

**City of Santee
Regular Meeting Agenda**

**Santee City Council
CDC Successor Agency
Santee Public Financing Authority**

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

**January 24, 2018
7:00 PM**

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

LEGISLATIVE INVOCATION \ PLEDGE OF ALLEGIANCE:

ITEMS TO BE ADDED, DELETED OR RE-ORDERED ON AGENDA:

1. CONSENT CALENDAR:

Consent Calendar items are considered routine and will be approved by one motion, with no separate discussion prior to voting. Council Members, staff or public 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.
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- (A) Approval of reading by title only and waiver of reading in full of Ordinances and Resolutions on the agenda.**
- (B) Approval of Meeting Minutes of the Santee City Council, the CDC Successor Agency and the Santee Public Financing Authority for the Regular Meetings of January 10, 2018 and the Santee City Council Special Meeting of January 10, 2018.**
- (C) Approval of Payment of Demands as presented.**
- (D) Approval of the expenditure of \$48,600.71 for December 2017 legal services and related costs.**
- (E) Rejection of a claim against the City by James Maily per Government Code Section 913.**

- (F) Adoption of a Resolution accepting the Proposition 84 Infiltration Pilot Project (CIP 2013-23) as complete.
- (G) Second Reading and adoption of an Ordinance amending Sections 9.12.020 and 9.12.030 of the Santee Municipal Code to prohibit smoking on City trails and to revise the definition of “smoking.”

2. PUBLIC HEARINGS:

- (A) Public Hearing for a Conditional Use Permit (P2017-6) to develop a 4,600 square-foot restaurant with a drive-thru on a 0.98-acre lot at 9955 Mission Gorge Road in the Neighborhood Commercial (NC) zone and finding the project Categorically Exempt from the California Environmental Quality Act pursuant to CEQA Guidelines Sections 15303 and 15332. Applicant: Russell Stout & Associates, Inc. for Panera Bread

Recommendation:

1. Conduct and close the Public Hearing; and
2. Find Conditional Use Permit P2017-6 Categorically Exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Sections 15303 & 15332 of the CEQA Guidelines and authorize the filing of a Notice of Exemption; and
3. Adopt the Resolution approving Conditional Use Permit P2017-6.

- (B) Public Hearing to receive input from the community regarding the boundaries and the composition of districts to be established for District-Based Elections pursuant to Elections Code Section 10010.

Recommendation:

1. Conduct and close the Public Hearing; and
2. Receive the presentation from the National Demographics Corporation.

3. ORDINANCES: See Item 1(G)

4. CITY COUNCIL REPORTS:

- (A) Annual Presentation of Local Appointments List – Boards, Commissions & Committees.

Recommendation:

1. Take action on recommended appointment(s), if any, as presented by Mayor at meeting; and
2. Reaffirm/continue all other standing groups and representation as listed.

(B) State of the City report and update on City Council priorities.

Recommendation:

Receive report and provide direction as needed.

5. CONTINUED BUSINESS:

(A) Public workshop on parking requirements. (Continued from 5/24/17)

Recommendation:

Provide guidance on whether staff should pursue the proposed changes to the Santee Municipal Code, which would be composed into a draft Ordinance for Council at a later date.

(B) Reconsideration of a Resolution authorizing the execution of a revised Program Supplement Agreement with the State of California to receive Highway Safety Improvement Program (HSIP) funds for the Mission Gorge Road East Median Installation Project, CIP 2015-13, and appropriating additional traffic mitigation fees. (Continued from 1/10/18)

Recommendation:

Adopt the Resolution:

1. Authorizing the City Manager to execute the Revised Program Supplement Agreement with the State of California for the Highway Safety Improvement Program grant for the Mission Gorge Road East Median Installation Project, CIP 2015-13; and
2. Appropriating additional traffic mitigation fees in the amount of \$421,282.00.

6. NEW BUSINESS:

(A) Resolution approving a revised Travel Expense Policy.

Recommendation:

Adopt the Resolution approving a revised Travel Expense Policy.

7. COMMUNICATION FROM THE PUBLIC:

Each person 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.

8. CITY MANAGER REPORTS:

9. CDC SUCCESSOR AGENCY:

(Note: Minutes appear as Item 1(B))

- (A) Resolution of the Community Development Commission Successor Agency approving the Recognized Obligation Payment Schedule for the period from July 1, 2018 to June 30, 2019 (“ROPS 18-19”).**

Recommendation:

Adopt the Resolution.

10. SANTEE PUBLIC FINANCING AUTHORITY:

(Note: Minutes appear as Item 1(B))

11. CITY ATTORNEY REPORTS:

12. CLOSED SESSION: None

13. ADJOURNMENT:

February & March Meetings

Feb 01	SPARC	Civic Center Building 7
Feb 12	Community Oriented Policing Committee	Council Chamber
Feb 14	City Council Meeting	Council Chamber
Feb 28	City Council Meeting	Council Chamber
Mar 01	SPARC	Civic Center Building 7
Mar 12	Community Oriented Policing Committee	Council Chamber
Mar 14	City Council Meeting	Council Chamber
Mar 15	Manufactured Home Fair Practices Commission	Council Chamber
Mar 28	City Council Meeting	Council Chamber

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

For your convenience, a complete Agenda Packet is available for public review at City Hall and on the City’s website at www.CityofSanteeCA.gov.

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

State of California } County of San Diego } ss. City of Santee }	<h3 style="margin: 0;">AFFIDAVIT OF POSTING AGENDA</h3>
I, <u>Sara Real, Deputy City Clerk</u> of the City of Santee, hereby declare, under penalty of perjury, that a copy of this Agenda was posted in accordance with the Brown Act and Santee Resolution 61-2003 on <u>January 19, 2018, at 4:00 p.m.</u>	
_____ Signature	_____ 1/19/18 Date

City of Santee
COUNCIL AGENDA STATEMENT

MEETING DATE January 24, 2018

AGENDA ITEM NO.

ITEM TITLE APPROVAL OF MEETING MINUTES OF THE SANTEE CITY COUNCIL, THE CDC SUCCESSOR AGENCY AND THE SANTEE PUBLIC FINANCING AUTHORITY FOR THE REGULAR MEETINGS OF JANUARY 10, 2018, AND THE SPECIAL MEETING OF JANUARY 10, 2018.

