposit
SB9 <b>Urban Lot Split</b>	AC	\$6,000	deposit
<b>Temporary Use Permit</b>			
Minor Special Event - Charitable	F	\$207.96	
Minor Special Event - Other	F	\$694.96	
Major Special Event	AC	\$1,000	deposit
Temporary Outdoor Storage - new	AC	\$1,400	deposit
Temporary Outdoor Storage - renewal	AC	\$1,250	deposit
<b>Variance</b>			
Non-res. or new res. Development	AC	\$2,500	deposit
Residential (existing developed property)	F	\$1,042.96	
Revision to approved variance	AC	\$1,250	deposit
<b>Minor Exception</b>			
Non-res. or new res. Development	AC	\$2,500	deposit
Residential (existing developed property)	F	\$1,042.96	
Revision to approved minor exception	AC	\$1,250	deposit
Reasonable Accommodation Request	F	\$0	
<b>Engineering Fees</b>			
Permit Issuance Fee (R-O-W and Encroachment)	F	\$45.62	
<b>Final Subdivision Map Phase</b>			
Final Subdivision Map Check (\$1K deposit per sheet)	AC	\$1,000	deposit <sup>(2)</sup>
Final Parcel Map Check (\$1K deposit per sheet)	AC	\$1,000	deposit <sup>(2)</sup>
<b>Improvements</b>			
Improvement Plan Check (public & private) (Deposit of \$1500/sheet for 1st 2 sheets and \$1000/ sheet after)	AC	\$4,000	deposit <sup>(2)</sup>
Improvement Inspection (public & private) (2.5% deposit)	AC	\$3,000	deposit <sup>(2)</sup>
<b>Document/Agreement Preparation</b>			
Any document requiring special review (ex. CC&R, easement) (\$150 Deposit)	AC	\$150	deposit
Engineering/Planning Letter	F	\$73.70	
Research	AC	\$500	deposit

**(A) Any funds remaining on deposit will be refunded to the applicant.**

**AC - Actual Cost deposit**

**F - Flat Fee (non-refundable)**

Effective December 13, 2023

**Consolidated Fee Schedule**

**Development Services - Planning and Engineering**

Fee Name	Fee Type	Fee	(A)
<b>R-O-W Minor Improvement (incl. Driveway Replacement, Curb Core, etc.)</b>			
Residential Inspection	F	\$394.69	
Non-Residential Inspection	F	\$394.69	
<b>Grading and Appurtenant Structures Plan Check</b>			
Residential (Single Lot)	F <sup>(3)</sup>	\$732.09	
Grading Plancheck (Deposit of \$1500/ sheet for 1st 2 sheets and \$500/ sheet after)	AC	\$5,500	deposit <sup>(2)</sup>
<b>Grading and Appurtenant Structures Inspection</b>			
Residential (Single Lot)	F	\$586.73	
Grading Inspection (2.5% deposit)	AC	\$4,375	deposit <sup>(2)</sup>
<b>Geotechnical Report review</b>			
Independent 3rd party review	AC	\$1,000	deposit
<b>Oversize Load Permit / Moving Permit</b>			
One Day Permit (State Fee)	F	\$21.22	
Annual Permit (State Fee)	F	\$124.14	
Repetitive Haul	F	\$439.25	
<b>Encroachment Permit - Single Project</b>			
Temporary - less than 10 days (less than \$1,000)	F	\$138.99	
Special Deposit (min. \$50) - Based on cost of work	AC	\$1,500	deposit
Traffic Control	F	\$463.66	
<b>Encroachment Permit - Utility/Repetitive project</b>			
Minor Permit (< 20 feet of trenching & single vaults/pedestals)	F	\$356.50	
Minor Permit (< 20 feet of trenching & single vaults /ped w/Traffic Control)	F	\$553.84	
Major Permit (> 20 feet of trench, multiple vaults w/ Traffic Control)	AC	\$909	deposit
<b>Retaining Wall:</b>			
Plan Check (per square feet)	F	\$1.15	
Inspection (per square feet)	F	\$0.96	
<b>After Hours &amp; Holiday Construction Inspection: Subject to availability &amp; 4 hour minimum notice</b>			
72 Hour Minimum	F	\$340.58	
Each Additional Hour	F	\$83.82	
<b>National Pollution Discharge Elimination System (NPDES):</b>			
Business Inspection (if required based on SIC code)	F	\$206.90	
Post Construction Treatment Control BMP Inspection	F	\$197.35	

**(A) Any funds remaining on deposit will be refunded to the applicant.**

**AC - Actual Cost deposit**

**F - Flat Fee (non-refundable)**

Effective December 13, 2023

**Consolidated Fee Schedule**

**Development Services - Planning and Engineering**

Fee Name	Fee Type	Fee	(A)
<b>Support to Building (no entitlement)</b>			
SFR - Planning	F	\$390.45	
SFR - Engineering	F	\$274.80	
SFR Addition & Improvement - Planning	F	\$56.23	
SFR Addition & Improvement - Engineering	F	\$159.15	
Commercial (new or addition < 1K sf.) - Planning	F	\$327.85	
Commercial (new or addition < 1K sf.) - Engineering	F	\$319.36	
Commercial TI - Planning	F	\$116.71	

(1) The Pre-Application fee is \$574. Costs incurred by the City beyond this amount may be charged to the applicant upon receipt of a formal project application.

(2) Deposit amount is based on per sheet or cost estimate.

(3) Fee based on a maximum of two planchecks. Planchecks beyond two are charged on full cost recovery basis.

Note - Fees are doubled for Code Violations

Initial deposit for entitlement applications will be \$10,000 with additional deposit(s) as needed for full cost recovery.


**(A) Any funds remaining on deposit will be refunded to the applicant.**

**AC - Actual Cost deposit**

**F - Flat Fee (non-refundable)**

**MEETING DATE** December 13, 2023

**ITEM TITLE** REPORT ON THE STATUS OF INTERWEST SERVICES AND A RESOLUTION AUTHORIZING AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH INTERWEST CONSULTING GROUP INC. (A SAFE BUILT COMPANY) FOR SPECIALIZED PROFESSIONAL BUILDING SERVICES TO INCREASE THE NOT-TO-EXCEED AMOUNT

**DIRECTOR/DEPARTMENT** Sandi Sawa, Planning & Building Department 

**SUMMARY**

On June 28, 2023, the City Council adopted a resolution approving a new Professional Service Agreement with Interwest Consulting Group Inc. ("Interwest") in the not-to-exceed amount of \$200,000 for a period of one year with the option to extend for two (2) one-year terms. Interwest provides specialized services for the City's Building and Planning Divisions. This item is to present the status of services delivered by Interwest Consulting Inc. and to request that City Council approve an increased not-to-exceed amount for the PSA with Interwest.

With the implementation of the updated fee structure and the "hybrid" staffing plan, the quality of building services has improved. Monthly meetings to discuss performance and project processing between Interwest and the Building Division have started.

The average project plan review is completed by Interwest in seven days. With staff time to receive and prepare notifications, the average response time back to the applicant is about ten days. Santee's online permitting system is also providing time saving and is anticipated to progressively improve in the future. Staff are plan checking all photovoltaic systems and meeting the goal of a one-to-two-day turnaround. Small additions and tenant improvements are also being reviewed by staff and meeting the goal of a ten-day turnaround.

On average, for the last four months, Interwest has billed approximately \$20,000 per month. If the costs continue at that rate, the twelve-month period will cost approximately \$240,000.

When City Council determined the contract capacity for Interwest, support for the Planning Division was not anticipated. However, general planning services, including zoning plan reviews and general citizens' inquiries about zoning questions, have been supported by Interwest planners over the past four months. On average, these costs have been approximately \$2,000 per month.

Additionally, inspection costs over the last four months have been kept very low since Interwest is inspecting permits covered under the prior agreement for which Interwest has already been paid. But as older permits are finalized, the contract inspector(s) may be assigned more inspections, which will increase monthly costs progressively. For the rest of the fiscal year, it is estimated that inspection costs will increase by \$56,000.

In order to continue supporting the Building Division’s hybrid model, support of the Planning Division and anticipated inspection costs, staff is requesting an increase of the not-to-exceed amount for the Interwest PSA for a total not-to-exceed amount of \$330,000 for FY 23/24. The current revenue projection for FY 23/24 supports this increase based on the current permitting activity and the combined cost for staff and Interwest.

**FINANCIAL STATEMENT** *JS*

Adequate funding for the Professional Service Agreement is provided in the Fiscal Year 2023-24 Building Services Operating Budget, Expert and Consulting Services.

**CITY ATTORNEY REVIEW**    N/A    Completed

**RECOMMENDATION** *MAB*

Staff recommends the City Council adopt the attached Resolution increasing the not-to-exceed amount for the PSA with Interwest to \$330,000 for FY 23/24.

**ATTACHMENT**

Staff Report  
Resolution



## **STAFF REPORT**

### **REPORT ON THE STATUS OF INTERWEST SERVICES AND A RESOLUTION AUTHORIZING AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH INTERWEST CONSULTING GROUP INC. (A SAFE BUILT COMPANY) FOR SPECIALIZED PROFESSIONAL BUILDING SERVICES TO INCREASE THE NOT-TO-EXCEED AMOUNT**

**CITY COUNCIL MEETING  
December 13, 2023**

#### **A. INTRODUCTION:**

During the June 28, 2023, City Council Meeting, Resolution 076-2023 approved a Professional Service Agreement with Interwest Consulting Group Inc. (“Interwest”) for a total not-to-exceed amount of \$200,000 for plan review services, including permitting and inspections, for the period of July 1, 2023, to June 30, 2024, with an option to extend for two (2) subsequent one (1) year terms. At the time, staff committed to monitoring the performance of Interwest under the new contract and reporting back to City Council at the December City Council meeting.

#### **B. BACKGROUND:**

Since 1981, the City of Santee (“City”) has operated under a Professional Services Agreement (“PSA”) for full-service building services, first with ESGIL Corporation, and later its successor, Interwest, a SafeBuilt company. This PSA and subsequent amendments provided the City with the needed building permit services that included administration, inspection, and plan review.

During a workshop on March 9, 2021, City Council established as a priority to make a change in how building permit services were being provided.

During the May 26, 2021 City Council meeting, City Council directed staff to work on potential models to staff the Building Division.

On September 8, 2021, the City hired the consultant firm of Ralph Anderson & Associates to provide a classification study and staffing analysis (“Anderson Report”). The analysis detailed a fully staffed department consisting of seven employees:

- 1 Building Official
- 2 Building Inspector I
- 3 Building Inspector II
- 4 Plans Examiner I

- 5 Plans Examiner II
- 6 Permit Technician
- 7 Permit Technician

At the May 26, 2022, City Council considered three staffing scenarios per the Anderson Report:

- 1) Move to a fully City-staffed building division without contractor support
- 2) Hire a City Building Official supported by Interwest
- 3) Continue to employ partial City staff with Interwest support

Based on the analysis and the cost of Interwest services for 2021 being approximately \$1.2 million, City Council approved the hiring of a full time Building Official.

On October 6, 2022, the City hired a full time Building Official.

At the November 9, 2022, City Council meeting, City Council was given five options for staffing the Division:

- 1) Continue to receive support from Interwest at a cost of \$1.1 million
- 2) Move to a fully City-staffed Building Division at a cost of \$1.15 million
- 3) Continue to employ a Building Official and continue to use Interwest services at a cost of \$1.17million
- 4) Move to a partially staffed Building Division and continue to use Interwest services at a cost of \$1.14 million
- 5) Move to a partially staffed Building Division and do not use Interwest services at a cost of \$578,000

It is important to note that permit fees offset some of these costs. The Council expressed its desire to use a 'hybrid model' with a full time Building Official and a partially staffed Division supported by Interwest services. Staff also discussed a phasing plan to be cost effective by becoming a fully staffed Building Division.

At the December 13, 2022 City Council meeting, staff presented a resolution to extend the PSA with Interwest to the end of the fiscal year. Included in that resolution was a revised fee schedule with two changes: credits provided for plan checks done by staff and reduced revenue sharing since the Building Official services were now being provided by staff. City Council confirmed the utilization of the "hybrid model", which triggered the recruitment of the additional Building Division staff members.

During the June 28, 2023, City Council Meeting, staff recommended a PSA with Interwest for a total of \$350,000 for plan review services, including permitting and inspections, for the period of July 1, 2023, to June 30, 2024, with an option to extend for two (2) subsequent one (1) year terms. At the time, City Council decided to approve \$200,000 and directed staff to monitor performance and report back.

With the approved PSA, staff refined the fee structure to take into consideration the existing permit fees already paid to Interwest and the services that were outstanding. An hourly rate was established for Interwest's inspections and permit technician services for new permits, while the payment for prior plan reviews for projects covered under the previous agreement were maintained at 67% of the plan fee.

The Building Division is now partially staffed and the use of on-call Interwest services supplements staff to ensure excellent customer service.

**Discussion:**

With the implementation of the updated fee structure and the "hybrid" staffing plan, the quality of building services has improved. Monthly meetings to discuss performance and project processing between Interwest and the Building Division have started.

The average project plan review is completed by Interwest in seven days. With staff time to receive and prepare notifications, the average response time back to the applicant is about ten days.

Santee's online permitting system is also providing time saving and is anticipated to progressively improve in the future. Staff are plan checking all photovoltaic systems and meeting the goal of a one-to-two-day turnaround. Small additions and tenant improvements are also being reviewed by staff and meeting the goal of a ten-day turnaround.

On average, for the last four months, Interwest has billed approximately \$20,000 per month. If the costs continue at that rate, the twelve-month period will cost approximately \$240,000.

When City Council determined the contract capacity for Interwest, support for the Planning Division was not anticipated. However, general planning services, including zoning plan reviews and general citizens' inquiries about zoning questions, have been supported by Interwest planners over the last four months. On average, these costs have been approximately \$2,000 per month.

Additionally, inspection costs over the last four months have been kept very low since Interwest is inspecting permits covered under the previous agreement for which Interwest has already paid. But as older permits are finalized, the contract inspector(s) may be assigned more inspections, which will increase monthly costs progressively. For the rest of the fiscal year, it is estimated that inspection costs will increase by \$56,000.

In order to continue supporting the Building Division's hybrid model, support of the Planning Division and anticipated inspection costs, staff is requesting an increase of the not-to-exceed amount for the Interwest PSA for a total not-to-exceed amount of \$330,000

for FY 23/24. At that time, City Council decided to approve \$200,000 and directed staff to monitor performance and report back. The current revenue projection for FY 23/24 is \$1,100,000 based on current permitting activity. The combined cost for staff (\$505,000) and Interwest (\$300,00) is \$805,000.

**Next Steps**

Staff will continue to monitor the efficiency of Interwest contract services and contract staff costs and will issue a Request for Proposals for Professional Services to determine any potential efficiencies for City Council consideration.

**Recommendation**

Staff recommends the City Council adopt the attached Resolution increasing the not-to-exceed amount for the PSA with Interwest to \$330,000 for FY 23/24.

**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE,  
CALIFORNIA, AUTHORIZING AN AMENDMENT TO THE  
PROFESSIONAL SERVICES AGREEMENT WITH  
INTERWEST CONSULTING GROUP INC. (A SAFE BUILT COMPANY),  
FOR SPECIALIZED PROFESSIONAL BUILDING SERVICES TO INCREASE THE  
NOT-TO-EXCEED AMOUNT**

**WHEREAS**, on June 28, 2023 the City Council of Santee (“City”) approved a one year Professional Service Agreement with Interwest Consulting Group Inc. (a SAFEbuilt company)(“Interwest”), with the option to extend for two (2) subsequent one (1) year terms (“Agreement”), with a not-to-exceed amount of \$200,000 for Fiscal Year 2023-24; and

**WHEREAS**, because there is a need for the City to continue receiving specialized professional building services from Interwest in order to continue supporting the Building Division’s hybrid model, support of the Planning Division, and anticipated inspection costs, the City desires to amend the Agreement to increase the not-to-exceed amount from \$200,000 to \$330,000 for Fiscal Year 2023-2024 (ending June 30, 2024), with the option to extend for two (2) subsequent one (1) year terms subject to the annual Consumer Price Index increase of up to 5%, as specified in the Agreement.

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

**SECTION 1:** The Recitals provided above are true and correct and are hereby incorporated into this Resolution.

**SECTION 2:** The City Manager is authorized to execute an amendment to the Professional Services Agreement with Interwest Consulting Group, Inc. (a SAFEbuilt Company) to increase the not-to-exceed amount stated in Section 2, Compensation, from \$200,000 to \$330,00. All other provisions of the Professional Services Agreement shall remain the same.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular meeting thereof held this 13th day of December, 2023 by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

---

**JOHN W. MINTO, MAYOR**


**ATTEST:**

---

**ANNETTE ORTIZ, CMC, CITY CLERK**

**MEETING DATE** December 13, 2023

**ITEM TITLE** CANNABIS RETAIL APPLICATION PROCESS UPDATE

**DIRECTOR/DEPARTMENT** Sandi Sawa, Planning & Building Director 

**SUMMARY**

The purpose of this item is to present to the City Council proposed draft application procedures and related documents (attached) for City Council and public input. The draft Application Procedures and Review Criteria (“Procedures”) provide guidance on the application process which includes Phase I: Determination of Eligibility, Phase II: Application Evaluation and Review, Phase III: Interviews, and Phase IV: City Council Interviews and Final Decision.

Staff is currently finalizing the anticipated cannabis fees and working with the County of San Diego Sheriff’s Department License and Registration Division (“Sheriff’s Department”) for Live Scan background services.

City staff intends to bring these draft application procedures back for proposed adoption in early 2024.

**ENVIRONMENTAL REVIEW**

This item only seeks input without any action and therefore, is not a project under the California Environmental Quality Act (“CEQA”) as defined in Section 15378 of the CEQA Guidelines.

**FINANCIAL STATEMENT** 

Staff time spent on this project will be recovered through the application fees paid by each applicant.

**CITY ATTORNEY REVIEW**       N/A       Completed

**RECOMMENDATION** 

Receive the update and move forward with finalization of the Procedures for City Council consideration.

**ATTACHMENTS**

- Staff Report
- Application Procedures Manual
- Cannabis Business Permit Application
- Financial Responsibility and Indemnification Agreement
- Property Owner Consent Landlord Affidavit
- Zoning Verification Letter
- Resolution Adopting Cannabis Appeal Process

## STAFF REPORT

### CANNABIS RETAIL APPLICATION PROCESS UPDATE

CITY COUNCIL MEETING: DECEMBER 13, 2023

#### **A. BACKGROUND**

In August of 2022, the City Council enacted Ordinance 602, the Cannabis Business Permit Ordinance of the City of Santee. Ordinance 602 permits the issuance of cannabis business permits for up to four (4) retailers, including microbusinesses that include storefront retail activities. Ordinance 602 also permits the issuance of cannabis business permits, with no limit on the number, for 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 consideration of the four (4) retail business licenses for cannabis businesses. At that time, the City Council appointed an ad hoc subcommittee consisting of Vice Mayor Koval and Council Member McNelis to assist in the development of the application process. Since that time, staff and the ad hoc subcommittee have developed a four-phase evaluation process based on the guidance of the City's consultant, HdL, and best practices observed in the cannabis industry.

The purpose of this item is to present to the City Council proposed draft application procedures and related documents for City Council and public input. City staff intends to bring these draft application procedures back for proposed adoption in early 2024.

#### **B. DRAFT APPLICATION PROCESS**

The draft Application Procedures and Review Criteria ("Procedures") is attached for review. The Procedures provide guidance on the application process, including required application materials, limitations on multiple submissions and ownership interest, and the four-phase process by which City Council will consider retail applications. These Procedures are consistent with Ordinance 602, as codified in Santee Municipal Code Section 7.04: Cannabis Businesses.

First, the City will open the applications, currently estimated for the Spring of 2024, for a period of about 45 days. During that time, applicants will compile the required materials, submit them through EnerGov 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.

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 draft Procedures, there are blanks where fees will be added once determined with the Sheriff's Department. Once the materials are submitted via EnerGov, the applicant will need to pay the application fee, which is currently estimated to be between \$17,000 and \$20,000.

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 all limitations on submittals have been met (e.g. no more than 10% ownership for more than one application, only two applications 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. 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 will be forwarded to the Staff Evaluation and Interview Committee, 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 that advance from Phase III will 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.



### *Appeals*

There is an appeal period provided at the end of each phase. In order to ensure an unbiased evaluation, staff will be soliciting proposals for a hearing officer to hear and timely resolve any appeals that are filed.

### *Fees*

Staff is currently finalizing the anticipated cannabis fees. They are estimated to be:

Application Fee: \$17,000 - \$20,000

Annual Regulatory Fee: \$28,000 - \$30,000

Appeal Process Fee: \$9,000 - \$11,000

Zoning Verification Letter: \$100 - \$150

### *Questions*

Since the adoption of the ordinance, questions have been asked about three topics. First, there has been a question regarding the buffers around sensitive use locations. Santee Municipal Code requires a 900' buffer from sensitive use locations in the City of Santee. In addition, State of California law requires a 600' buffer from sensitive use locations, with an allowance for local jurisdictions to be more or less restrictive. Therefore, under Ordinance 602, there is a 900' buffer from sensitive use locations in the City's jurisdictional limits and a 600' buffer for sensitive use locations outside of the City's boundary.

Another question has been raised regarding allowing manufacturing uses alone and not attached to a micro business. The previous Council direction was to allow four retail licenses (including a microbusiness with retail store front), unlimited laboratory uses and unlimited microbusinesses without storefront retail activities. The proposed Procedures were prepared based on these specific policy decisions of the Council. Should City Council want to allow manufacturing uses alone, the Ordinance would need to be amended and brought back to the City Council for consideration. This could be done without a need to delay the Procedures, which do not address manufacturing uses.

The third question raised relates to the zones where retail locations are allowed. The previous City Council direction was to only allow locations in the Light Industrial (IL) and General Commercial (GC) zones. The City Council considered, but ultimately rejected, permitting retail locations in the Neighborhood Commercial Zone. If City Council wants to allow cannabis uses in other zones, the Ordinance would need to be amended and brought back to the City Council for consideration. Such a change would delay the adoption of the Procedures.

## **C. NEXT STEPS AND TIMELINE**

Staff will continue to work with the Sheriff's Department to secure background services and solicit proposals for arbitration in the event of an appeal. Once both have been secured, staff will return to City Council in early 2024 for consideration of the Procedures and application materials.

**D. STAFF RECOMMENDATION**

Receive the update and move forward with finalization of the Procedures for City Council consideration.

Attachments:

- a. Application Procedures Manual
- 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. Draft Resolution Adopting the Appeal Process



# City of Santee

10601 Magnolia Ave  
Santee, CA 92071

Email: [cannabisinfo@cityofsanteeca.gov](mailto:cannabisinfo@cityofsanteeca.gov)

## APPLICATION PROCEDURES AND REVIEW CRITERIA FOR A COMMERCIAL CANNABIS RETAIL 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](mailto: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> and includes the following:

- Application Procedures and Review Criteria
- Santee Municipal Code Chapter 7.04 Cannabis Businesses
- Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement
- Commercial Cannabis Business Permit Application

- Property Owner Consent/Landlord Affidavit

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 a maximum of two applications per property. If the City receives more than two applications per property, the City will notify the property owner and the property owner will need to notify the City, in writing, which applications are 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 below. Responses should be saved in separate PDF files (see below).

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.

PDF File #1	Cannabis Business Permit Application; and Evaluation Criteria (limited to 125 pages).
PDF File #2	Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement; Agreement on Limitations of City's Liability and Indemnification to City; Verification of Live Scan background submittal; Property Owner Consent/Landlord Affidavit; Proof of Insurance or Letter of Insurability from the Insurance Company. All copied documents shall provide required signatures to be deemed complete.
PDF File #3	Proof of Capitalization, including bank statements, loan documents, promissory notes, financial and commitment letters.
PDF File #4	Zoning Verification Letter (ZVL)

## **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 should 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 should 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 \$**TBD**. Payment must be made by a certified check, cashier's check or money order made payable to the City of Santee by 4pm on **\_\_\_\_\_**. 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 \$**TBD** per application will be paid upon submittal of the request to the Planning and Building Department. The Live Scan fee of \$**\_\_\_\_\_** will be assessed by **\_\_\_\_\_** at time of application for the background check by **\_\_\_\_\_**. 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 application period, 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.

DRAFT

## **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 discloseable, 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 should focus primarily on storefront retail operations. Applicants intending to operate cannabis microbusiness operation should 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 should 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 should 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 should 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 should 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  
(Retailer)

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*

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Zoning Clearance Letter (Please attach):  Yes  No

Assessor's Parcel Number (APN): \_\_\_\_\_ Proposed Location Square Footage: \_\_\_\_\_

APPLICATION SUBMITTAL CHECKLIST

Applications failing to submit any of the following will be deemed incomplete and will not move forward in the application process:

- ✓ One (1) printed hard copy of a complete and signed Cannabis Business Permit Application form (Pages 1-4) and Evaluation Criteria. The evaluation criteria response is limited to 125 pages.
- ✓ A signed Financial Responsibility, Indemnity and Consent to Inspect Terms Agreement form (Pages F1-F3).
- ✓ A signed Limitations of City Liability and Indemnification to City form (Pages F4-F6).
- ✓ Application Fee and Background Check Fee Payment.
- ✓ A signed and notarized Property Owner Consent/Landlord Letter of Intent form.
- ✓ Proof of Insurance or Letter of Insurance from the Insurance Company
- ✓ Proof of Capitalization
- ✓ Zoning Clearance Letter.



## 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 % _____	<b>Background information is included as required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Owner Name: _____	Title: _____
Address: _____	_____
	<i>Street</i> <span style="margin-left: 100px;"><i>City</i></span> <span style="margin-left: 100px;"><i>State</i></span> <span style="margin-left: 50px;"><i>Zip</i></span>
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 % _____	<b>Background Information is included as required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Owner Name: _____	Title: _____
Address: _____	_____
	<i>Street</i> <span style="margin-left: 100px;"><i>City</i></span> <span style="margin-left: 100px;"><i>State</i></span> <span style="margin-left: 50px;"><i>Zip</i></span>
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 % _____	<b>Background Information is included as required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Owner Name: _____	Title: _____
Address: _____	_____
	<i>Street</i> <span style="margin-left: 100px;"><i>City</i></span> <span style="margin-left: 100px;"><i>State</i></span> <span style="margin-left: 50px;"><i>Zip</i></span>
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 % _____	<b>Background information is included as required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Owner Name: _____	Title: _____
Address: _____	_____
	<i>Street</i> <span style="margin-left: 100px;"><i>City</i></span> <span style="margin-left: 100px;"><i>State</i></span> <span style="margin-left: 50px;"><i>Zip</i></span>
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)?

Does the applicant intend to store or use any hazardous chemicals on-site? If so, please list and explain:

Does the applicant intend to discharge any effluent into the City's wastewater or storm water system? If so, please list and explain:

**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 details about the information required as part of the application process, see the Application Procedures and Review Criteria, City of Santee Municipal Code Chapter 7.04 or any additional requirements to complete the application process. All documents can be found online at <https://www.cityofsanteeca.gov/business/cannabis-business>. For questions, please email: [cannabisinfo@cityofsanteeca.gov](mailto:cannabisinfo@cityofsanteeca.gov)**

**CITY OF SANTEE**  
**COMMERCIAL CANNABIS BUSINESS LICENSE APPLICATION**  
**FINANCIAL RESPONSIBILITY, INDEMNITY AND**  
**CONSENT TO INSPECTION TERMS**  
**(Must be completed by at least one owner)**

**Dated:** \_\_\_\_\_, 2024

I hereby agree to the following terms:

1. I herewith pay the sum of \$**TBD** 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 for any reason. There is no guarantee - expressed or implied - that by submitting the application or paying the application fee that I will obtain any 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 by me from the fees paid. This is my 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 my 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 and outstanding reimbursements have been paid to the City by me, City shall return to me any remaining unused portion of my deposit.

Agreement of Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City

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 my 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 my behalf and on the behalf of each and all Owners of the property and Applicants.
9. I understand that all materials submitted in connection with my 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".

**Applicant(s)/Owner(s):**

Agreement of Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City

---

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 my 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 my cannabis business, x) the operation of my cannabis business or activity, xi) the process used by the City in making its decision to approve, consider, analyze, review, issue, or deny, my 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

local laws by my 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**

My 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**

My 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 \_\_\_\_\_, 2023, by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature \_\_\_\_\_ (Seal)



# City of Santee

10601 Magnolia Ave  
Santee, CA 92071  
Email: cannabisinfo@cityofsanteeca.gov

## 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

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 relating to (MAUCRSA).

SIGNATURE OF PROPERTY OWNER(S):

_____ <i>PRINTED NAME OF PROPERTY OWNER(S)</i>	_____ <i>SIGNATURE OF PROPERTY OWNER(S)</i>
_____ <i>PRINTED NAME OF PROPERTY OWNER(S)</i>	_____ <i>SIGNATURE OF PROPERTY OWNER(S)</i>

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. 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: \_\_\_\_\_

Address of Proposed Location: \_\_\_\_\_

- Proposed Land Use:  Retail  
 Microbusiness  
 Distribution  
 Testing Lab

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. 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 A CANNABIS BUSINESS PERMIT APPEALS PROCESS AND  
DETERMINING THE ADOPTION OF THIS PROCESS IS CATEGORICALLY EXEMPT  
FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL  
QUALITY ACT (“CEQA”) PER STATE CEQA GUIDELINES SECTION 15061(B)(3)**

**WHEREAS**, in August of 2022, the City Council enacted Ordinance 602, the Cannabis Business Permit Ordinance of the City of Santee, codified as Chapter 7.04 of the Santee Municipal Code; 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 Cannabis Business Permit Appeals Process attached to this Resolution as Exhibit “A” 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 Cannabis Business Permit Appeals Process (“Appeals Process”) attached as Exhibit “A” is hereby adopted.

**SECTION 3:** The City Council finds that the adoption of the Appeals Process is exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15061(b)(3) of the CEQA Guidelines. The City previously adopted Ordinance No. 602 governing the regulation of cannabis businesses in the City, including designating the permissible locations for cannabis businesses and establishing the right to appeals related to cannabis business permits. Therefore, the adoption of the Appeals Process is covered by the common sense exemption in that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Accordingly, the City Council finds the adoption of the Appeals Process exempt from CEQA pursuant to Section 15061(b)(3) of the CEQA Guidelines.

**SECTION 4:** This Resolution shall take effect immediately upon its passage.

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

**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 Cannabis Business Permit Appeals Process

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

Exhibit "A"

**Santee Cannabis Business Permit Appeals Process**

Adopted by Resolution of the City Council of the City of Santee on \_\_\_\_\_

---

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.