DIRECTOR/DEPARTMENT Peggy Johns, MMC, Interim City Clerk *SP for*

SUMMARY

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

FINANCIAL STATEMENT N/A

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION
Approve Minutes as presented.

ATTACHMENTS

- January 10, 2018 Regular Meeting Minutes
- January 10, 2018 Special Meeting Minutes

Minutes

**Santee City Council
CDC Successor Agency
Santee Public Financing Authority**

Draft

**Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
January 10, 2018**

This Regular Meeting of the Santee City Council, the CDC Successor Agency and the Santee Public Financing Authority was called to order by Mayor/Agency Chair/Authority Chair John W. Minto at 7:03 p.m.

Council Members present were: Mayor/Agency Chair/Authority Chair John W. Minto, Vice Mayor/Agency Vice Chair/Authority Vice Chair Rob McNelis, and Council/Agency/Authority Members Ronn Hall, Stephen Houlahan and Brian W. Jones.

Officers present were: City Manager/Agency Executive Director/Authority Secretary Marlene Best, City/Agency/Authority Attorney Shawn Hagerty and Interim City Clerk/Interim Agency Secretary Peggy Johns.

(Note: Hereinafter the titles Mayor, Vice Mayor, Council Member, City Manager, City Attorney and Interim City Clerk shall be used to indicate Mayor/Agency Chair/Authority Chair, Vice Mayor/Agency Vice Chair/Authority Vice Chair, Council/Agency/Authority Member, City Manager/Agency Executive Director/Authority Secretary, City/Agency/Authority Attorney and Interim City Clerk/Interim Agency Secretary.)

The **INVOCATION** was given by Rabbi Rafi Andruiser of Chabad of East County, and the **PLEDGE OF ALLEGIANCE** was led by Dean Velasco.

PRESENTATION: Certificate of Appreciation: LtCol Ian D. Stevens – Marine Heavy Helicopter Squadron 462

Vice Mayor McNelis presented the Certificate of Appreciation to LtCol Stevens and thanked him for his leadership during his command of Marine Heavy Helicopter Squadron 462 and service as Honorary Mayor during his command.

ITEMS TO BE ADDED, DELETED OR RE-ORDERED ON AGENDA:

Council Member Hall requested Item 1(E) be pulled for discussion. City Manager Best requested Items 1(D) and 1(H) be moved to New Business to be heard after Item 6(B).

1. CONSENT CALENDAR:

- (A) Approval of reading by title only and waiver of reading in full of Ordinances and Resolutions on the agenda.
- (B) Approval of Meeting Minutes of the Santee City Council, the CDC Successor Agency and the Santee Public Financing Authority for the Regular Meetings of December 13, 2017.
- (C) Approval of Payment of Demands as presented.
- (D) Item re-ordered to be heard under New Business after 6(B).
- (E) Item removed for discussion.
- (F) Adoption of a Resolution accepting the Riverwalk Drive Pedestrian Crossing Project (CIP 2014-05) as complete. (Reso 003-2018)
- (G) Adoption of a Resolution accepting the Heatherdale Street Storm Drain Improvements Project (CIP 2015-22) as complete. (Reso 004-2018)
- (H) Item re-ordered to be heard under New Business after 6(B).

ACTION: On motion of Council Member Hall, seconded by Council Member Houlahan, the Agenda and Consent Calendar were approved as amended with all voting aye.

Item removed from Consent Calendar:

- 1(E) Adoption of a Resolution declaring the intention to transition from At-Large to By-District elections, pursuant to California Elections Code Section 10010 and setting forth the process for transitioning to By-District elections. (Reso 002-2018)**

Mayor Minto provided a brief overview of the item and Council discussed why this item was coming forward and the implications it would have on Santee. Council Member Hall expressed concern with limiting the voters' choice by creating districts.

ACTION: On motion of Vice Mayor McNelis, seconded by Council Member Houlahan, the Resolution declaring the intention to transition from At-Large to By-District elections, pursuant to California Elections Code Section 10010, and setting forth the process for transitioning to By-District elections was adopted with all voting aye, except Council Member Hall who voted no.

2. PUBLIC HEARINGS: None

3. ORDINANCES:

- (A) Ordinance amending Sections 9.12.020 and 9.12.030 of the Santee Municipal Code to prohibit smoking on City Trails and to revise the definition of “smoking.”

ENTERED INTO THE RECORD:

Staff provided correspondence received after the issuance of the agenda.

Director of Community Services Maertz presented the staff report utilizing a PowerPoint presentation and answered Council’s questions.

PUBLIC SPEAKERS:

In Support:

- Stacy LoMedico
- Sarah Shoudy
- Lisa Bridges, Santee Solutions Coalition, who provided a handout to Council
- Buddy Rabaya, Santee Mobilehome Owners Action Committee
- Jenny Huerta
- Hazell Belvin
- Carol Green, Community, Action, Service & Advocacy
- Lorenzo Higley, Tobacco Free Communities

During discussion, City Attorney Hagerty answered Council’s questions relating to marijuana and how lines would be drawn for areas next to trails. Council Member McNelis talked about the difference between vaping and smoking.

MOTION: Vice Mayor McNelis moved to split the vote for the Ordinance amending Sections 9.12.020 and 9.12.030 of the Santee Municipal Code to prohibit smoking on City Trails and to vote separately on revising the definition of “smoking.” The motion died for lack of a second.

ACTION: After further discussion, on motion of Council Member Houlahan, seconded by Council Member Jones, the Ordinance was approved for First Reading and the Second Reading was set for January 24, 2018 with all voting aye, except Vice Mayor McNelis who voted no.

4. CITY COUNCIL REPORTS:

Item from the Special Meeting was heard at this time; see Special Meeting Minutes for action taken.