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

- 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 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 this 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

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

hearing officer does not substitute their judgment for that of any application reviewer, evaluator, or scorer, nor re-weigh the evidence or rescore an 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** December 13, 2023

**ITEM TITLE** AMERICAN RESCUE PLAN ACT EXPENDITURE PLAN UPDATE AND RESOLUTION AMENDING THE FISCAL YEAR 2023-24 OPERATING BUDGET BY APPROPRIATING FUNDS TO THE FY 2023-24 GENERAL FUND PUBLIC SERVICES DEPARTMENT AND AUTHORIZING THE TRANSFER OF ARPA FUNDS TO THE GENERAL FUND TO FUND THE HUMAN SERVICES & OPEN SPACE COORDINATOR THROUGH DECEMBER 31, 2024

**DIRECTOR/DEPARTMENT** Heather Jennings, Finance 

**SUMMARY**

On July 14, 2021, the City Council was presented with information regarding the American Rescue Plan Act (ARPA). On August 11, 2021, a preliminary expenditure plan was presented to the City Council for additional discussion and public input. On September 8, 2021, an ARPA expenditure plan was adopted by the City Council. On December 8, 2021, one modification was made to the ARPA expenditure plan in order to bridge a funding gap in the Town Center Community Park West Field 1 Upgrades project. On April 13, 2022, after the issuance of the U.S. Department of Treasury's "Final Rule" governing the use of ARPA funds, an updated expenditure plan was adopted by the City Council. On June 28, 2023, ARPA funding was reallocated through the FY 2024-2028 Capital Improvement Program Budget. On October 11, 2023 funding was reallocated to support the construction of a temporary Fire Station.

The purpose of this report is to provide an update as to how ARPA funds have been used to date and proposed future uses. One proposed future use is to fund a new part-time benefited position, Human Services & Open Space Coordinator. This position would coordinate homeless encampment abatement activities in conjunction with local agencies and private contractors.

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

**FINANCIAL STATEMENT**

The requested increase of \$30,600 to the FY 2023-24 General Fund Public Services budget would be offset with equal ARPA revenue through December 31, 2024. ARPA funds must be obligated by December 31, 2024 and expended by December 31, 2026.

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION** *MSB*

1. Adopt the updated ARPA Expenditure Plan, reflecting any adjustments as directed by City Council. Staff also requests that the City Council authorize the City Manager to adjust funding allocations as needed, consistent with City Council's stated priorities.
2. Adopt the attached resolution amending the Fiscal Year 2023-24 Operating Budget by appropriating funds to the FY 2023-24 General Fund Public Services Department budget and authorizing the transfer of ARPA funds to the General Fund to fund the Human Services & Open Space Coordinator through December 31, 2024.

**ATTACHMENT**

1. Staff Report
2. Resolution

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

**CITY COUNCIL MEETING**  
**December 13, 2023**

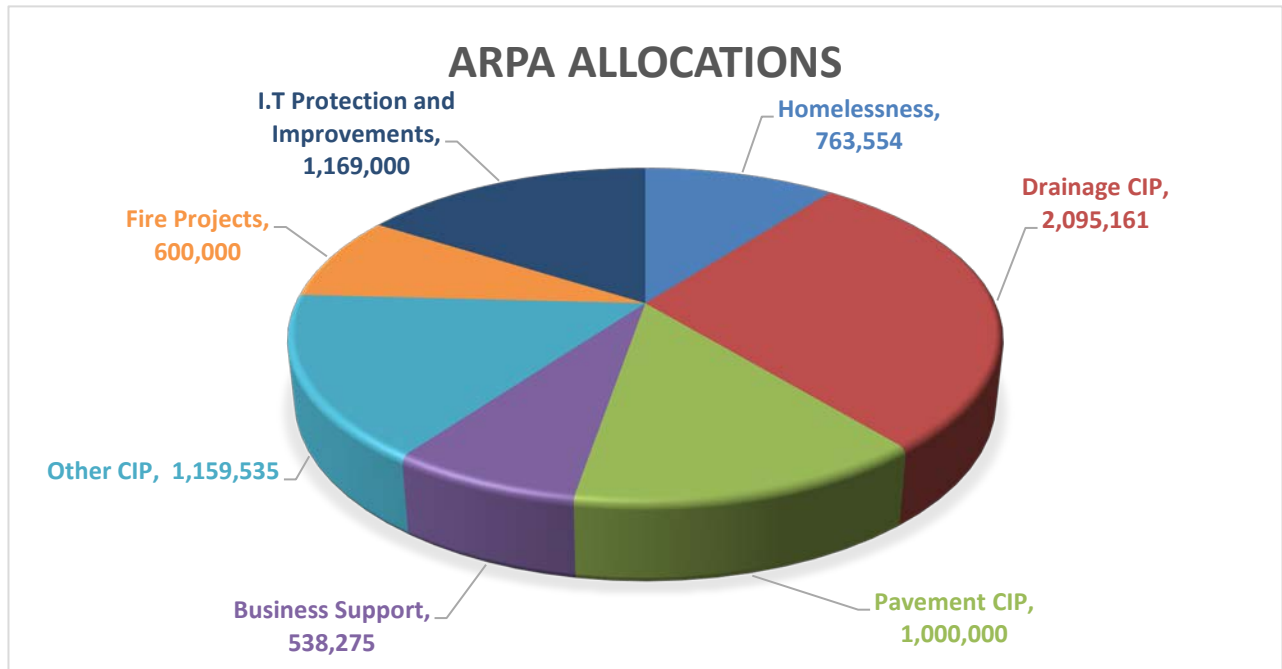
**DISCUSSION**

On July 14, 2021, the City Council was presented with information regarding the American Rescue Plan Act (ARPA). Included in the presentation was a discussion of the eligible expenditure categories and suggested ranges for funding allocations by major category. On August 11, 2021, a preliminary expenditure plan was presented to the City Council for additional discussion and public input. On September 8, 2021, an ARPA expenditure plan was adopted by the City Council. On December 8, 2021, one modification was made to the ARPA expenditure plan to bridge a funding gap in the Town Center Community Park West Field 1 Upgrades project. In January 2022, the Treasury released its “Final Rule.” The Final Rule allowed the City to presume its entire ARPA allocation, \$7,325,525, as Lost Public Sector Revenue and thus benefiting the City the considerable flexibility in how funds could be used. This allowed the City to fund a wide variety of City services and capital projects/infrastructure improvements with ARPA funds. On April 13, 2022, the City Council reallocated funding now that the City was able to categorize the ARPA funding as Lost Revenue Replacement. During the FY 2024-2028 Capital Improvement Program Budget, ARPA funding was reallocated again to better leverage and utilize available funding. On October 11, 2023, the City Council reallocated \$300,000 from the Hazard Mitigation Grant Program and \$200,000 from Homelessness Regional Support to support the construction of a temporary Fire Station.

This staff report will provide an update on how ARPA funds have been used to date and proposed future uses. In accordance with the Final Rule, ARPA funds need to be “committed” by December 31, 2024, and spent by December 31, 2026. To certify that funds will be committed and spent in time and to address changing priorities, staff recommends that the City Council consider the proposed reallocations further detailed in this report.

**ARPA Allocation**

Current allocations and proposed allocations of ARPA funding are combined in the following chart by category. The City has been able to address a variety of the City Council priorities by using ARPA funding.



### **ARPA Spending Update**

Below is an update of the status of ARPA funds.

#### **Completed Projects, \$1,144,602 or 15.6% of Total Funding:**

- Master Drainage Study, \$416,231.
- Staffing Support for technology enhancements, SDI Consultant, \$100,000.
- TCCP West Field Improvement, \$250,000
- Sandstone Drive and Woodpecker Way CMP, \$140,096
- Support to Non-Profits, \$227,875.
- Support to Brews and Bites, \$10,400.

#### **Projects In-Progress, \$4,091,480 or 55.9% of Total Funding:**

- City Cybersecurity Protection, \$100,000.
- Broadband/Fiber Optics City Facilities, \$1,069,000.
- Community Center Parking Lot, \$156,595.
- CMP Storm Drain, \$917,304.
- Citywide Storm Drain Trash Diversion, \$621,530.
- Pavement Repair and Rehabilitation, \$1,000,000.
- Fire Station 5 Improvements, \$100,000
- Homelessness Support, \$77,051
- Alpha Project, \$50,000.

### Projects Not Yet Started, \$1,482,843 or 20.2% of Total Funding

- San Diego River Hazard Mitigation Grant Match, \$652,940. The City is still waiting for confirmation from FEMA that the City has been awarded the grant.
- Homelessness Regional Support, \$386,503.
- Temporary Fire Station, \$500,000.

### New Projects, \$606,600 or 8.3% of Total Funding

- Business Support, \$300,000.
  - Additional Santee business support, \$240,000. This funding is envisioned to be used to help bring new businesses to the Town Center Arts and Entertainment District as well as providing an economic development program to businesses throughout Santee.
  - Empower East County Business Fund Project, \$40,000, to be administered by the East County Economic Development Council (ECEDC). This program provides access to low interest small business revolving fund loans for East County businesses. The City, along with several other East County cities and organizations, El Cajon, La Mesa, Lemon Grove and Civic Community Partners, are contributing a matching component for a U.S. Economic Development Administration grant that would access several million dollars for a small business revolving fund loan program for East County businesses.
- Homelessness, \$306,600
  - Homelessness Service Providers, \$150,000. This funding would be used to provide resources to homeless individuals through East County Transitional Living Center and PATH. This funding would be a bridge until a more permanent solution is considered through the Fiscal Year 2024-25 budget..
  - Two-year limited part-time, benefited Human Services & Open Space Coordinator, \$56,600. Annual personnel costs for this position are \$52,000. The first 12-month period, through December 31, 2024, of funding for this position would be through ARPA funds. The second 12-month period would be funded by the General Fund subject to consideration and approval during the budget process. This position will coordinate homeless encampment abatement activities in conjunction with local law enforcement, the County of San Diego (Department of Homeless Solutions and Equitable Communities) and private contractors for required noticing, as well as coordinating the scheduling of abandoned encampment removal, property collection and cataloging. In addition, duties would include collaboration with the County of San Diego on how to effectively utilize County resources/grant funding within City of Santee city limits. The position will be stationed at the Public Services Operations Yard and will report to the Public Services Manager. Non-personnel start-up cost associated with this position are calculated to be \$4,600 which include uniform cost, workstation set up, a city issued cell phone, and possible training opportunities.
  - Homelessness Alpha Project, \$100,000. This funding will help assist the City with abatement of encampments on the San Diego River thus reducing Fire risk and clearing out abandoned encampments.

## **REQUESTED ACTION**

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

Staff also recommends an increase in the General Fund Public Services Division FY 2023-24 Budget of \$30,600 to fund the limited part-time Human Service & Open Space Coordinator through the end of fiscal year 2023-24 and authorize a transfer from the ARPA fund to the General Fund to fund this position through December 31, 2024. The period of January 1, 2025, through December 31, 2025, would be funded by the General Fund if approved through the budget process.

**RESOLUTION NO. \_\_\_\_\_-2023**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE,  
CALIFORNIA AMENDING THE OPERATING BUDGET  
FOR FISCAL YEAR 2023-24 BY APPROPRIATING FUNDS TO THE FY 2023-24  
GENERAL FUND PUBLIC SERVICES DEPARTMENT AND AUTHORIZING THE  
TRANSFER OF ARPA FUNDS TO THE GENERAL FUND TO FUND THE HUMAN  
SERVICES & OPEN SPACE COORDINATOR THROUGH DECEMBER 31, 2024**

**WHEREAS**, the City Council of the City of Santee adopted the Operating Budget for Fiscal Year 2023-24 by Resolution No. 075-2023 on June 28, 2023; and

**WHEREAS**, the City Manager has submitted and presented to the City Council for its review and approval an updated expenditure plan for the American Rescue Plan Act (ARPA) funding; and

**WHEREAS**, within the updated ARPA expenditure plan, the City Manager desires to create and fund a part-time benefited Human Services & Open Space Coordinator position to be funded by ARPA for one (1) year, through December 31, 2024; and

**WHEREAS**, the City Manager is seeking to increase the appropriation in the FY 2023-24 General Fund Public Services Department by \$30,600 for the addition of the Human Services & Open Space Coordinator through June 30, 2024; and

**WHEREAS**, the City manager requests authorization to transfer ARPA funding to the General Fund to fund the Human Services & Open Space Coordinator through December 31, 2024.

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

**Section 1:** The new part-time benefited Human Services & Open Space Coordinator position is hereby approved.

**Section 2:** The appropriation of \$30,600 in the FY 2023-24 General Fund Public Services Department Budget is approved and adopted.

**Section 3:** The transfer of ARPA funds to the General Fund for the purpose of funding the Human Services & Open Space Coordinator through December 31, 2024, is approved and adopted.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 13<sup>th</sup> day of December 2023, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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



**MEETING DATE** December 13, 2023

**ITEM TITLE** RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH COAR DESIGN GROUP FOR ARCHITECTURAL, ENGINEERING, LANDSCAPE ARCHITECTURAL AND ENVIRONMENTAL DESIGN SERVICES FOR THE FIRE INFRASTRUCTURE PHASE 1A - NEW FIRE STATION AT THE CITY OPERATIONS CENTER (CIP 2024-34) PROJECT

**DIRECTOR/DEPARTMENT** Justin Matsushita, Fire Chief   
Carl Schmitz, Director of Engineering  SM FOR:

**SUMMARY** This item requests City Council authorize the City Manager to execute a professional services agreement with COAR Design Group to complete the necessary design services required for the fire infrastructure projects included in the adopted FY 2024-2028 Capital Improvement Program over a multi-year, multiple phase program. The first of the proposed design services is for Phase 1A - New Fire Station at the City Operations Center (Fire Station No. 20) CIP 2024-34 ("Project").

Future design services may be requested by the City for the following ("Fire Infrastructure Projects") pending funding and approval by the City Council:

- Phase 1B - Fleet Maintenance Facility at the City Operations Center
- Phase 2A - Replacement of Fire Station No. 4
- Phase 2B – Emergency Operation Center
- Phase 3 - New Fire Station in Northern Santee

The professional services agreement will be for a term of two (2) years to complete the design of the Project with an option to amend and extend the agreement for a term totaling eight (8) years to complete the necessary design services for the future proposed Fire Infrastructure Projects. This multi-year professional services agreement will allow the City to retain a consistent design team to complete the design for the Fire Infrastructure Projects if desired based on the performance by COAR Design Group for the Project. This will provide cost savings related to the preparation of contract documents, staff time, and reduce the overall time required to complete the Fire Infrastructure Projects design phases.

On September 8, 2023, the City of Santee published a Request for Proposals (RFP) for architectural, engineering, landscape architectural, and environmental design services for Fire Stations(s) and Fleet Maintenance Facility Design. On October 5, 2023, eight (8) firms submitted proposals in response to the RFP describing their qualifications and experience with Fire Station, Fleet Maintenance, and similar governmental facility projects. A selection committee comprised of two City of Santee Fire Chiefs, two Engineers from the City of Santee, and two outside agency Fire Chiefs participated in the selection process. Of the eight (8) firms who submitted proposals, the top four (4) ranked firms were recommended for interview. Based on the committee's evaluations and interviews, staff recommends that the City Council authorize the City Manager to execute a professional services agreement with COAR Design



Group for the new Fire Station at the City Operations Center design services for an amount not to exceed \$1,195,000. The selection committee noted that COAR Design Group has demonstrated extensive and relevant experience and has proposed a fee that is considered reasonable and consistent with industry standards.

Staff also requests authorization for the City Manager to approve amendments to the Agreement in the amount totaling \$120,000 (approximately 10%) for changes related to design of the new Fire Station at the City Operations Center.

**ENVIRONMENTAL REVIEW** Award of the contract for architectural and engineering services is exempt from the requirements of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378 and section 15061 (b)(3). Construction plans for the new Fire Station at the City Operations Center and all future phase Fire Infrastructure projects will be subject to CEQA review as part of the design review process. COAR Design Group will be responsible for preparing necessary studies and CEQA documents.

**FINANCIAL STATEMENT** <sup>h3</sup> The total financial impact for this project is \$1,315,000 including the 10% contingency amount. Funding in the amount totaling \$700,000 is currently included in the adopted Capital Improvement Program budget for the Fire Infrastructure - Phase 1A, New Fire Station at City Operations Center (CIP 2024-34) project provided by the General Fund. Funding in the amount of \$400,000 is currently included in the adopted Capital Improvement Program budgeted for the Fire Infrastructure - Phase 1B, Fleet Maintenance Facility project. Based upon a 25% cost share between fire department operations and Emergency Medical Services (EMS), staff is requesting an appropriation of \$328,750 from the EMS Fund reserve account to the New Fire Station at City Operations Center (CIP 2024-34). Additionally, staff is recommending the re-allocation of \$286,250 in General Fund funding from the Fire Infrastructure - Phase 1B, Fleet Maintenance Facility project (to the New Fire Station at City Operations Center (CIP 2024-34).

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION** *MBD*  
Adopt the Resolution:

1. Authorizing the City Manager to execute the Professional Services Agreement with COAR Design Group for architectural, engineering, landscape architectural and environmental services relating to the design of a new Fire Station (Fire Station No. 20) at the City Operations Center (CIP 2024-34) project for an amount not to exceed \$1,195,000; and
2. Authorizing the City Manager to approve amendments to the Professional Services Agreement as needed for additional architectural, engineering, landscape architectural and environmental services relating to the design of the new Fire Station at the City Operations Center (CIP 2024-34) project in an additional total amount not to exceed \$120,000; and
3. Approving a transfer of General fund funding in the amount totaling \$286,250 from the Fire Infrastructure – Phase 1B, Fleet Maintenance Facility project to the Fire

- Infrastructure – Phase 1A, New Fire Station at City Operations Center project (CIP 2024-34) included in the adopted FY 2024-2028 Capital Improvement Program Budget.
4. Approving the appropriation of funds in the amount totaling \$328,750 from the EMS Fund reserve account to the Fire Infrastructure – Phase 1A, New Fire Station at City Operations Center project (CIP 2024-34) included the FY 2024-2028 Capital Improvement Program Budget.

**ATTACHMENTS**

Resolution  
COAR – Proposal

**RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH COAR DESIGN GROUP FOR ARCHITECTURAL, ENGINEERING, LANDSCAPE ARCHITECTURAL AND ENVIRONMENTAL DESIGN SERVICES FOR THE FIRE INFRASTRUCTURE PHASE 1A – NEW FIRE STATION AT THE CITY OPERATIONS CENTER (CIP 2024-34) PROJECT**

**WHEREAS**, the Council has designated improvements to Fire Station infrastructure as a Tier 1 priority; and

**WHEREAS**, the Fire Infrastructure Phase 1A – New Fire Station at the City Operations Center, Phase 1B – Fleet Maintenance Facility, Phase 2A – Fire Station 4 Replacement, Phase 2B – Emergency Operations Center, and Phase 3 - New Fire Station in Northern Santee (“Fire Infrastructure Projects”) have been included in the FY 2024-2028 Capital Improvement Program Budget approved by the City Council on June 28, 2023; and

**WHEREAS**, Fire Infrastructure Phase 1A – New Fire Station at the City Operations Center (CIP 2024-34) (“Project”) is first of the planned Fire Infrastructure Projects to begin design; and

**WHEREAS**, in accordance with Santee Municipal Code section 3.24.160 the Fire Department and Engineering Department administered a formal Request for Proposals (“RFP”) process for architectural, engineering, landscape architectural and environmental design for Fire Station(s) and Fleet Maintenance Facility Design to include all services required for the Fire Infrastructure Projects; and

**WHEREAS**, on October 5, 2023, eight (8) proposals were received and opened from prospective design firms; and

**WHEREAS**, following an evaluation of responses for satisfaction of criteria established in the RFP, a selection committee (comprised of two City of Santee Fire Chiefs, two City of Santee Engineers, and two outside agency Fire Chiefs) interviewed the four (4) firms deemed the most qualified; and

**WHEREAS**, COAR Design Group was determined to be the firm that best satisfied the criteria established in the RFP; and

**WHEREAS**, COAR Design Group has proposed a fee considered reasonable and consistent with industry standards; and

**WHEREAS**, staff recommends City Council authorize the City Manager to execute a professional services agreement with COAR Design Group in an amount not to exceed \$1,195,000 for architectural, engineering, landscape architecture and environmental design services for the Project; and

**WHEREAS**, staff also requests authorization for the City Manager to execute amendments to the Agreement in a total amount not to exceed \$120,000 for additional architectural, engineering, landscape architectural and environmental design services that may be necessary for the Project; and

**WHEREAS**, staff recommends the transfer of funds and appropriation in the amount totaling \$286,250 from the Fire Infrastructure – Phase 1B, Fleet Maintenance Facility project to the Fire Infrastructure – Phase 1A, New Fire Station at City Operations Center project included in the adopted FY 2024-2028 Capital Improvement Program Budget is required; and

**WHEREAS**, an appropriation of funds in the amount totaling \$328,750 from the EMS Fund reserve to the Fire Infrastructure – Phase 1A, New Fire Station at City Operations Center project included in the FY 2024-2028 Capital Improvement Program Budget is also required to complete the Project design; and

**WHEREAS**, future amendments to the Agreement to complete the design services necessary for the additional Fire Infrastructure Projects will be taken to the City Council for approval pending available funding to complete the Fire Infrastructure Projects.

**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 City Manager is authorized to execute a professional services agreement with COAR Design Group in the amount totaling \$1,195,000 for architectural, engineering, landscape architectural and environmental design services for the Phase 1A – New Fire Station at the City Operations Center (CIP 2024-34) Project.

**SECTION 3:** The City Manager is authorized to execute amendments to the Agreement with COAR Design Group in a total amount not to exceed \$120,000 for additional architectural, engineering, landscape architectural and environmental design services as needed for the Phase 1A – New Fire Station at the City Operations Center (CIP 2024-34) Project.

**SECTION 4:** The transfer and appropriation of funds in the amount totaling \$286,250 from the Fire Infrastructure – Phase 1B, Fleet Maintenance Facility project to the Fire Infrastructure – Phase 1A, New Fire Station at City Operations Center project included in the adopted FY 2024-2028 Capital Improvement Program Budget is approved.

**SECTION 5:** An appropriation of funds in the amount totaling \$328,750 from the EMS Fund reserve to the Fire Infrastructure – Phase 1A, New Fire Station at City Operations Center project included in the FY 2024-2028 Capital Improvement Program Budget is approved.

**SECTION 6:** Future amendments to the Agreement to complete the design services necessary for the additional Fire Infrastructure Projects will be taken to the City Council for approval pending available funding to complete the Fire Infrastructure Projects.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 13<sup>th</sup> day of December 2023 by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

---

**JOHN W. MINTO, MAYOR**

**ATTEST:**

---

**ANNETTE ORTIZ, CMC, CITY CLERK**

December 1, 2023

Justin Matsushita  
Fire Chief  
City of Santee Fire Department  
10601 Magnolia Avenue  
Santee, CA 92071

RE: Architectural Services – Santee Fire Station 20 Design Proposal

Dear Chief Matsushita:

We are pleased to provide this follow up proposal for Fire Station 20 based on our discussions in our call of November 21, 2023 as well as the RFP. Please note that this proposal is based on the Scope of Services we believe is necessary to successfully complete this phase of the project. Our proposal includes the following disciplines: Civil, Structural, Mechanical, Plumbing, Electrical, Landscape Architecture, Cost Estimating services and Geotechnical Engineering. The following sections include a more detailed explanation of the scope being provided. If there are scope items that are not included, or that are not necessary, we are pleased to adjust the scope to meet your needs.

This proposal is based on your requirements stated in the RFP for Phase 1, including generally: Project Management/Initiation, Existing Conditions Review, Schematic Design, Design Development/ Construction Documents, Bidding and Construction Administration services. The tasks noted below describe the services to be provided that we feel are appropriate based on our past experience with similar projects. The proposed fee is broken down per the RFP requirements.

I have based this proposal on the preliminary requirement to design the Santee Fire Station as a two/three story, 3 bay station with associated admin, staff living and support spaces. We are assuming that within Task 1 a design option, including station location on the site and number of stories, will be selected. The project is noted to have an assumed construction budget of \$15M-\$20M.

We are proposing to offer the following scope of services.

#### TASK 1: PROJECT MANAGEMENT / INITIATION

1. Meet with City Building and Planning Department to review all requirements including design review, environmental documentation and approval process.
2. Review available as-built documents, preliminary design or programming documents, and any previous studies or reports for the facility.
3. Develop a Project Management Plan.
4. Provide a detailed design schedule indicating required milestone dates.
5. Establish communication channels with all parties involved.
6. Review and list all applicable design and planning standards.
7. Coordinate with City departments and other agencies.
8. Discuss and identify the public works, planning, and zoning entitlements, including traffic and other environmental concerns, that should be addressed by the Project and receive environmental review. City to lead environmental approval process.

#### TASK 2: SCHEMATIC DESIGN PHASE

1. Work with City and Fire Staff to develop preliminary space needs analysis and establish square foot requirements for the facility.

## Santee Fire Station 20 Proposal

December 1, 2023

Page 2

2. Meet with Fire Station Design Committee to discuss examples which the committee has seen on their tour of existing stations, to review areas which the Fire Department feels are examples of both good and poor design elements. Hold up to two "Brainstorming" sessions with Fire Department personnel to discuss features of the new station designs in order to understand and develop a detailed program for the project.
3. Conduct tours (2) of recently completed fire station facilities with the City and Fire staff.
4. Perform preliminary zoning and building code check with City Development Services representatives.
5. Review existing site conditions.
6. Provide Geotechnical Investigation. Coordinate with Geotechnical Engineer for recommendations for grading, foundation design, retaining walls and site paving.
7. Prepare Topographic Survey of the site and immediate frontage. This includes an Aerial survey of the entire property, and a detailed survey of the station site only. Detailed survey of the entire property can be provided for an additional fee if desired.
8. Determine overall utility load requirements for the project to ensure adequate capacity for service to the project site.
9. Determine impacts to Site Utilities including lighting, electrical, gas, storm, sewer and water. Prepare Utility Plans that provides location and availability of all existing utilities and services to serve the fire station site only.
10. Develop concept designs for building construction and site development, based needs identified for the Fire Station Building and present to City stakeholders.
11. Develop Preliminary Site Plans and Building Floor Plans and massing studies for the fire station.
12. Prepare technical studies necessary for the preparation of a Mitigated Negative Declaration (MND) which is anticipated for project. Technical studies shall include biological study, noise studies, air quality including greenhouse gas emissions (GHG), photometric studies for compliance with the California Environmental Quality ACT (CEQA) requirements. City shall be responsible for processing the MND.
13. Prepare conceptual site drawings indicating placement of structures and amenities on site. This will include the following:
  - o building site orientation, site ingress and egress, and miscellaneous site information.
  - o Develop preliminary Civil Plans including preliminary grading plans, utility study and hydrology based on topo survey data.
  - o Prepare preliminary landscape and hardscape plans.
14. Develop building structural, mechanical, plumbing and electrical system Basis of Design documentation for the fire station.
15. Develop preliminary Cost Estimates based upon building systems for the proposed design. The estimates prepared at this phase will be generally square foot cost estimates for the various building components and will include a design development contingency (to allow for potential increases as the design is refined further in the later stages of the project).
16. Present concept options to stakeholders for review and consideration/selection of final design option.
17. Provide a written preliminary evaluation of the project, schedule and construction budget based on selected design option.
18. Make required submissions to City for Final Schematic review and approval. Drawings required for this submittal would include:
  - o Site Plan
  - o Schematic Floor Plan
  - o Preliminary Grading Plan
  - o Preliminary Utility Plan
  - o Schematic Building Elevations
  - o Conceptual Landscape Plans



- Exterior Color and Material Sample Boards
  - A colored rendering of the fire station
19. Present Schematic design alternatives at two (2) City Council meetings and at two (2) Public Workshops (total of 4 presentations/meetings for this bullet)
  20. Assist in preparation and presentation of staff reports recommendation to the City of Santee City Council for final design approval.
  21. Make required modifications to Schematic Design to obtain Schematic Design approval.
  22. After obtaining approval of Schematic Design we will proceed into Task 3, Design Development.
  23. For the Schematic Design Phase, we have included monthly in person/virtual coordination meetings with selected staff and stakeholders.

### TASK 3: DESIGN DEVELOPMENT PHASE (30%)

1. Refine design of Site Plan, Architectural Plans, and Engineering Plans.
2. Prepare preliminary material and equipment selections for review.
3. Prepare updated design renderings and conduct Virtual Reality walk thru.
4. Develop structural system consistent with design concept.
5. Develop building mechanical, plumbing and electrical systems consistent with design concept.
6. Prepare Storm Water Prevention Plan in accordance with City requirements for the station site only. It is assumed that "treatment" for entire property will not be triggered.
7. Coordinate with Owner systems for phone/data/cable/security/AV requirements.
8. Develop Interior Elevations, Building Sections, Reflected Ceiling Plan and Roof Plan.
9. Prepare preliminary FFE matrix in conjunction with City purchasing, and make recommendations on all finishes and materials to be consistent with building design.
10. Develop performance plans and specifications for Fire Sprinkler and Fire Alarm system modifications to be incorporated into Construction Documents. Final design of sprinkler and alarm systems shall be a deferred approval item provided by the contractor.
11. Prepare preliminary line-item Construction Cost Estimate based on actual building components. This estimate will be more detailed than the systems estimate prepared during schematic design but will include design and construction contingencies.
12. Make required submittal to the City for Design Development Review.
13. After obtaining written approval of the information presented in the Design Development drawings, we will proceed into Task 4, Construction Documents.
14. For the Design Development Phase, we have included monthly in person/virtual coordination meetings with selected staff and stakeholders.

### TASK 4: CONSTRUCTION DOCUMENTS (CD) PHASE

1. Prepare drawings and specifications suitable for bidding to clearly delineate the Contractor's scope of work, including required civil, architectural, structural, mechanical, plumbing, electrical and planting and irrigation. It is assumed for this proposal that the City will provide all required General and Supplementary Conditions and Bidding Information. Submittals will be made at 65%, 95% and 100% and will include plans and specifications.
2. Construction Documents will incorporate Geotechnical requirements and recommendations for soils preparation, foundation and paving design.
3. Submit plans to Building Department for Building permit plan check, and perform all required revisions to construction documents based on Building Department's plan check comments (Note: plan check and permit fees are not included).

4. Update Construction Cost Estimate.
5. Submit plans to local utility companies for review and approval. (Note: any required Utility Company fees are not included).
6. For the Construction Document Phase, we have included monthly in person/virtual coordination meetings with selected staff and stakeholders.

#### TASK 5: BID SUPPORT SERVICES

Bid support services are based on an assumed 4-week bid period, followed by 4 weeks of bid analysis and review services as noted.

1. Provide input for the pre-bid meeting and attend the pre-bid meeting and site visit.
2. Assist in responding to questions raised during the bidding process. Prepare Addenda as required to address bidding questions.
3. Attend the bid opening.
4. Assist in preparing the bidders analysis including checking the calculations in each bid.
5. Assist in reviewing and preparing a recommendation of the successful bidder.
6. Submit all Addenda and assist in obtaining approval from City to incorporate into the Permit Set.

#### TASK 6: CONSTRUCTION PHASE SERVICES

Construction contract administration services are based on a Sixteen-month construction period, from Authorization to Proceed through Punchlist Inspection.