5. CONTINUED BUSINESS: None

6. NEW BUSINESS:

- (A) Resolution authorizing the execution of a revised Program Supplement Agreement with the State of California to receive Highway Safety Improvement Program (HSIP) funds for the Mission Gorge Road East Median Installation Project, CIP 2015-13, and appropriating additional traffic mitigation fees.**

Director of Development Services Kush introduced the item and Principal Civil Engineer Schmitz presented the staff report utilizing a PowerPoint presentation.

PUBLIC SPEAKERS:

In Opposition:

- Joel Cruz, So Cal Truck Accessories
- Nader Hanna
- Richard Nash, Action Cylinder Heads

Deputy City Clerk Real announced that one speaker slip in Opposition but not wishing to speak was submitted by Anthony Farace.

During discussion, Principal Civil Engineer Schmitz answered Council questions regarding potential openings in the medians for turn pockets, future developments, and project funding. Council Members also inquired if the project could be brought back at the next Council Meeting to allow more business owners to voice their opinion.

ACTION: After further discussion, on motion of Council Member Jones, seconded by Council Member Hall, the Resolution authorizing the City Manager to execute the Revised Program Supplement Agreement with the State of California for the Highway Safety Improvement Program grant for the Mission Gorge Road East Median Installation Project, CIP 2015-13, and appropriating additional traffic mitigation fees in the amount of \$421,282.00 was rejected with all voting aye, except Council Member Houlahan who voted no.

- (B) Resolution Appointing John Frenken as Interim Public Services Manager and approving employment agreement. (Reso 007-2018)**

Director of Community Services Maertz presented a brief staff report.

ACTION: On motion of Council Member Jones, seconded by Vice Mayor McNelis, the Resolution appointing John Frenken as Interim Public Services Manager and approving the employment agreement was adopted with all voting aye.

Items re-ordered to New Business:

1(D) Adoption of a Resolution approving a policy on the payment of Uniform Allowance to Fire Battalion Chiefs. (Reso 001-2018)

Director of Human Resources and Risk Management Bishop presented the staff report.

ACTION: On motion of Vice Mayor McNelis, seconded by Council Member Hall, the Resolution approving a policy on the payment of Uniform Allowance to Fire Battalion Chiefs was adopted with all voting aye.

1(H) Adoption of a Resolution modifying the Executive Management Retiree Health Premium Assistance Program. (Reso 005-2018)

Director of Human Resources and Risk Management Bishop presented the staff report.

ACTION: On motion of Vice Mayor McNelis, seconded by Council Member Jones, the Resolution modifying the Executive Management Retiree Health Premium Assistance Program was adopted with all voting aye.

7. COMMUNICATION FROM THE PUBLIC:

- (A) Steve Kakacek spoke about inspection discrepancies with his new home in the KB development by Braverman Drive.
- (B) John Hossick acknowledged John Morley and Buddy Rabaya, who were both recognized by State Senator Joel Anderson as California Heroes.

8. CITY MANAGER REPORTS:

City Manager Best reported on the Santee Active Lifestyle Expo taking place on January 20th.

9. CDC SUCCESSOR AGENCY:
(Note: Minutes appear as Item 1(B))

10. SANTEE PUBLIC FINANCING AUTHORITY:
(Note: Minutes appear as Item 1(B))

11. CITY ATTORNEY REPORTS:

City Attorney Hagerty reported a victory for the City in the court of appeals relating to unfunded state mandates related to storm water.

Council Members recessed at 8:56 p.m. and convened in Closed Session at 9:04 p.m. with all members present.

12. CLOSED SESSION:

(A) CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Gov. Code section 54956.8)

Property: Parcel 3 of Parcel Map 20177 located north of Town Center Parkway between Cuyamaca Street and Riverview Parkway ("Theater Parcel").

City Negotiator: City Manager.

Negotiating Parties: Cinemark USA, Inc. and Kimco Realty Corporation.

Under negotiation: Price and terms of payment.

Council Members reconvened in Open Session at 9:33 p.m. with all Members present. Mayor Minto reported that direction was given to staff.

13. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:34 p.m.

Date Approved:

Peggy Johns, MMC Interim City Clerk/Interim Agency Secretary
and for Authority Secretary Marlene Best

Minutes

Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
January 10, 2018

Draft

1. CALL TO ORDER:

This Special Meeting of the Santee City Council was called to order by Mayor John W. Minto at 7:03 p.m.

Council Members present were: Mayor John W. Minto, Vice Mayor Rob McNelis and Council Members Ronn Hall, Stephen Houlahan and Brian W. Jones.

Officers present were: City Manager Marlene Best, City Attorney Shawn Hagerty and Interim City Clerk Peggy Johns.

2. CITY COUNCIL ITEMS:

(A) Appointment of Alternate Representative for the Metropolitan Transit Services Board.

Mayor Minto presented the staff report and answered Council's questions.

ACTION: On motion of Mayor Minto, seconded by Council Member Hall, Council Member Jones was appointed as Alternate to the Metropolitan Transit Services Board with all voting aye.

3. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:34 p.m.

Date Approved:

Peggy Johns, MMC, Interim City Clerk

City of Santee
COUNCIL AGENDA STATEMENT

MEETING DATE January 24, 2018

AGENDA ITEM NO.

ITEM TITLE PAYMENT OF DEMANDS

DIRECTOR/DEPARTMENT

Tim K. McDermott, Finance *tm*

SUMMARY

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

FINANCIAL STATEMENT *tm*

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

CITY ATTORNEY REVIEW

N/A Completed

RECOMMENDATION *MSB*

Approval of the payment of demands as presented.