1. Attend and lead the project pre-construction meeting and construction kick-off meeting.
2. Attend Progress Construction Meetings on a bi-weekly basis (virtual or in person as needed) during the course of construction (total of 35) to observe the project and prepare site visit report. Site visit shall include meeting with Contractor and City representative to review progress of construction, review pending RFI and Change Order information, and observe the construction to verify work is proceeding in accordance with construction documents.
3. Provide two site visits per discipline (by the respective engineers) for civil, structural, electrical mechanical and Landscape to review progress of construction and conformance with construction documents.
4. Make one additional site visit to perform Punchlist Inspection, and one additional visit to perform Final Inspection. Punchlist Inspection will include a detailed listing of all items remaining to be completed by the Contractor. Final Inspection will certify that all work has been completed in accordance with construction documents.
5. Review construction submittals and address submittal clarification/substitution requests.
6. Respond in writing to any Contractor's Requests For Information (RFI's) during construction. Create a log identifying each RFI, the date the RFI was submitted, the resolution to each RFI, and the date the resolution was submitted to City.
7. Issue drawing modifications or sketches as required to provide clarification.
8. Provide periodic (monthly minimum) as-built drawings review.
9. Assist in review of Contractor's monthly pay requests.

#### ASSUMPTIONS & ADDITIONAL SERVICES

The following items are not included in the Basic Services and will be provided as additional services only after written authorization is received. Unless a subsequent fixed fee proposal is provided, the work will be done on an hourly basis.

Additional Services not included in our basic scope of work include:

1. Revisions to Contract Documents resulting from Owner requested changes to documents previously approved by the Owner, or due to code or zoning changes made subsequent to Owner approval.
2. Preparing separate construction document packages for discretionary permits, alternate bid items or project phasing.
3. Attendance of any public hearings and/or additional meetings other than noted.
4. Services required because of significant changes in the project (not due to the design team's acts or omissions) including, but not limited to, budget, size, quality, complexity, schedule, or the method for bidding and contracting for construction.
5. Processing change requests for Owner requested changes, and for unforeseen site conditions, after bid, including revisions to Contract Documents, processing approval of revisions through the Building Department, and Change Order negotiation.
6. Providing services in conjunction with implementing substitutions proposed by the Contractor and making subsequent revisions to Contract Documents resulting from such. This includes the review of alternate lighting packages.
7. Providing services made necessary by the default of the Contractor, by major deficiencies in the work of the Contractor, or by failure of performance of either the Owner or the Contractor under the Contract for Construction.
8. Providing services in conjunction with arbitration proceedings or legal proceedings, except where the Architect is a party to such proceedings.
9. Providing "Special Inspection" services required by law or the Contract Documents.
10. Hydraulic Pump Design for fire protection systems.
11. Fire Protection Engineering for full fire protection systems design. As noted above, performance criteria specifications are included in base scope.
12. Design of Distributed Antenna Systems (DAS) for emergency responder radio systems.
13. Transportation/Traffic Engineering.
14. Design for undergrounding of existing overhead utilities.
15. Preparation of Boundary Surveys, ALTA Surveys, Title Reports, Deeds, Plats or Easement documents, construction staking or other documents in conjunction with the project site or Right-Of-Way. This includes supplemental topographic survey beyond the station site.
16. Environmental services beyond those noted and required by the Mitigated Negative Declaration (MND)
17. Phase 1 Assessment and/or Hazardous Materials reporting of existing site and/or buildings.
18. Potholing and/or utility locating services to determine the location of existing utilities. Utility information will be determined utilizing as-builts and field investigation.
19. Design of Photo-voltaic (PV) systems other than code required infrastructure.
20. A Geotechnical Report is required with foundation and seismic design parameters which is not available yet. Alternate foundation systems such as matt or post-tensioned slabs or deep pier or pile foundations with non-grade supported slabs and grade beams as well as liquefaction or slope stability mitigation are not included at this time.
21. Commissioning or Enhanced Commissioning services.
22. Preparation of documentation to process the project through the US Green Building Council as a LEED project.
23. Preparation of Right of Way improvements as a separate drawing package.
24. Plan check and permit fees (if paid by the consultant) will be a reimbursable expense, charged at 1.1 times the Consultant's cost.
25. All delivery, printing and reproduction costs will be a reimbursable expense, charged at 1.1 times the Consultant's cost

We propose to provide the stated basic services for a fixed fee as noted below. Invoices will be submitted monthly for the work completed during the month, on any particular phase in accordance with City Guidelines.

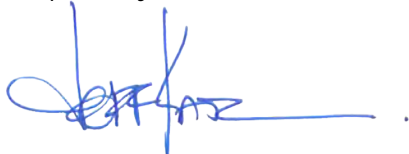
The proposed breakdown for the Basic Services charges will be as follows.

Task 1: Project Management / Initiation	\$ 65,000.00
Task 2: Meeting Attendance	\$ 37,500.00
Task 3: Existing Conditions Assessment	\$ 25,000.00
Task 4: Environmental Design	\$ 40,000.00
Task 5: Preliminary Design Phase	\$ 230,000.00
Task 6: Building and Site Design/CD Phase (65%/95%/100%)	\$ 515,000.00
Task 7: Construction Cost Estimates	\$ 75,000.00
Task 8: Bid and Construction Support	\$ 185,000.00
Task 9: Record Drawing Preparation	\$ 17,500.00
<u>Reimbursable Expenses</u>	<u>\$ 5,000.00</u>
TOTAL BASE SCOPE	\$ 1,195,000.00

As you probably know, definition of construction cost is always an issue on projects. I have included as Exhibit 'B' a further description of responsibility with respect to the budget and construction cost for this project. The definitions listed are from the AIA Document B141, Owner/Architect Agreement. Although we will not be using the AIA document for our contract, these definitions are useful to understanding what the design team and the Owner's responsibilities are and should be a part of the final contract for the project. Prior to our starting work on this project I will need from you a clearer definition of what the actual "hard dollar" construction budget is expected to be. As part of our Schematic Design services, we will then prepare preliminary estimates, and a report indicating what we expect the project cost will be to include all the requested program elements. At that time we will work with you to adjust the project scope or modify the budget to fit.

We appreciate the opportunity to present this proposal. We are available to meet with you at any time to review and discuss the proposed scope of services and fee proposal. We are excited about the opportunity to work with you on this project. If you have any questions regarding this scope of work please do not hesitate to contact me at (619) 504-0984.

Respectfully,



Jeff Katz, AIA  
Principal

EXHIBIT A  
 HOURLY RATE SCHEDULE

The following rates apply to work performed on an hourly basis:

COAR DESIGN GROUP - Prime Architect	
Principal Architect .....	\$265.00/hr.
Design Principal .....	\$230.00/hr.
Project Architect/Manager .....	\$200.00/hr.
QC Manager .....	\$195.00/hr.
Job Captain .....	\$160.00/hr.
Specification Writer .....	\$195.00/hr.
Construction Administrator .....	\$190.00/hr.
Designer.....	\$135.00/hr.
Administrative .....	\$ 95.00/hr.
MCPARLANE ENGINEERING – Mechanical/Plumbing Engineer	
Principal .....	\$225.00/hr.
Project Engineer .....	\$150.00/hr.
Drafter .....	\$85.00/hr.
Admin.....	\$70.00/hr.
ELEN ENGINEERING - Electrical Engineer	
Principal.....	\$230.00/hr.
Project Engineer .....	\$150.00/hr.
Drafter .....	\$85.00/hr.
Administrative.....	\$70.00/hr.
PARTERRE – Landscape Architect	
Principal-in-Charge Landscape Architect .....	\$175.00/hr.
Project Manager .....	\$150.00/hr.
Designer.....	\$120.00/hr.
Administration.....	\$90.00/hr.
DENENKOLB - Structural Engineer	
Principal .....	\$245.00/hr.
Engineer .....	\$190.00/hr.
Drafter .....	\$160.00/hr.
Admin.....	\$85.00/hr.
DELANE - Civil Engineer	
Principal.....	\$200.00/hr.
Project Manager .....	\$180.00/hr.
Project Engineer .....	\$160.00/hr.
Designer.....	\$120.00/hr.

GEOCON – Geotechnical Engineer	
Principal Engineer .....	\$269.00/hr.
Senior Engineer .....	\$180.00/hr.
Project Engineer .....	\$150.00/hr.
Field Technician .....	\$140.00/hr.
Equipment Operator .....	\$150.00/hr.
CADD / Administration .....	\$105.00/hr.
GRIFFIN STRUCTURES - Cost Estimator	
Principal .....	\$240.00/hr.
Senior Cost Estimator .....	\$210.00/hr.
Junior Cost Estimator .....	\$200.00/hr.
Administration .....	\$90.00/hr.

COAR assumes responsibility for all work performed by sub-consultants on the project and factors in required time to coordinate the sub-consultants work. However, COAR does not markup sub-consultant work, which will be billed at the direct rate provided by the consultant.

Rates noted will remain in effect for the duration of the noted project schedule, but will increase 4% per year after 2026 (assumed project completion October 2026).

Exhibit "B"

CLARIFICATION OF RESPONSIBILITIES

The following articles are restated from AIA Document B141, Owner/Architect Agreement:

2.6.6 The Architect shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility under the Contract for Construction. The Architect shall not be responsible for the Contractor's schedules or failure to carry out the Work in accordance with the Contract Documents. The Architect shall not have control over or charge of acts or omissions of the Contractor, Subcontractors, or their agents or employees, or of any other persons performing portions of the Work.

5.1.1 The Construction Cost shall be the total cost or estimated cost to the Owner of all elements of the Project designed or specified by the Architect.

5.1.2 The Construction Cost shall include the cost at current market rates of labor and materials furnished by the Owner and equipment designed, specified, selected or specially provided for by the Architect, plus a reasonable allowance for the Contractor's overhead and profit. In addition, a reasonable allowance for contingencies shall be included for market conditions at the time of bidding and for changes in the Work during construction.

5.1.3 Construction Cost does not include the compensation of the Architect and Architect's consultants, the costs of the land, rights-of-way, financing or other costs which are the responsibility of the Owner.

5.2.1 Evaluations of the Owner's Project budget, preliminary estimates of Construction Cost and detailed estimates of Construction Cost, if any, prepared by the Architect, represent the Architect's best judgment as a design professional familiar with the construction industry. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's Project budget or from any estimate of Construction Cost or evaluation prepared or agreed to by the Architect.

5.2.3 If the Bidding or Negotiation Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, any Project budget or fixed limit of Construction Cost shall be adjusted to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the Owner and the date on which proposals are sought.

5.2.4 If a fixed limit of Construction Cost (adjusted as provided in Subparagraph 5.2.3) is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall:

- .1 .....give written approval of an increase in such fixed limit;
- .2 authorize re-bidding or renegotiating of the Project within a reasonable time;
- .3 if the Project is abandoned, terminate in accordance with Paragraph 8.3; or
- .4 cooperate in revising the Project scope and quality as required to reduce the Construction Cost.

5.2.5 If the Owner chooses to proceed under Clause 5.2.4.4, the Architect, without additional charge shall modify the Contract Documents as necessary to comply with the fixed limit, if established as a condition of this Agreement. The modification of Contract Documents shall be the limit of the Architect's responsibility arising out of the establishment of a fixed limit. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

6.1 The Drawings, Specifications and other documents prepared by the Architect for this Project are instruments of the Architect's service for use solely with respect to this Project. The Architect's Drawings, Specifications or other documents shall not be used by the Owner or others on other projects, for additions to this Project or for completion of this Project by others, unless the Architect is adjudged to be in default under this Agreement, except by agreement in writing and with appropriate compensation to the Architect.

9.8 Unless otherwise provided in this Agreement, the Architect and Architect's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

9.9 The Architect shall have the right to include representation of the design of the Project, including photographs of the exterior and interior, among the Architect's promotional and professional materials. The Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect on the construction sign and in the promotional materials for the Project.



**MEETING DATE** December 13, 2023

**ITEM TITLE** PROPOSED NEW SERVICE RATES FOR THE WASTE MANAGEMENT FRANCHISE AGREEMENT FOR SOLID WASTE SERVICES

**DIRECTOR/DEPARTMENT** Nicolas Chavez, Community Services *Am for WC*

**SUMMARY** On August 12, 2020 the City Council approved an Amended and Restated Exclusive Franchise Agreement for Solid Waste Services (“Agreement”) with USA Waste of California, Inc. (“Waste Management”). Contained within the Agreement was Exhibit B which established the initial service rates which went into effect on January 1, 2021.

Section 8.3.1 of the Agreement, as subsequently amended, allows for an annual permissive adjustment to the service rates approved by the City Council based on the September-to-September change in the Consumer Price Index for the San Diego-Carlsbad area, All Urban Consumers (CPI-U) index at 100% of the first four percent and 70% of any amount over four percent. On November 1, 2023, Waste Management submitted its proposed new rates to be effective January 1, 2024, reflecting a 4.48% increase from the 2022 rates based on the change in the San Diego-Carlsbad CPI-U from September 2022 to September 2023 of 4.69%, which is consistent with the permissive annual adjustment in accordance with the Agreement.

Additionally, Section 8.3.3 of the Agreement provides for extraordinary rate adjustments to reflect unanticipated increased costs of providing services. Waste Management respectfully requests an extraordinary rate adjustment of 1.61%, and if approved, these rates will be reflected in the rate schedule (Exhibit B), to be effective January 1, 2024. Under the franchise, the City has ninety days to consider this request and should approve or deny the request in its reasonable judgment. If denied, Waste Management can appeal the decision to a hearing officer.

As part of this request, Waste Management included a request to add one service to the rate schedule as follows:

Roll Off Trip Charge	\$275.00 per incident
----------------------	-----------------------

A roll off trip charge occurs when WM arrives at a location for service but is unable to complete the service request due to such instances as a container being blocked, gates locked or customer cancellation upon arrival, for example. In 2022, there were 141 service requests that were unable to be completed, resulting in lost operational time.

**ENVIRONMENTAL REVIEW** The proposed additional service rate and removal of services for the Waste Management franchise agreement do not constitute a project subject to California Environmental Quality Act (“CEQA”) review under Public Resources Code section 21065 and CEQA Guidelines section 15378 as they would not result in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.



**FINANCIAL STATEMENT**

<sup>AS</sup> Approval of the proposed CPI increase, extraordinary rate adjustment and additional service rate would result in an estimated increase in the amount of \$100,000 in franchise fees received by the City from Waste Management.

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

**RECOMMENDATION** <sup>MDB</sup>

Approve the proposed CPI increase, extraordinary rate adjustment, and additional service rate, to be added to Exhibit B – Rates.

**ATTACHMENT**

November 1, 2023 letter from Waste Management.  
Agreement Exhibit B - Rates

November 1, 2023



Mrs. Marlene Best  
City Manager  
City of Santee  
10601 Magnolia Avenue  
Santee, CA 92071

Subject: Annual Rate Adjustment 2023

Dear Mrs. Best,

Pursuant to Section 8.3.1 and 8.3.3 of the franchise agreement with the City of Santee (City), WM respectfully requests a CPI rate adjustment of 4.48% and an extraordinary rate adjustment of 1.61%, to our current service rates.

WM recently renegotiated our Collective Bargaining Agreement (CBA), with Local 683 International Brotherhood of Teamsters, effective July 14, 2023. WM has maintained a strong and healthy relationship with our drivers and their representatives, which helped to avoid any potential labor unrest or work stoppages during negotiations. Our new CBA resulted in a 14.55% increase in labor rates. To account for the impact of the labor rate increase, WM respectfully requests an extraordinary adjustment of 1.61%.

WM Service	Current Rate	Proposed Rate
Standard Residential Service	\$29.15	\$30.93
Standard Commercial Service	\$175.51	\$186.21

Lastly, WM respectfully requests the addition of a roll off trip charge of \$275.00 per incident to the city-approved rate sheet. The trip charge is to account for incomplete service requests due to such instances as a container being blocked, gates locked or customer cancelation upon arrival. In 2022, there were 141 services requests that we "tripped" resulting in lost operational time.