ATTACHMENTS (Listed Below)

- 1) Payment of Demands-Summary of Checks Issued
- 2) Disbursement Journal

Payment of Demands
Summary of Payments Issued

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12/21/17	Accounts Payable	\$ 26,703.12
01/02/18	Retiree Health	5,385.00
01/04/18	Accounts Payable	286,555.82
01/04/18	Accounts Payable	244,000.18
01/05/18	Accounts Payable	21,238.09
01/08/18	Accounts Payable	102,156.50
01/09/18	Accounts Payable	97,561.51
01/11/18	Accounts Payable	286,910.54
01/12/18	Accounts Payable	192,148.79
01/18/18	Payroll	<u>309,826.17</u>

TOTAL \$ 1,572,485.72

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

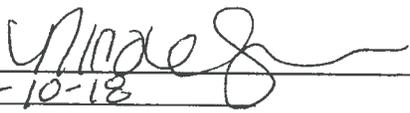


Tim K. McDermott, Director of Finance

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
889779	12/21/2017	10482 TRISTAR RISK MANAGEMENT	102861		PREFUND REQUEST	26,703.12
Total :						26,703.12
1 Vouchers for bank code : ubgen						Bank total : 26,703.12
1 Vouchers in this report						Total vouchers : 26,703.12

Prepared by: 
Date: 1-10-18

Approved by: 
Date: 1/10/18

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
117343	1/4/2018	10208 ANTHEM BLUE CROSS	January 2018		EMPLOYEE ASSISTANCE PROGRAM	261.96	
					Total :	261.96	
117344	1/4/2018	10334 CHLIC	2236422		HEALTH/DENTAL INSURANCE	201,474.55	
					Total :	201,474.55	
117345	1/4/2018	10844 FRANCHISE TAX BOARD	PPE 12/27/17		WITHHOLDING ORDER	25.00	
					Total :	25.00	
117346	1/4/2018	12909 HARIRI LAW GROUP	010318		PER SETTLEMENT AGREEMENT	25,000.00	
					Total :	25,000.00	
117347	1/4/2018	10785 RELIANCE STANDARD LIFE	January 2017		VOLUNTARY LIFE INSURANCE	554.90	
					Total :	554.90	
117348	1/4/2018	10424 SANTEE FIREFIGHTERS	PPE 12/27/17		DUES/PEC/BENEVOLENT/BC EXP	2,664.03	
					Total :	2,664.03	
117349	1/4/2018	10776 STATE OF CALIFORNIA	PPE 12/27/17		WITHHOLDING ORDER	575.99	
					Total :	575.99	
117350	1/4/2018	10001 US BANK	PPE 12/27/17		PARS RETIREMENT	535.00	
					Total :	535.00	
117351	1/4/2018	10959 VANTAGE TRANSFER AGENT/457	PPE 12/27/17		ICMA - 457	51,585.54	
					Total :	51,585.54	
117352	1/4/2018	10782 VANTAGEPOINT TRNSFR AGT/801801	PPE 12/27/17		RETIREE HEALTH SAVINGS ACCT	3,878.85	
					Total :	3,878.85	
10 Vouchers for bank code : ubgen						Bank total :	286,555.82
10 Vouchers in this report						Total vouchers :	286,555.82

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>
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Prepared by: 
Date: 1/4/18

Approved by: 
Date: 1/4/18

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
117285	1/4/2018	11859 AIRGAS USA LLC	9070591863 9070640477	51999 51999	EQUIPMENT REPAIR PARTS EQUIPMENT REPAIR PART	199.07 224.73
Total :						423.80
117286	1/4/2018	10924 BATTISTI, JEREMY	122117		EMPLOYEE REIMBURSEMENT	150.85
Total :						150.85
117287	1/4/2018	11513 BOND, ELLEN	01012018-263		MEADOWBROOK HARDSHIP PGRM	42.56
Total :						42.56
117288	1/4/2018	10021 BOUND TREE MEDICAL LLC	82711736 82713237 82713238	51860 51860 51860	EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES	986.41 112.19 47.57
Total :						1,146.17
117289	1/4/2018	10299 CARQUEST AUTO PARTS	11102-449747	51766	VEHICLE REPAIR PARTS	9.34
Total :						9.34
117290	1/4/2018	11402 CARROLL, JUDI	01012018-96		MEADOWBROOK HARDSHIP PGRM	42.66
Total :						42.66
117291	1/4/2018	10031 CDW GOVERNMENT LLC	LBZ7713	52018	ANTI-VIRUS SOFTWARE RENEWAL	2,431.20
Total :						2,431.20
117292	1/4/2018	10032 CINTAS CORPORATION #694	694427279	51880	UNIFORM/PARTS CLEANER RNTL	61.57
Total :						61.57
117293	1/4/2018	11409 CLAYTON, SYLVIA	01012018-340		MEADOWBROOK HARDSHIP PGRM	44.65
Total :						44.65
117294	1/4/2018	10268 COOPER, JACKIE	JANUARY 1, 2018		RETIREE HEALTH PAYMENT	91.00
Total :						91.00
117295	1/4/2018	10039 COUNTY MOTOR PARTS COMPANY INC	385323 386507 388077	51768 51768 51768	VEHICLE REPAIR PART CR-REPAIR PART RETURNED VEHICLE REPAIR PART	21.40 -21.40 5.16

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
117295	1/4/2018	10039	10039 COUNTY MOTOR PARTS COMPANY (Continued)			Total : 5.16
117296	1/4/2018	10234	COUNTY OF SAN DIEGO	02462-1982-RI-2017	51995 GENERATOR PERMITS	374.00
						Total : 374.00
117297	1/4/2018	10040	COUNTYWIDE MECHANICAL SYSTEMS	H17065300 P17072769	51941 HVAC MAINTENANCE & REPAIRS 51890 PLUMBING REPAIRS/MAINT	655.00 220.00
						Total : 875.00
117298	1/4/2018	10333	COX COMMUNICATIONS	066401501	10601 N MAGNOLIA AVE	38.84
						Total : 38.84
117299	1/4/2018	12255	CREST EQUIPMENT INC	3 3R	51848 HEATHERDALE STORM DRAIN RETENTION	94,949.65 -4,997.35
						Total : 89,952.30
117300	1/4/2018	10608	CRISIS HOUSE	11302017	52010 CDBG SUBRECIPIENT	467.57
						Total : 467.57
117301	1/4/2018	10142	CSA SAN DIEGO COUNTY	439 444 449 457 465	52021 CDBG SUBRECIPIENT 52021 CDBG SUBRECIPIENT 52021 CDBG SUBRECIPIENT 52021 CDBG SUBRECIPIENT 52021 CDBG SUBRECIPIENT	1,635.81 1,429.66 1,277.74 1,406.92 1,693.49
						Total : 7,443.62
117302	1/4/2018	10145	CULLIGAN OF SAN DIEGO	1080252 1080295 1080298 1080299	51863 FILTERED WATER SERVICE 51863 FILTERED WATER SERVICE 51863 FILTERED WATER SERVICE 51863 FILTERED WATER SERVICE	672.00 84.00 84.00 84.00
						Total : 924.00
117303	1/4/2018	11295	DOKKEN ENGINEERING	32404 32409	50583 MAST PARK IMPROVEMENTS 50583 STORMWATER ENGINEERING	11,925.00 1,080.00
						Total : 13,005.00
117304	1/4/2018	10580	FASTENAL COMPANY	CAELC71014	51773 VEHICLE REPAIR PARTS	139.77