WM is proud to be a sustainability partner with the city and is committed to assisting the city with compliance of state mandates, increasing diversion, being stewards of the environment and active participants in the community. We remain a dedicated partner to the city and value our strong relationship over the decades. If you have any questions regarding the annual rate request, please contact me directly at (619) 322-6393.

Sincerely,

A handwritten signature in blue ink that reads "Kristine Costa".

Kristine Costa  
Senior Account Executive  
WM

## Exhibit B - Rates

City of Santee  
Proposed Rates, Effective Rates January 1st, 2024

Curbside Collection

Standard Single Family Automated Cart Service

Trash Gallon	Green Gallon	Recy Gallon	Current Rate	Proposed New Rate @ 1.1.24	
64	64	64	\$ 29.15	\$ 30.93	per month
38	64	64	\$ 29.15	\$ 30.93	per month
38	64	96	\$ 29.15	\$ 30.93	per month
64	64	96	\$ 29.15	\$ 30.93	per month
96	64	64	\$ 30.29	\$ 32.13	per month
96	64	96	\$ 30.29	\$ 32.13	per month

Mobile Home/Senior Service

38	64	64	\$ 23.35	\$ 24.77	per month
64/96	Any Size	Any Size	\$ 27.95	\$ 29.66	per month

Additional Refuse Cart

One additional Green Waste and/or Recycling cart will be free of charge, after each additional one will be a charged.

\$ 5.66	\$ 6.00	per month
---------	---------	-----------

**\*No charge for residential cart exchanges if damage is caused by normal wear and tear or by actions of the service provider.**

Commercial MSW Cart Service

Cart (64 or 96 gallons)

One pick-up per week	\$ 90.31	\$ 95.82	per month
Two pick-up per week	\$ 161.64	\$ 171.49	per month
Three pick-up per week	\$ 232.97	\$ 247.17	per month
Four pick-up per week	\$ 304.30	\$ 322.84	per month
Five pick-up per week	\$ 375.63	\$ 398.52	per month

Commercial Recycling Cart Service

Cart (36,64 or 96 gallons)

One pick-up per week	\$ 26.29	\$ 27.89	per month
Two pick-up per week	\$ 47.06	\$ 49.93	per month
Three pick-up per week	\$ 67.88	\$ 72.01	per month
Four pick-up per week	\$ 88.65	\$ 94.06	per month
Five pick-up per week	\$ 109.46	\$ 116.14	per month

Commercial Bin MSW Only Service

1.5 cubic yard container

One pick-up per week	\$ 131.89	\$ 139.93	per month
Each additional weekly pick-up	\$ 104.19	\$ 110.54	per month

2 cubic yard container

One pick-up per week	\$ 152.69	\$ 162.00	per month
Each additional weekly pick-up	\$ 110.73	\$ 117.47	per month

3 cubic yard container

One pick-up per week	\$ 175.51	\$ 186.21	per month
Two pick-up per week	\$ 302.24	\$ 320.66	per month
Three pick-up per week	\$ 426.11	\$ 452.07	per month
Four pick-up per week	\$ 567.04	\$ 601.60	per month
Five pick-up per week	\$ 707.94	\$ 751.08	per month
Six pick-up per week	\$ 848.87	\$ 900.61	per month
Seven pick-up per week	\$ 989.78	\$ 1,050.10	per month

4 cubic yard container

One pick-up per week	\$ 202.64	\$ 214.99	per month
Two pick-up per week	\$ 376.73	\$ 399.69	per month
Three pick-up per week	\$ 550.84	\$ 584.41	per month
Four pick-up per week	\$ 724.91	\$ 769.09	per month
Five pick-up per week	\$ 899.03	\$ 953.82	per month
Six pick-up per week	\$ 1,073.10	\$ 1,138.49	per month
Seven pick-up per week	\$ 1,247.22	\$ 1,323.23	per month

5 cubic yard container	One pick-up per week	\$ 215.29	\$ 228.41	per month
	Two pick-up per week	\$ 400.28	\$ 424.67	per month
	Three pick-up per week	\$ 585.25	\$ 620.92	per month
	Four pick-up per week	\$ 770.23	\$ 817.17	per month
	Five pick-up per week	\$ 955.17	\$ 1,013.38	per month
	Six pick-up per week	\$ 1,140.19	\$ 1,209.68	per month
	Seven pick-up per week	\$ 1,325.15	\$ 1,405.90	per month

6 cubic yard container	One pick-up per week	\$ 234.14	\$ 248.41	per month
	Two pick-up per week	\$ 435.30	\$ 461.83	per month
	Three pick-up per week	\$ 636.46	\$ 675.25	per month
	Four pick-up per week	\$ 837.62	\$ 888.67	per month
	Five pick-up per week	\$ 1,038.79	\$ 1,102.10	per month
	Six pick-up per week	\$ 1,239.96	\$ 1,315.52	per month
	Seven pick-up per week	\$ 1,441.11	\$ 1,528.94	per month

3 cubic yard Temporary Bin	Delivery, Removal & up to 7 days rental	\$ 199.04	\$ 211.17	per bin
	Each additional pick-up	\$ 94.24	\$ 99.98	each

Commercial Service Extra pick up	\$ 94.24	\$ 99.98	each
----------------------------------	----------	----------	------

Recycling Bin Service

1.5 or 2 cubic yard container	One pick-up per week	\$ 69.70	\$ 73.95	per month
	Two pick-up per week	\$ 124.85	\$ 132.46	per month
	Three pick-up per week	\$ 179.97	\$ 190.94	per month
	Four pick-up per week	\$ 235.11	\$ 249.44	per month
	Five pick-up per week	\$ 290.27	\$ 307.96	per month
	Six pick-up per week	\$ 345.40	\$ 366.45	per month
	Seven pick-up per week	\$ 400.53	\$ 424.93	per month

3 cubic yard container	One pick-up per week	\$ 80.01	\$ 84.89	per month
	Two pick-up per week	\$ 143.29	\$ 152.02	per month
	Three pick-up per week	\$ 206.58	\$ 219.17	per month
	Four pick-up per week	\$ 269.84	\$ 286.29	per month
	Five pick-up per week	\$ 333.13	\$ 353.43	per month
	Six pick-up per week	\$ 396.41	\$ 420.57	per month
	Seven pick-up per week	\$ 459.69	\$ 487.70	per month

4 cubic yard container	One pick-up per week	\$ 100.66	\$ 106.79	per month
	Each additional weekly pick-up	\$ 79.49	\$ 84.33	per month

6 cubic yard container	One pick-up per week	\$ 121.12	\$ 128.50	per month
	Each additional weekly pick-up	\$ 95.69	\$ 101.52	per month

3 cubic yard Split Bin	One pick-up per week	\$ 179.39	\$ 190.33	per month
	Two pick-up per week	\$ 316.75	\$ 336.05	per month
	Three pick-up per week	\$ 456.65	\$ 484.48	per month
	Four pick-up per week	\$ 596.53	\$ 632.88	per month
	Five pick-up per week	\$ 736.42	\$ 781.29	per month

Organics Cart and Bin Service rates

32 gal toter	One pick-up per week	\$ 105.81	\$ 112.26	per month
	Two pick-up per week	\$ 211.61	\$ 224.51	per month
	Three pick-up per week	\$ 317.42	\$ 336.77	per month
	Four pick-up per week	\$ 396.77	\$ 420.95	per month
	Five pick-up per week	\$ 476.12	\$ 505.14	per month
	Six pick-up per week	\$ 547.55	\$ 580.92	per month

64 gal toter	One pick-up per week	\$	112.22	\$	119.06	per month
	Two pick-up per week	\$	224.44	\$	238.11	per month
	Three pick-up per week	\$	336.66	\$	357.18	per month
	Four pick-up per week	\$	420.82	\$	446.47	per month
	Five pick-up per week	\$	504.99	\$	535.76	per month
	Six pick-up per week	\$	580.73	\$	616.12	per month
2 cubic yard	One pick-up per week	\$	217.31	\$	230.56	per month
	Two pick-up per week	\$	434.65	\$	461.14	per month
	Three pick-up per week	\$	651.96	\$	691.70	per month
	Four pick-up per week	\$	822.89	\$	873.04	per month
	Five pick-up per week	\$	1,024.96	\$	1,087.43	per month
	Six pick-up per week	\$	1,227.03	\$	1,301.81	per month
3 cubic yard Created for Existing Only	One pick-up per week	\$	344.33	\$	365.31	per month
	Two pick-up per week	\$	688.69	\$	730.66	per month
	Three pick-up per week	\$	1,033.02	\$	1,095.97	per month
	Four pick-up per week	\$	1,303.84	\$	1,383.30	per month
	Five pick-up per week	\$	1,624.01	\$	1,722.98	per month
	Six pick-up per week	\$	1,944.17	\$	2,062.65	per month

Commercial Bundled Service - MSW bin service + 1 96 gal recycling cart 1x/week + 1 64 gal organics (food waste) cart 1x/week

1.5 cubic yard container	One pick-up per week	\$	238.32	\$	252.84	per month
	Each additional weekly pick-up	\$	210.62	\$	223.46	per month
2 cubic yard container	One pick-up per week	\$	259.12	\$	274.91	per month
	Each additional weekly pick-up	\$	217.15	\$	230.38	per month
3 cubic yard container	One pick-up per week	\$	281.94	\$	299.12	per month
	Two pick-up per week	\$	408.66	\$	433.57	per month
	Three pick-up per week	\$	532.53	\$	564.99	per month
	Four pick-up per week	\$	673.47	\$	714.51	per month
	Five pick-up per week	\$	814.36	\$	863.99	per month
	Six pick-up per week	\$	955.30	\$	1,013.52	per month
	Seven pick-up per week	\$	1,096.21	\$	1,163.01	per month
4 cubic yard container	One pick-up per week	\$	309.07	\$	327.91	per month
	Two pick-up per week	\$	483.16	\$	512.60	per month
	Three pick-up per week	\$	657.27	\$	697.32	per month
	Four pick-up per week	\$	831.34	\$	882.00	per month
	Five pick-up per week	\$	1,005.46	\$	1,066.73	per month
	Six pick-up per week	\$	1,179.52	\$	1,251.41	per month
	Seven pick-up per week	\$	1,353.65	\$	1,436.14	per month
5 cubic yard container	One pick-up per week	\$	321.72	\$	341.33	per month
	Two pick-up per week	\$	506.71	\$	537.59	per month
	Three pick-up per week	\$	691.68	\$	733.84	per month
	Four pick-up per week	\$	876.67	\$	930.09	per month
	Five pick-up per week	\$	1,061.61	\$	1,126.31	per month
	Six pick-up per week	\$	1,246.62	\$	1,322.59	per month
	Seven pick-up per week	\$	1,431.57	\$	1,518.82	per month
6 cubic yard container	One pick-up per week	\$	340.56	\$	361.32	per month
	Two pick-up per week	\$	541.74	\$	574.76	per month
	Three pick-up per week	\$	742.89	\$	788.16	per month

Four pick-up per week	\$ 944.05	\$ 1,001.58	per month
Five pick-up per week	\$ 1,145.22	\$ 1,215.01	per month
Six pick-up per week	\$ 1,346.38	\$ 1,428.44	per month
Seven pick-up per week	\$ 1,547.55	\$ 1,641.86	per month

Rolloff Service

Transfer bodies billed hauling fee plus disposal fee per ton\*

10 cubic yard - hauling fee*	\$ 425.09	\$ 451.00	per haul
20 cubic yard - hauling fee*	\$ 325.91	\$ 345.77	per haul
30 cubic yard - hauling fee*	\$ 325.91	\$ 345.77	per haul
40 cubic yard - hauling fee*	\$ 325.91	\$ 345.77	per haul

\* Plus 10% landfill surcharge to offset administrative costs

<b>Trip Charge</b>		<b>\$275.00</b>	<b>per occurrence</b>
--------------------	--	-----------------	-----------------------

Rental - each transfer body	\$ 9.72	\$ 10.31	per day
-----------------------------	---------	----------	---------

Special Services

Extra Pick-Up up to 3 cubic yards MSW	\$ 94.24	\$ 99.98	each
---------------------------------------	----------	----------	------

Extra Pick-Up up to 3 cubic yards RCY/GW	\$ 63.28	\$ 67.13	each
--	----------	----------	------

Additional Standby and Loading Time	\$ 113.42	\$ 120.33	per hour
-------------------------------------	-----------	-----------	----------

(Special pick-up assumes 15 minute loading and standby time by contractor.  
Additional standby and loading time shall be billed at the rate of \$63.41 per hour,  
pro-rated to the nearest 15 minute increment.)

Restart Fee- The fee for Restarting commercial service when a permanent account has been terminated for non payment.	\$ 35.46	\$ 37.62	per occurrence
--	----------	----------	----------------

Commercial Return to Service Fee- The return to service fee for two or more calls in a one-month period by a bin customer to return to provide service.	\$ 114.75	\$ 121.74	per occurrence
---	-----------	-----------	----------------

Residential Return to Service Fee- The return to service fee for two or more calls in a one-month period by a residential customer to return to provide service.	\$ 49.77	\$ 52.80	per occurrence
--	----------	----------	----------------

Copy Fee- The charge for copies requested by customers.	\$ 1.90	\$ 2.02	per occurrence
---	---------	---------	----------------

Bin exchange/steam clean fee - allowed 2 per year. After second exchange within one year, there will be a charge per exchange.	\$ 114.75	\$ 121.74	per occurrence
--	-----------	-----------	----------------

Bin paint charge fee - allowed 1 per year. After first paint within one year, there will be a charge per paint request.	\$ 181.47	\$ 192.53	per occurrence
---	-----------	-----------	----------------

Interest Charge-Contractor may charge 1.5% interest per month on any delinquent account for such time as the bill remains unpaid after its due date.

Late Fee - There will be a minimum fee on any delinquent account	\$ 6.27	\$ 6.65	per occurrence
--	---------	---------	----------------

Single Family customers shall be charged for bulky item pick up exceeding 6 4 times per year, up to 6 items at a time	\$ 73.02	\$ 77.47	per occurrence
---	----------	----------	----------------

Multi-Family customers shall be charged for bulk item pick up exceeding 2 times per year, up to 6 items at a time, per MF complex

First Item	\$ 39.57	\$ 41.98	per occurrence
Each additional item	\$ 11.30	\$ 11.99	per occurrence

Bins that are overloaded can be charged a fee as long as supported by evidence	\$ 78.16	\$ 82.93	per occurrence
--	----------	----------	----------------

A Bin that needs to be moved:

5 to 30 feet	\$ 7.10	\$ 7.53	per occurrence
31 to 50 feet	\$ 9.61	\$ 10.20	per occurrence
Additional 25 feet increments	\$ 9.61	\$ 10.20	per occurrence

Commercial Compaction Rate

2x current equivalent commercial service charge

Recycling Contamination Fee - dump as trash	per incident	\$	79.81	\$	84.67	per occurrence
<b><u>Special Services (continued)</u></b>						
Lock Fee - Per Lock	per month	\$	9.56	\$	10.14	per occurrence
Lock Replacement Fee	each	\$	22.16	\$	23.51	per occurrence
Bin Delivery Fee	per bin	\$	98.09	\$	104.06	per occurrence
Residential Cart Exchange Fee - other than damage		\$	50.88	\$	53.98	per occurrence
<b>No charge for residential cart exchanges if damage is caused by normal wear and tear or by actions of the service provider</b>						
Commercial Cart Delivery Fee	per cart	\$	16.98	\$	18.02	per occurrence
Commercial Bulk Item Pick Up	for first item	\$	70.91	\$	75.23	per occurrence
	each additional	\$	26.61	\$	28.23	per occurrence
Collection from parks, playgrounds, City government buildings, and street trash cans shall be made without charge.						
Stinger/Valet Service	Per bin, per day	\$	29.19	\$	30.97	

Contractor reserves the right to charge reasonable fees for unusual or special services.



**MEETING DATE** December 13, 2023

**ITEM TITLE** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, APPROVING AN AMENDED SALARY SCHEDULE TO REFLECT A MINIMUM WAGE INCREASE, A MARKET ADJUSTMENT INCREASE FOR THE POSITION OF DEPUTY FIRE CHIEF, THE ADDITION OF A PART-TIME LIMITED TERM BENEFITED HUMAN SERVICES AND OPEN SPACE COORDINATOR AND THE ADDITION OF A PART-TIME, INFORMATION TECHNOLOGY/GIS TECHNICIAN POSITION, AND AUTHORIZING THE APPROPRIATION OF \$8,100.00 TO THE FISCAL YEAR 2023-24 ADOPTED OPERATING BUDGET

**DIRECTOR/DEPARTMENT** Rida Freeman, Director of Human Resources



**SUMMARY**

An amended salary schedule is required to implement the following:

1. Adjust for the new minimum wage requirements.
2. Apply a market adjustment increase for the position of Deputy Fire Chief that aligns with the increase authorized for SFFA members.
3. Include the title change and salary for an Information Technology/GIS Technician position.
4. Include the title and salary for a Human Services and Open Space Coordinator; a part-time, limited term, benefited position.

To comply with the State of California Department of Industrial Relations mandate to increase the minimum hourly wage to \$16.00 effective January 1, 2024, the following positions (with a current starting rate of \$15.53 per hour) must reflect the new minimum hourly wage of \$16.00 per hour:

1. Crossing Guard
2. Graduate Intern
3. Marketing Aide
4. Office Assistant
5. Recreation Aide
6. Student Intern

On August 23, 2023, the Santee Firefighters' Association members and the City of Santee adopted their negotiated MOU which included base salary market adjustment increases for represented employees. A salary compaction study was completed to evaluate the impact of those employee increases, in relation to certain Fire Management position salaries. It is recommended to apply the same 6% market adjustment increase to the base salary of the Deputy Fire Chief position effective January 4, 2024.

Staff recommends amending the salary schedule to include an Information Technology/Geographic Information Systems Technician (IT/GIS Tech) position. The funds to compensate a part-time *I.T. Technician* were previously authorized in the FY 2023-24 Adopted Budget. The newly developed job description for the I.T./GIS Tech includes GIS duties. The GIS skills and experience are necessary for the technician to support the recently launched enterprise permitting and licensing software, EnerGov, that maintains updated information for the system to streamline services for the public.

Additionally, the Council is considering adding a Human Services and Open Space Coordinator position. If approved by Council, applicable law requires that the position be added to the Salary Schedule. This position will coordinate homeless encampment abatement activities in conjunction with local law enforcement, the County of San Diego (Department of Homeless Solutions and Equitable Communities) and private contractors for required noticing, as well as coordinating the scheduling of abandoned encampment removal, property collection and cataloging. This position's duties will also include collaboration with the County of San Diego on how to effectively utilize County resources/grant funding within City of Santee city limits. The position will be stationed at the Public Services Operations Yard and will report to the Public Services Manager. Authority to fund this position has been requested in a separate agenda item, "American Rescue Plan Act Expenditure Plan Update."

The attached Amended Salary Schedule has been updated to reflect the above requested actions.

**FINANCIAL STATEMENT** *MS*

Funding impacts for the salary schedule are as follows:

Minimum wage increase: \$1,300.00

Deputy Fire Chief increase: \$6,800.00 (a 6% market adjustment)

The salary schedule amendments will require an appropriation of \$8,100.00 to the FY 2023-24 Adopted Budget from the General Fund reserve.

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

**RECOMMENDATION** *MAB*

Adopt the Resolution:

1. Approving and adopting the amended salary schedule effective January 4, 2024, for the Deputy Fire Chief position increase, and effective January 1, 2024, to comply with minimum wage requirements, and include the salary for an I.T./GIS Technician position and a Human Services and Open Space Coordinator position; and
2. Authorizing the appropriation of \$8,100.00 from the General Fund Reserve to the FY 2023-24 Adopted Budget.

**ATTACHMENTS**

Resolution

Exhibit "A" – FY 23-24 Amended Salary Schedule (*Effective 1/1/2024 for Affected positions. Effective 1/4/2024 for the Deputy Fire Chief position.*)

**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, APPROVING AN AMENDED SALARY SCHEDULE TO REFLECT A MINIMUM WAGE INCREASE, A MARKET ADJUSTMENT INCREASE FOR THE POSITION OF DEPUTY FIRE CHIEF, THE ADDITION OF A PART-TIME LIMITED TERM BENEFITED HUMAN SERVICES AND OPEN SPACE COORDINATOR AND THE ADDITION OF A PART-TIME, INFORMATION TECHNOLOGY/GIS TECHNICIAN POSITION, AND AUTHORIZING THE APPROPRIATION OF \$8,100.00 TO THE FISCAL YEAR 2023-24 ADOPTED OPERATING BUDGET**

**WHEREAS**, on September 26, 2023, the State of California Department of Industrial Relations issued an order, mandating California employers to increase the minimum hourly wage to \$16.00 effective January 1, 2024, which must be reflected in an Amended Salary Schedule; and

**WHEREAS**, on August 23, 2023, the City Council approved and adopted Santee Firefighters' Association base salary market adjustment increases for represented employees, and a salary compaction study was completed to evaluate the impact on those employee increases, in relation to certain Fire Management position salaries.

**WHEREAS**, the City Council has considered and authorizes the same 6% market adjustment increase to be extended to the position of Deputy Fire Chief, which is reflected in the Amended Salary Schedule.

**WHEREAS**, the City Council authorizes establishing the position of Information Technology/GIS Technician, and the salary schedule has been amended to reflect the new position and the salary.

**WHEREAS**, the position of Human Services and Open Space Coordinator, a limited term, part-time, benefited position, has been established (partially ARPA-funded) and the salary schedule has been amended to reflect the new position and the salary.

**WHEREAS**, the City Council authorizes the appropriation of \$8,100.00 from the General Fund Reserve to the FY 2023-24 Adopted Budget to fund these changes.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Santee, California, does hereby approve and adopt the increase in minimum wage, the 6% market adjustment increase for the position of Deputy Fire Chief, the addition of the Information Technology/GIS Technician position, the addition of the Human Services and Open Space Coordinator, and the FY 2023-2024 Amended and Updated Salary Schedule as presented in Exhibit "A", and the City Council authorizes the appropriation of \$8,100.00 to the Fiscal Year 2023-2024 Adopted Operating Budget.

**RESOLUTION NO.**

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 13<sup>th</sup> day of December 2023, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

---

**JOHN W. MINTO, MAYOR**

**ATTEST:**

---

**ANNETTE FAGAN ORTIZ, CMC, CITY CLERK**

Attachment: Exhibit "A" FY 23-24 Amended Salary Schedule (*Affected positions effective 1/1/24 and the Deputy Fire Chief position effective 1/4/24*).

CITY OF SANTEE  
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE  
 EFFECTIVE JANUARY 4, 2024 - ADOPTED DECEMBER 13, 2023

<u>Classification</u>		A	B	C	D	E
<b>Fire Captain / PM</b> <b>Base salary</b>	Hourly	37.87	39.76	41.75	43.84	46.03
	Annual	110,270.45	115,785.21	121,574.10	127,651.92	134,035.26
 <b><i>Educational Incentive</i></b>						
Fire Captain / PM 31-45 units = 1.5% over base	Hourly	38.44	40.36	42.38	44.49	46.72
	Annual	111,924.27	117,522.00	123,397.83	129,566.89	136,045.83
Fire Captain / PM 46 units and over = 3.0% over base	Hourly	39.00	40.95	43.00	45.15	47.41
	Annual	113,578.44	119,258.77	125,221.54	131,481.14	138,056.02
Fire Captain / PM A.A. Degree = 4.5% over base	Hourly	39.57	41.55	43.63	45.81	48.10
	Annual	115,232.61	120,995.21	127,044.87	133,396.10	140,066.55
Fire Captain / PM Bachelor Degree = 6% over base	Hourly	40.14	42.15	44.25	46.47	48.79
	Annual	116,886.42	122,731.96	128,868.59	135,311.09	142,077.49

CITY OF SANTEE  
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE  
 EFFECTIVE JANUARY 4, 2024 - ADOPTED DECEMBER 13, 2023

Classification		A	B	C	D	E
<b>Fire Captain</b> <b>Base salary</b>	Hourly	36.24	38.05	39.95	41.95	44.05
	Annual	105,521.80	110,798.89	116,338.53	122,154.84	128,262.60
 <b><i>Educational Incentive</i></b>						
Fire Captain 31-45 units = 1.5% over base	Hourly	36.78	38.62	40.55	42.58	44.71
	Annual	107,104.57	112,460.63	118,083.97	123,987.20	130,186.58
Fire Captain 46 units and over = 3.0% over base	Hourly	37.32	39.19	41.15	43.21	45.37
	Annual	108,687.70	114,122.73	119,828.69	125,819.21	132,110.57
Fire Captain A.A. Degree = 4.5% over base	Hourly	37.87	39.76	41.75	43.84	46.03
	Annual	110,270.45	115,784.85	121,573.76	127,651.92	134,034.55
Fire Captain Bachelor Degree = 6% over base	Hourly	38.41	40.33	42.35	44.47	46.69
	Annual	111,853.23	117,446.62	123,319.18	129,483.96	135,958.52

CITY OF SANTEE  
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE  
 EFFECTIVE JANUARY 4, 2024 - ADOPTED DECEMBER 13, 2023

<u>Classification</u>		A	B	C	D	E
<b>Fire Engineer/PM</b> <b>Base salary</b>	Hourly	32.89	34.51	36.20	38.05	39.85
	Annual	95,779.23	100,479.91	105,414.69	110,792.51	116,040.04
 <b><i>Educational Incentive</i></b>						
Fire Engineer / PM 31-45 units = 1.5% over base	Hourly	33.38	35.02	36.74	38.62	40.45
	Annual	97,216.19	101,986.94	106,995.54	112,454.48	117,780.49
Fire Engineer / PM 46 units and over = 3.0% over base	Hourly	33.88	35.54	37.29	39.19	41.04
	Annual	98,652.79	103,494.37	108,577.09	114,116.01	119,521.03
Fire Engineer / PM A.A. Degree = 4.5% over base	Hourly	34.37	36.06	37.83	39.76	41.64
	Annual	100,089.35	105,001.40	110,158.27	115,777.96	121,261.86
Fire Engineer / PM Bachelor Degree = 6% over base	Hourly	34.86	36.58	38.37	40.33	42.24
	Annual	101,526.30	106,508.83	111,739.45	117,439.92	123,002.37

CITY OF SANTEE  
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE  
 EFFECTIVE JANUARY 4, 2024 - ADOPTED DECEMBER 13, 2023

<u>Classification</u>		A	B	C	D	E
<b>Fire Engineer</b> <b>Base salary</b>	Hourly	31.32	32.86	34.47	36.23	37.94
	Annual	91,198.86	95,673.80	100,373.31	105,493.98	110,491.11
 <b><i>Educational Incentive</i></b>						
Fire Engineer 31-45 units = 1.5% over base	Hourly	31.79	33.35	34.99	36.77	38.51
	Annual	92,566.96	97,109.06	101,879.08	107,076.40	112,148.41
Fire Engineer 46 units and over = 3.0% over base	Hourly	32.26	33.84	35.50	37.31	39.08
	Annual	93,935.02	98,543.99	103,384.49	108,658.85	113,806.14
Fire Engineer A.A. Degree = 4.5% over base	Hourly	32.73	34.33	36.02	37.86	39.65
	Annual	95,302.76	99,979.26	104,890.22	110,241.30	115,463.46
Fire Engineer Bachelor Degree = 6% over base	Hourly	33.20	34.83	36.54	38.40	40.22
	Annual	96,671.18	101,414.17	106,395.63	111,823.76	117,120.77



CITY OF SANTEE  
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE  
 EFFECTIVE JANUARY 4, 2024 - ADOPTED DECEMBER 13, 2023

Classification		A	B	C	D	E	F	G	H
<b>Firefighter Paramedic</b>	Hourly	27.84	28.98	30.17	31.41	33.27	34.62	36.02	37.47
<b>Base salary</b>	Annual	81,068.78	84,399.13	87,867.99	91,478.98	96,893.14	100,807.42	104,880.13	109,127.02

***Educational Incentive (after completing 2.5 years of employment)***

		G	H
Firefighter Paramedic		36.56	38.04
31-45 units = 1.5% over base		106,453.14	110,763.86
Firefighter Paramedic		37.10	38.60
46 units and over = 3.0% over base		108,026.17	112,401.13
Firefighter Paramedic		37.64	39.16
A.A. Degree = 4.5% over base		109,599.92	114,037.98
Firefighter Paramedic		38.18	39.72
Bachelor Degree = 6% over base		111,172.93	115,674.83

CITY OF SANTEE  
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE  
 EFFECTIVE JANUARY 4, 2024 - ADOPTED DECEMBER 13, 2023

Classification		A	B	C	D	E	F	G	H
<b>Firefighter</b>	Hourly	23.62	24.80	25.93	27.35	28.71	30.15	31.66	33.24
<b>Base salary</b>	Annual	68,787.60	72,225.43	75,516.49	79,629.56	83,611.34	87,792.27	92,180.91	96,791.03
<b><i>Educational Incentive (after completing 2.5 years of employment)</i></b>								<b>G</b>	<b>H</b>
Firefighter								32.13	33.74
31-45 units = 1.5% over base								93,563.82	98,242.86
Firefighter								32.61	34.24
46 units and over = 3.0% over base								94,946.42	99,694.68
Firefighter								33.08	34.73
A.A. Degree = 4.5% over base								96,329.31	101,146.86
Firefighter								33.55	35.23
Bachelor Degree = 6% over base								97,711.88	102,598.32

CITY OF SANTEE  
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE  
 EFFECTIVE JANUARY 1, 2024 for Hourly and General. EFFECTIVE JANUARY 4, 2024 for Fire Management  
 ADOPTED DECEMBER 13, 2023

Range	Classification		A	B	C	D	E
29	Account Clerk	Hourly	24.47	25.69	26.97	28.32	29.74
		Annual	50,889.65	53,434.21	56,105.98	58,911.52	61,856.87
35	Administrative Secretary	Hourly	28.37	29.79	31.28	32.85	34.49
		Annual	59,016.64	61,967.42	65,065.85	68,319.45	71,735.31
	Assistant City Clerk	Hourly		34.11	to	48.73	
		Annual		70,952.11	to	101,360.17	
	Assistant to the City Manager	Hourly		65.29	to	92.54	
		Annual		135,796.98	to	192,492.42	
50	Assistant Engineer	Hourly	41.09	43.15	45.31	47.57	49.95
		Annual	85,473.62	89,747.56	94,235.16	98,946.61	103,894.17
58	Associate Civil Engineer / Associate Traffic Engineer	Hourly	50.07	52.57	55.20	57.96	60.86
		Annual	104,141.17	109,348.69	114,816.44	120,557.08	126,585.20
49	Associate Planner	Hourly	40.09	42.10	44.20	46.41	48.73
		Annual	83,389.06	87,558.56	91,936.56	96,533.71	101,360.17
28	Building Development Technician I	Hourly	23.87	25.06	26.32	27.63	29.01
		Annual	49,648.51	52,131.14	54,737.62	57,474.41	60,348.29
32	Building Development Technician II	Hourly	26.35	27.66	29.05	30.50	32.03
		Annual	54,802.61	57,542.45	60,419.74	63,440.59	66,612.87
	Building Official	Hourly		59.98	to	78.26	
		Annual		124,757.39	to	162,780.09	
	City Clerk	Hourly		49.95	to	69.95	
		Annual		103,903.99	to	145,491.20	
	City Engineer	Hourly		66.70	to	90.35	
		Annual		138,743.11	to	187,917.88	
	City Manager (Single Rate)	Hourly		121.29	to	121.29	
		Annual		252,265.32	to	252,265.32	