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
117304	1/4/2018	10580 10580 FASTENAL COMPANY	(Continued)			Total : 139.77
117305	1/4/2018	10251 FEDERAL EXPRESS	6-017-99403 6-034-11123		SHIPPING CHARGES SHIPPING CHARGES	38.28 47.95 Total : 86.23
117306	1/4/2018	10009 FIRE ETC	110960	51776	SAFETY APPAREL	285.54 Total : 285.54
117307	1/4/2018	12901 GRACE INDUSTRIES INC	147614	52019	EQUIPMENT REPAIR PARTS	905.59 Total : 905.59
117308	1/4/2018	10070 HAWTHORNE MACHINERY	PS020038756	51777	VEHICLE REPAIR PARTS	193.35 Total : 193.35
117309	1/4/2018	10556 HECKMAN, HEATHER	WINTER 2017	51937	TUITION REIMBURSEMENT	690.06 Total : 690.06
117310	1/4/2018	10256 HOME DEPOT CREDIT SERVICES	9075046	51780	STATION SUPPLIES	8.90 Total : 8.90
117311	1/4/2018	10271 HORAN, BERNICE	JANUARY 1, 2018		RETIREE HEALTH PAYMENT	91.00 Total : 91.00
117312	1/4/2018	11233 JIMMIE JOHNSON'S KEARNY MESA	480477	51782	MEDIC UNIT REPAIR PARTS	627.04 Total : 627.04
117313	1/4/2018	12718 LSA ASSOCIATES INC	156700	51879	SUSTAINABILITY PROJECT	22,482.50 Total : 22,482.50
117314	1/4/2018	10079 MEDICO PROFESSIONAL	2101103 2101104	51876 51876	MEDICAL LINEN SERVICE MEDICAL LINEN SERVICE	8.16 20.02 Total : 28.18
117315	1/4/2018	12451 MOBILE GRAPHICS & DESIGN	201792	51854	BANNERS	225.00 Total : 225.00
117316	1/4/2018	12604 MSDSONLINE, INC.	172334		HAZARDOUS CHEMICAL DATABASE	2,499.00

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
117316	1/4/2018	12604 12604 MSDSONLINE, INC.	(Continued)			Total : 2,499.00
117317	1/4/2018	10083 MUNICIPAL EMERGENCY SERVICES	IN1183458 IN1183505	51990 51992	FF TURNOUTS FF TURNOUTS	10,300.90 2,575.23 Total : 12,876.13
117318	1/4/2018	10218 OFFICE DEPOT	986002161001		BUSINESS CARDS	56.73 Total : 56.73
117319	1/4/2018	12904 PAT DAVIS DESIGN GROUP, INC	5612	52022	GRAPHIC DESIGN WORK	2,087.50 Total : 2,087.50
117320	1/4/2018	11442 PATTERSON, LUANNE	01012018-225		MEADOWBROOK HARDSHIP PGRM	41.16 Total : 41.16
117321	1/4/2018	12908 PIERCE, SEAN	EN17220S		REFUNDABLE DEPOSIT	500.00 Total : 500.00
117322	1/4/2018	11891 PRINTER REPAIR DEPOT	39302		HP TONER CARTRIDGE	107.74 Total : 107.74
117323	1/4/2018	10095 RASA	5145 5146	51842 51842	MAP CHECK MAP CHECK	230.00 860.00 Total : 1,090.00
117324	1/4/2018	12237 RAYON, KYLE	JANUARY 1, 2018		RETIREE HEALTH PAYMENT	91.00 Total : 91.00
117325	1/4/2018	12256 ROE, DARLENE	01012018-318		MEADOWBROOK HARDSHIP PGRM	43.26 Total : 43.26
117326	1/4/2018	10097 ROMAINE ELECTRIC CORPORATION	12-041211 12-041248 12-041250	51822 51822 51822	VEHICLE SUPPLIES VEHICLE SUPPLIES VEHICLE SUPPLIES	408.10 238.16 132.40 Total : 778.66
117327	1/4/2018	10407 SAN DIEGO GAS & ELECTRIC	0422 970 321 8 2237 358 004 2		STREET LIGHTS TRAFFIC SIGNAL	33,153.00 4,670.44

Voucher List
CITY OF SANTEE

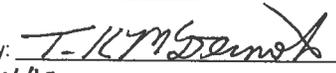
Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
117327	1/4/2018	10407 SAN DIEGO GAS & ELECTRIC	(Continued) 3422 380 562 8 4394 020 550 9 7990 068 577 7 8509 742 169 4		GAS TAX LMD PARKS CITY HALL GROUP BILL	113.89 4,570.67 15,736.94 5,995.64 Total : 64,240.58
117328	1/4/2018	10768 SANTEE SCHOOL DISTRICT	7873 7899	51797 51914	LIGHTS @ CHET HARRITT BALL IRRIGATION/MOWING RIO SECO FIELD	1,657.20 776.88 Total : 2,434.08
117329	1/4/2018	12223 SITEONE LANDSCAPE SUPPLY LLC	83917998 83923020 83923460	51831 51831 51831	IRRIGATION SUPPLIES IRRIGATION SUPPLIES IRRIGATION SUPPLIES	907.22 406.46 115.43 Total : 1,429.11
117330	1/4/2018	10314 SOUTH COAST EMERGENCY VEHICLE	486386	51799	EQUIPMENT REPAIR PARTS	388.12 Total : 388.12
117331	1/4/2018	11403 ST. JOHN, LYNNE	01012018-78		MEADOWBROOK HARDSHIP PGRM	42.75 Total : 42.75
117332	1/4/2018	10217 STAPLES BUSINESS ADVANTAGE	3361834815 3361917549	51882 51883	OFFICE SUPPLIES OFFICE SUPPLIES	56.63 91.47 Total : 148.10
117333	1/4/2018	12905 STATIONCHECK LLC	1086	52023	STATION CHECK SOFTWARE	3,300.00 Total : 3,300.00
117334	1/4/2018	10119 STEVEN SMITH LANDSCAPE INC	37383	51869	A1 LANDSCAPE SERVICES	1,300.00 Total : 1,300.00
117335	1/4/2018	10250 THE EAST COUNTY	00058629 00058783		RFP 17/18-CIP10001 PUBLIC NOTICE	56.00 112.00 Total : 168.00
117336	1/4/2018	10158 THE SOCO GROUP INC	CL16751	52008	FLEET CARD FUELING	1,682.99