CITY OF SANTEE  
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE  
 EFFECTIVE JANUARY 1, 2024 for Hourly and General. EFFECTIVE JANUARY 4, 2024 for Fire Management  
 ADOPTED DECEMBER 13, 2023

Range	Classification		A	B	C	D	E
26	Code Compliance Assistant	Hourly	22.72	23.86	25.05	26.30	27.62
		Annual	47,256.05	49,618.93	52,099.85	54,704.97	57,440.03
44	Code Compliance Officer	Hourly	35.43	37.21	39.07	41.02	43.07
		Annual	73,703.86	77,388.84	81,258.59	85,321.23	89,587.32
46	Confidential Accountant	Hourly	37.23	39.09	41.04	43.10	45.25
		Annual	77,435.13	81,306.89	85,372.26	89,640.72	94,122.88
46	Confidential Payroll Specialist	Hourly	37.23	39.09	41.04	43.10	45.25
		Annual	77,435.13	81,306.89	85,372.26	89,640.72	94,122.88
46	Confidential Secretary to City Manager/Council	Hourly	37.23	39.09	41.04	43.10	45.25
		Annual	77,435.13	81,306.89	85,372.26	89,640.72	94,122.88
	Crossing Guards ^ (Single Rate)	Hourly			16.00		
	Deputy Fire Chief	Hourly		69.66	to	95.32	
		Annual		144,899.46	to	198,255.62	
35	Development Services Technician	Hourly	28.37	29.79	31.28	32.85	34.49
		Annual	59,016.64	61,967.42	65,065.85	68,319.45	71,735.31
	Director of Community Services	Hourly		71.54	to	95.39	
		Annual		148,808.40	to	198,419.14	
	Director of Development Services	Hourly		70.79	to	95.43	
		Annual		147,241.94	to	198,501.85	
	Director of Engineering/City Engineer	Hourly		70.79	to	95.43	
		Annual		147,241.94	to	198,501.85	
	Director of Finance / City Treasurer	Hourly		74.79	to	100.63	
		Annual		155,568.42	to	209,319.56	
	Director of Fire & Life Safety (Fire Chief)	Hourly		84.94	to	110.87	
		Annual		176,678.14	to	230,616.55	

CITY OF SANTEE  
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE  
 EFFECTIVE JANUARY 1, 2024 for Hourly and General. EFFECTIVE JANUARY 4, 2024 for Fire Management  
 ADOPTED DECEMBER 13, 2023

Range	Classification		A	B	C	D	E
	Director of Human Resources	Hourly		69.85	to	94.30	
		Annual		145,287.79	to	196,138.76	
	Director of Planning & Building/City Planner	Hourly		70.79	to	95.43	
		Annual		147,241.94	to	198,501.85	
	Economic Development Manager	Hourly		43.99	to	59.38	
		Annual		91,491.56	to	123,514.41	
48	Engineering Inspector	Hourly	39.11	41.07	43.12	45.28	47.54
		Annual	81,355.21	85,422.96	89,693.82	94,178.67	98,887.73
39	Equipment Mechanic	Hourly	31.32	32.88	34.53	36.26	38.07
		Annual	65,143.44	68,400.74	71,820.72	75,411.81	79,182.18
17	Emergency Medical Technician	Hourly	18.19	19.10	20.06	21.06	22.11
		Annual	37,839.27	39,730.92	41,717.84	43,803.79	45,993.81
	Emergency Medical Technician ^	Hourly		17.49	to	21.26	
35	Equipment Operator	Hourly	28.37	29.79	31.28	32.85	34.49
		Annual	59,016.64	61,967.42	65,065.85	68,319.45	71,735.31
38	Facilities Maintenance Supervisor	Hourly	30.56	32.08	33.69	35.37	37.14
		Annual	63,554.59	66,732.29	70,068.87	73,572.54	77,251.07
25	Facilities Maintenance Technician	Hourly	22.17	23.27	24.44	25.66	26.94
		Annual	46,103.36	48,408.39	50,829.10	53,370.26	56,038.64
35	Field Inspector	Hourly	28.37	29.79	31.28	32.85	34.49
		Annual	59,016.64	61,967.42	65,065.85	68,319.45	71,735.31
	Finance Manager	Hourly		55.22	to	74.55	
		Annual		114,867.87	to	155,071.70	
	Fire Battalion Chief (2920 hours)	Hourly		41.88	to	56.78	
		Annual		122,294.29	to	165,787.46	
	Fire Battalion Chief - Administration (2080 hours)	Hourly		58.80	to	79.71	
		Annual		122,294.29	to	165,787.46	

CITY OF SANTEE  
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE  
 EFFECTIVE JANUARY 1, 2024 for Hourly and General. EFFECTIVE JANUARY 4, 2024 for Fire Management  
 ADOPTED DECEMBER 13, 2023

Range	Classification		A	B	C	D	E
	Fire Division Chief	Hourly		57.34	to	77.40	
		Annual		119,270.87	to	160,994.11	
44	Fire Inspector	Hourly	35.43	37.21	39.07	41.02	43.07
		Annual	73,703.86	77,388.84	81,258.59	85,321.23	89,587.32
	Fire Marshal	Hourly		55.22	to	74.55	
		Annual		114,867.87	to	155,071.70	
	Graduate Intern ^	Hourly		16.00	to	21.32	
38	Human Resources Technician	Hourly	30.56	32.08	33.69	35.37	37.14
		Annual	63,554.59	66,732.29	70,068.87	73,572.54	77,251.07
38	Human Services and Open Space Coordinator	Hourly	30.56	32.08	33.69	35.37	37.14
		Annual	63,554.59	66,732.29	70,068.87	73,572.54	77,251.07
	IT Systems Technician^	Hourly		27.76	to	33.74	
53	Information Technology Analyst	Hourly	44.25	46.47	48.79	51.23	53.79
		Annual	92,045.78	96,648.03	101,480.93	106,554.73	111,882.66
	Information Technology Manager	Hourly		50.20	to	67.78	
		Annual		104,425.33	to	140,974.34	
	Information Technology/GIS Technician^			30.56	to	37.14	
35	Irrigation Specialist	Hourly	28.37	29.79	31.28	32.85	34.49
		Annual	59,016.64	61,967.42	65,065.85	68,319.45	71,735.31
29	Landscape and Irrigation Maintenance Worker	Hourly	24.47	25.69	26.97	28.32	29.74
		Annual	50,889.65	53,434.21	56,105.98	58,911.52	61,856.87
48	Lead Equipment Mechanic	Hourly	39.11	41.07	43.12	45.28	47.54
		Annual	81,355.21	85,422.96	89,693.82	94,178.67	98,887.73
29	Maintenance Worker	Hourly	24.47	25.69	26.97	28.32	29.74
		Annual	50,889.65	53,434.21	56,105.98	58,911.52	61,856.87
46	Management Analyst	Hourly	37.23	39.09	41.04	43.10	45.25
		Annual	77,435.13	81,306.89	85,372.26	89,640.72	94,122.88

CITY OF SANTEE  
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE  
 EFFECTIVE JANUARY 1, 2024 for Hourly and General. EFFECTIVE JANUARY 4, 2024 for Fire Management  
 ADOPTED DECEMBER 13, 2023

Range	Classification		A	B	C	D	E
43	Management Assistant	Hourly	31.64	33.22	34.89	36.63	38.46
		Annual	65,815.18	69,105.82	72,561.19	76,189.38	79,998.50
	Marketing Aide^	Hourly		16.00	to	21.32	
	Marketing Coordinator	Hourly		34.11	to	48.73	
		Annual		70,952.11	to	101,360.17	
	Marketing Manager	Hourly		47.75	to	64.48	
		Annual		99,316.97	to	134,109.32	
28	Marketing Specialist	Hourly	23.87	25.06	26.32	27.63	29.01
		Annual	49,648.51	52,131.14	54,737.62	57,474.41	60,348.29
34	Marketing Specialist II	Hourly	27.68	29.07	30.52	32.04	33.65
		Annual	57,577.16	60,456.15	63,478.71	66,652.70	69,985.20
	Office Assistant ^	Hourly		16.00	to	21.32	
48	Parks & Landscape Supervisor	Hourly	39.11	41.07	43.12	45.28	47.54
		Annual	81,355.21	85,422.96	89,693.82	94,178.67	98,887.73
	Principal Civil Engineer	Hourly		62.05	to	84.04	
		Annual		129,063.37	to	174,807.33	
	Principal Planner	Hourly		49.17	to	66.38	
		Annual		102,279.34	to	138,079.29	
	Principal Traffic Engineer	Hourly		62.05	to	84.04	
		Annual		129,063.37	to	174,807.33	
38	Procurement Specialist	Hourly	30.56	32.08	33.69	35.37	37.14
		Annual	63,554.59	66,732.29	70,068.87	73,572.54	77,251.07
	Public Services Manager	Hourly		47.75	to	64.48	
		Annual		99,316.97	to	134,109.32	
43	Public Works Supervisor	Hourly	34.57	36.30	38.11	40.02	42.02
		Annual	71,906.11	75,501.29	79,276.44	83,240.40	87,402.05
	Recreation Aide ^	Hourly		16.00	to	18.21	

CITY OF SANTEE  
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE  
 EFFECTIVE JANUARY 1, 2024 for Hourly and General. EFFECTIVE JANUARY 4, 2024 for Fire Management  
 ADOPTED DECEMBER 13, 2023

Range	Classification		A	B	C	D	E
28	Recreation Coordinator	Hourly	23.87	25.06	26.32	27.63	29.01
		Annual	49,648.51	52,131.14	54,737.62	57,474.41	60,348.29
	Recreation Leader ^	Hourly		16.56	to	19.67	
	Recreation Services Manager	Hourly		47.75	to	64.48	
		Annual		99,316.97	to	134,109.32	
	Recreation Supervisor	Hourly		34.11	to	48.73	
		Annual		70,952.11	to	101,360.17	
23	Secretary	Hourly	19.31	20.28	21.29	22.35	23.47
		Annual	40,164.62	42,172.88	44,281.40	46,495.52	48,820.47
36	Senior Account Clerk	Hourly	29.08	30.54	32.06	33.67	35.35
		Annual	60,492.18	63,516.81	66,692.82	70,027.39	73,529.00
53	Senior Accountant	Hourly	44.25	46.47	48.79	51.23	53.79
		Annual	92,045.78	96,648.03	101,480.93	106,554.73	111,882.66
50	Senior Building Inspector	Hourly	41.09	43.15	45.31	47.57	49.95
		Annual	85,473.62	89,747.56	94,235.16	98,946.61	103,894.17
	Senior Civil Engineer / Senior Traffic Engineer	Hourly		54.39	to	73.96	
		Annual		113,134.63	to	153,841.33	
	Senior Human Resources Analyst	Hourly		45.06	to	60.83	
		Annual		93,723.06	to	126,526.97	
	Senior Management Analyst	Hourly		42.91	to	57.93	
		Annual		89,260.07	to	120,501.86	
	Senior Management Analyst/ Grant Coordinator	Hourly		45.06	to	60.83	
		Annual		93,723.07	to	126,526.97	
	Senior Planner	Hourly		42.76	to	57.73	
		Annual		88,937.90	to	120,069.10	
	Special Events Supervisor	Hourly		34.11	to	48.73	
		Annual		70,952.11	to	101,360.17	



CITY OF SANTEE  
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE  
 EFFECTIVE JANUARY 1, 2024 for Hourly and General. EFFECTIVE JANUARY 4, 2024 for Fire Management  
 ADOPTED DECEMBER 13, 2023

Range	Classification		A	B	C	D	E
	Storm Water Program Assistant^	Hourly		28.73	to	34.92	
50	Storm Water Program Coordinator	Hourly	41.09	43.15	45.31	47.57	49.95
		Annual	85,473.62	89,747.56	94,235.16	98,946.61	103,894.17
	Student Intern ^	Hourly		16.00	to	19.67	
	Technical Professional Expert ^	Hourly		50.00	to	160.00	

^Part-time, temporary status

CITY OF SANTEE  
MAYOR AND CITY COUNCIL MEMBERS SALARY SCHEDULE  
EFFECTIVE JANUARY 1, 2024 - ADOPTED DECEMBER 13, 2023

<u>Range</u>	<u>Classification</u>		
	City Council Member	Monthly	1,851.87
		Annual	22,222.39
	Mayor	Monthly	3,120.97
		Annual	37,451.61

**MEETING DATE** December 13, 2023

**ITEM TITLE** SELECTION OF MAYOR PRO TEMPORE (VICE MAYOR)

**DIRECTOR/DEPARTMENT** John Minto, Mayor

**SUMMARY**

The current Vice Mayor, Laura Koval, will finish a one-year term as Vice Mayor on December 13, 2023. In accordance with City Council Policy 2019-1, Section 5, the office of Vice Mayor annually rotates by Council District to the next eligible Council Member. To be eligible for appointment as Vice Mayor, a council member must have served at least one year of his or her current term on the Council. This appointment is made during the December Regular Meeting. Council Member Trotter, District 4, is eligible for selection as the next Vice Mayor.

Section 5 of Policy 2019-1 is attached. Please note that the year listed in the left-hand column of the chart in subsection 5.2 is the year in which the Vice Mayor is appointed, meaning the relevant year for this appointment is 2023.

**FINANCIAL STATEMENT**

There is no expected financial impact from this action.

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

**RECOMMENDATION** *MSB*

Select the next Vice Mayor for the term beginning December 13, 2023.

**ATTACHMENT**

Section 5 of Policy 2019-1

the matter, unless an exception applies. The interested individual shall openly state that he or she is abstaining because of a disqualifying financial or other conflict of interest. The Mayor or any Council Member who is disqualified due to a financial interest shall publicly identify the financial interest in detail sufficient to be understood by the public except that disclosure of the exact street address of a residence is not required. A Council Member who is disqualified by a conflict of interest in any matter shall not remain in the room during the discussion and vote on such matter unless the matter has been placed on the consent agenda. In that case, the Council Member must identify the conflict and abstain from voting on the consent calendar, but may remain in the room while the consent calendar is voted upon. (2 Cal. Code Regs. § 18707(a)(3)(A).)

## 5. Appointment of Vice Mayor

- 5.1 The Vice Mayor is appointed by the City Council for a one-year term. The Vice Mayor is appointed in December at the Regular Meeting or the meeting at which the declaration of the election results for a general municipal election is made, whichever occurs first. (See Gov. Code § 36801.) To be eligible for appointment as Vice Mayor, a Council Member must have served at least one year of his or her current term on the Council. The office of Vice Mayor shall annually rotate by Council District to the next eligible Council Member.
- 5.2 The Vice Mayor position shall be filled in accordance with the following rotation, beginning in December 2019:

<i>2019</i>	<i>District 3</i>
<i>2020</i>	<i>District 1</i>
<i>2021</i>	<i>District 2</i>
<i>2022</i>	<i>District 3</i>
<i>2023</i>	<i>District 4</i>
<i>2024</i>	<i>District 1</i>
<i>2025</i>	<i>District 2</i>
<i>2026</i>	<i>District 3</i>
<i>2027</i>	<i>District 4</i>

## 6. Roles of Mayor and Vice Mayor

- 6.1 The Mayor shall act as the primary spokesperson and official representative of the City Council, unless such responsibility is delegated by the Mayor, or otherwise assigned by a majority of the City Council.
- 6.2 The Mayor shall preside at all Regular, Adjourned Regular, Special and Emergency Meetings of the City Council, including joint meetings with commissions and committees and closed sessions.