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
117336	1/4/2018	10158 10158 THE SOCO GROUP INC	(Continued)			Total : 1,682.99
117337	1/4/2018	10479 TIRE CENTERS LLC	8720183964	51804	TIRES	2,646.89
						Total : 2,646.89
117338	1/4/2018	10978 US BANK	4826538 (B)		CDC TAB 2016 SERIES A & B	1,250.00
						Total : 1,250.00
117339	1/4/2018	10475 VERIZON WIRELESS	9797860406		WIFI SERVICE	646.17
						Total : 646.17
117340	1/4/2018	12888 VINYARD DOORS	95224		ROLL UP DOOR REPAIR	460.00
						Total : 460.00
117341	1/4/2018	12641 WITTORFF, VICKY DENISE	JANUARY 1, 2018		RETIREE HEALTH PAYMENT	31.00
						Total : 31.00
117342	1/4/2018	10232 XEROX CORPORATION	091559902	51810	FIRE ADMIN COPIER LEASE	246.34
			091559903	51811	COPIER CHARGES - STATION 4	122.42
						Total : 368.76
58 Vouchers for bank code : ubgen						Bank total : 244,000.18
58 Vouchers in this report						Total vouchers : 244,000.18

Prepared by: 
Date: 1/4/18

Approved by: 
Date: 1/4/18

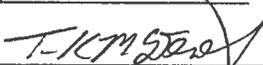
Bank code : ubgen

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
117353	1/5/2018	12910 DIEGO PARTY BUS & LIMO	GRD1275S		REFUNDABLE SECURITY	21,238.09
					Total :	21,238.09
					Bank total :	21,238.09
					Total vouchers :	21,238.09

1 Vouchers for bank code : ubgen

1 Vouchers in this report

Prepared by: 
Date: 1/5/18

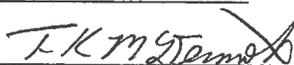
Approved by: 
Date: 1/5/18

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
36017	1/8/2018	10955 DEPARTMENT OF THE TREASURY	Jan 2018 Retirees PPE 12/27/17		FEDERAL WITHHOLDING TAX FED WITHHOLD & MEDICARE	75.00 78,887.47
					Total :	78,962.47
36019	1/8/2018	10956 FRANCHISE TAX BOARD	PPE 12/27/17		CA STATE TAX WITHHELD	23,194.03
					Total :	23,194.03
2 Vouchers for bank code : ubgen					Bank total :	102,156.50
2 Vouchers in this report					Total vouchers :	102,156.50

Prepared by: 
Date: 1-8-18

Approved by: 
Date: 1/8/18

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
12174	1/9/2018	10353 PERS	12 17 4		RETIREMENT PAYMENT	97,561.51
Total :						97,561.51

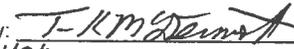
Bank total : 97,561.51

Total vouchers : 97,561.51

1 Vouchers for bank code : ubgen

1 Vouchers in this report

Prepared by: 
Date: 1-9-18

Approved by: 
Date: 1/9/18

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
117354	1/11/2018	12584 ALLIANT CONSULTING, INC	7392	51710	LABOR COMPLIANCE PROGRAM	592.50
					Total :	592.50
117355	1/11/2018	10412 AT&T	000010692396		TELEPHONE	784.96
					Total :	784.96
117356	1/11/2018	10262 AUSTIN, ROY	JAN-MAR 2018		RETIREE HEALTH INSURANCE	1,144.59
					Total :	1,144.59
117357	1/11/2018	10516 AWARDS BY NAVAJO	1217209	52000	FF NAMETAGS	23.71
					Total :	23.71
117358	1/11/2018	11866 BLUE PACIFIC ENGINEERING &	3 3R	51966	INFILTRATION PILOT PROJECT RETENTION	8,060.77 -403.04
					Total :	7,657.73
117359	1/11/2018	10021 BOUND TREE MEDICAL LLC	82718405 82718406 82718407 82718408 82719702	51860 51860 51860 51860 51860	EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES	61.42 1,288.08 639.20 8.55 300.81
					Total :	2,298.06
117360	1/11/2018	10668 CALIFORNIA BUILDING STANDARDS	OCT-DEC 2017		SB1473 OCT - DEC 2017	637.20
					Total :	637.20
117361	1/11/2018	10898 CALIFORNIA CHAMBER OF COMMERCE	11185964		2018 EMPLOYMENT POSTER	351.21
					Total :	351.21
117362	1/11/2018	12916 CALIFORNIA DELTA MECHANICAL	17-1326 17-1419		PERMIT REFUND PERMIT REFUND	52.88 52.88
					Total :	105.76
117363	1/11/2018	11169 CALIFORNIA WATERS LLC	2482	51887	FOUNTAIN MAINT & REPAIRS	2,474.00
					Total :	2,474.00
117364	1/11/2018	10876 CANON SOLUTIONS AMERICA INC	988959020	51837	PLOTTER MAINT & USAGE	29.13

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
117364	1/11/2018	10876	10876 CANON SOLUTIONS AMERICA INC	(Continued)		Total : 29.13
117365	1/11/2018	10327	CARLIN, TAMMIE K	036	INSTRUCTOR PAYMENT	1,732.50
					Total :	1,732.50
117366	1/11/2018	10958	CATERPILLAR FINANCIAL SERVICES	805304	LEASE PYMT #9 - VACTOR2100	16,305.91
					Total :	16,305.91
117367	1/11/2018	10223	CHRISTIAN WHEELER ENGINEERING	44526	51980 GEOTECHNICAL REVIEW	630.00
					Total :	630.00
117368	1/11/2018	10032	CINTAS CORPORATION #694	694430181	51880 UNIFORM/PARTS CLEANER RNTL	61.57
					Total :	61.57
117369	1/11/2018	10033	CITY ELECTRIC SUPPLY COMPANY	STE/045440	51904 ELECTRICAL SUPPLIES	87.55
				STE/045511	51904 ELECTRICAL SUPPLIES	296.32
				STE/045568	51904 ELECTRICAL SUPPLIES	67.35
					Total :	451.22
117370	1/11/2018	10541	COUNTY OF SAN DIEGO	SN-2017/2018-3	ANIMAL CONTROL SERVICES	97,425.00
					Total :	97,425.00
117371	1/11/2018	10333	COX COMMUNICATIONS	038997401	10601 N MAGNOLIA AVE	103.57
					Total :	103.57
117372	1/11/2018	12655	DELL MARKETING LP	10207251461	51998 IT EQUIPMENT - NETWORK SERVE	31,940.37
					Total :	31,940.37
117373	1/11/2018	10433	DEPARTMENT OF CONSERVATION	OCT - DEC 2017	SMIP OCT - DEC 2017	2,242.87
					Total :	2,242.87
117374	1/11/2018	11017	DIVISION OF THE STATE	OCT-DEC 2017	SB1186 OCT - DEC 2017	94.80
					Total :	94.80
117375	1/11/2018	10057	ESGIL CORPORATION	12/18/17-12/22/17	SHARE OF FEES	80,731.31
				12/25/17-12/29/17	SHARE OF FEES	7,661.39
					Total :	88,392.70

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
117376	1/11/2018	10009 FIRE ETC	111112	51775	FIRE EXTINGUISHER	167.55
					Total :	167.55
117377	1/11/2018	10065 GLOBAL POWER GROUP INC	52565	51952	GENERATOR MAINT & REPAIRS	173.00
					Total :	173.00
117378	1/11/2018	10066 GLOBALSTAR USA LLC	1000000008968118		SATELLITE PHONE SERVICE	86.66
					Total :	86.66
117379	1/11/2018	10490 HARRIS & ASSOCIATES INC	36369	51326	FANITA RANCH EIR	7,070.50
					Total :	7,070.50
117380	1/11/2018	11196 HD SUPPLY FACILITIES	9159623723	51779	STATION SUPPLIES	402.82
					Total :	402.82
117381	1/11/2018	10272 JENKINS, CARROLL	JAN-MAR 2018		RETIREE HEALTH INSURANCE	2,437.50
					Total :	2,437.50
117382	1/11/2018	10079 MEDICO PROFESSIONAL	2104587 2104588	51876 51876	MEDICAL LINEN SERVICE MEDICAL LINEN SERVICE	20.02 8.16
					Total :	28.18
117383	1/11/2018	10507 MITEL LEASING	1450448 1450468 1450929 1450930		MONTHLY RENTAL 130737 MONTHLY RENTAL 131413 MONTHLY RENTAL 122670 MONTHLY RENTAL 124690	289.54 266.19 2,057.09 325.87
					Total :	2,938.69
117384	1/11/2018	12062 PURETEC INDUSTRIAL WATER	1606593	51867	DEIONIZED WATER SERVICE	90.00
					Total :	90.00
117385	1/11/2018	11715 PURPLE TENNIS NATION	20174		INSTRUCTOR PAYMENT	848.00
					Total :	848.00
117386	1/11/2018	12828 RICK ENGINEERING COMPANY	18100(3)	51964	AS-NEEDED ENGINEERING SVCS	2,344.97
					Total :	2,344.97
117387	1/11/2018	10259 OFFICETEAM	49897638		TEMP SVCS - AWARDS 2017	107.92

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
117387	1/11/2018	10259 10259 OFFICETEAM				
			(Continued)			
					Total :	107.92
117388	1/11/2018	10870 SAN DIEGO COUNTY VECTOR	SD10121		VECTOR CONTROL SERVICES	7.07
			SD10203		VECTOR CONTROL SERVICES	419.59
					Total :	426.66
117389	1/11/2018	10217 STAPLES BUSINESS ADVANTAGE	3362333770	51882	OFFICE SUPPLIES	198.26
			3362729164	51883	OFFICE SUPPLIES	15.18
					Total :	213.44
117390	1/11/2018	10119 STEVEN SMITH LANDSCAPE INC	37354	51869	A1 LANDSCAPE SERVICES	1,300.00
			37439	51869	A1 LANDSCAPE SERVICES	900.00
			37440	51869	A1 LANDSCAPE SERVICES	110.00
			37441	51869	A1 LANDSCAPE SERVICES	520.00
			37443	51869	A1 LANDSCAPE SERVICES	1,300.00
					Total :	4,130.00
117391	1/11/2018	10250 THE EAST COUNTY	00058914		PUBLIC NOTICE	399.00
					Total :	399.00
117392	1/11/2018	10515 THE SAN DIEGO UNION - TRIBUNE	003447433		WALKER PRESERVE RFB	117.40
					Total :	117.40
117393	1/11/2018	10158 THE SOCO GROUP INC	0472225-IN	51802	DELIVERED FUEL	1,148.30
			CL17854	52008	FLEET CARD FUELING	1,250.93
					Total :	2,399.23
117394	1/11/2018	10482 TRISTAR RISK MANAGEMENT	93182	51870	WORKERS' COMP CLAIMS ADMIN	6,789.25
					Total :	6,789.25
117395	1/11/2018	10692 UNITED PARCEL SERVICE	000006150X507		SHIPPING CHARGES	6.14
					Total :	6.14
117396	1/11/2018	12480 UNITED SITE SERVICES	57736	51913	PORTABLE TOILET RENTAL SERVIC	76.48
					Total :	76.48
117397	1/11/2018	10318 ZOLL MEDICAL CORPORATION	2613578	51817	EMS SUPPLIES	177.79

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
117397	1/11/2018	10318	10318 ZOLL MEDICAL CORPORATION		(Continued)	
						Total : 177.79
44 Vouchers for bank code : ubgen						Bank total : 286,910.54
44 Vouchers in this report						Total vouchers : 286,910.54

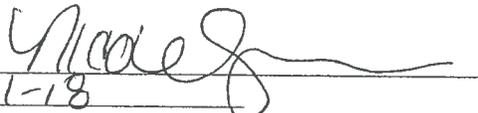
Prepared by: Micael
Date: 1-10-18

Approved by: T. K. Mademak
Date: 1/11/18

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
341	1/12/2018	10401 US BANK TRUST	180121167365A		DEBT SERVICE LRB 2005	192,148.79	
						Total :	192,148.79
1 Vouchers for bank code : ubgen						Bank total :	192,148.79
1 Vouchers in this report						Total vouchers :	192,148.79

Prepared by: 
Date: 1-11-18

Approved by: 
Date: 1/11/18

**City of Santee
COUNCIL AGENDA STATEMENT**

MEETING DATE January 24, 2018

AGENDA ITEM NO.

ITEM TITLE APPROVAL OF THE EXPENDITURE OF \$48,600.71 FOR DECEMBER 2017 LEGAL SERVICES AND RELATED COSTS

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

SUMMARY

Legal service billings proposed for payment for the month of December 2017 total \$48,600.71 as follows:

1) General Retainer Services	\$ 13,135.71
2) Labor & Employment	8,955.00
3) Litigation & Claims	2,772.95
4) Special Projects (General Fund)	12,604.82
5) Applicant Initiated Projects	<u>11,132.23</u>
Total	<u>\$ 48,600.71</u>

FINANCIAL STATEMENT *TM*

	<u>AMOUNT</u>	<u>BALANCE</u>
General Fund:		
Adopted Budget	\$ 535,000.00	
Revised Budget	\$ 535,000.00	
Prior Expenditures	(168,928.64)	
Current Request	(37,468.48)	\$ 328,602.88
Other Funds (excluding applicant initiated items):		
Adopted Budget	\$ 40,000.00	
Revised Budget	\$ 40,000.00	
Prior Expenditures	(48,820.97)	
Current Request	-	\$ (8,820.97)

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

Approve the expenditure of \$48,600.71 for December 2017 legal services and related costs.

ATTACHMENT (Listed Below)

Legal Services Billing Summary

LEGAL SERVICES BILLING SUMMARY
FY 2017-18

<u>Category</u>	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Spent Year to Date</u>	<u>Available Balance</u>	<u>Current Request Mo/Yr</u>	<u>Amount</u>
General Fund:						
General / Retainer	\$ 174,000.00	\$ 174,000.00	\$ 68,827.64	\$ 105,172.36	Dec-17	\$ 13,135.71
Labor & Employment	50,000.00	50,000.00	9,804.34	40,195.66	Dec-17	8,955.00
Litigation & Claims	70,000.00	70,000.00	34,714.82	35,285.18	Dec-17	2,772.95
Special Projects	<u>241,000.00</u>	<u>241,000.00</u>	<u>55,581.84</u>	<u>185,418.16</u>	Dec-17	<u>12,604.82</u>
Total	<u>\$ 535,000.00</u>	<u>\$ 535,000.00</u>	<u>\$ 168,928.64</u>	<u>\$ 366,071.36</u>		<u>\$ 37,468.48</u>
Other City Funds:						
Special Projects	\$ 35,000.00	\$ 35,000.00	\$ 48,798.47	\$ (13,798.47)		\$ -
MHFP Commission	<u>5,000.00</u>	<u>5,000.00</u>	<u>22.50</u>	<u>4,977.50</u>		<u>-</u>
Total	<u>\$ 40,000.00</u>	<u>\$ 40,000.00</u>	<u>\$ 48,820.97</u>	<u>\$ (8,820.97)</u>		<u>\$ -</u>
Applicant-initiated (paid from developer/applicant deposits)						
Sky Ranch	n/a	n/a	\$ 5,860.98	n/a	Dec-17	\$ 244.80
Lantern Crest	n/a	n/a	163.20	n/a		-
Weston	n/a	n/a	10,624.03	n/a	Dec-17	194.16
Weston CFDs	n/a	n/a	25,481.06	n/a		-
Home Fed/Subarea Plan	n/a	n/a	31,222.72	n/a	Dec-17	7,079.47
East County Estates	n/a	n/a	136.17	n/a		-
Cameron Commercial Center	n/a	n/a	81.60	n/a		-
Village Run Homes	n/a	n/a	1,757.40	n/a	Dec-17	2,484.60
Karl Strauss	n/a	n/a	2,636.10	n/a		-
New West Investment Group	n/a	n/a	54.40	n/a		-
Davisson Multi-Family	n/a	n/a	108.80	n/a		-
Walker Trails	n/a	n/a	2,172.55	n/a		-
Prospect Fields	n/a	n/a	490.45	n/a		-
Prospect Estates	n/a	n/a	54.40	n/a		-
Hillside Meadows Reorg	n/a	n/a	308.50	n/a		-
Graves Ave. Verizon Wireless Fac.	n/a	n/a	909.00	n/a		-
Costco Fuel Facility Relocation	n/a	n/a	4,390.01	n/a	Dec-17	562.90
Caribbean Way	n/a	n/a	212.10	n/a		-
Panera Bread	n/a	n/a	<u>1,131.40</u>	n/a	Dec-17	<u>566.30</u>
Total			<u>\$ 87,794.87</u>			<u>\$ 11,132.23</u>

**LEGAL SERVICES BILLING SUMMARY
FY 2017-18**

Total Previously Spent to Date FY 2017-18	
General Fund	\$ 168,928.64
Other City Funds	48,820.97
Applicant Deposits	<u>87,794.87</u>
Total	<u><u>\$ 305,544.48</u></u>

Total Proposed for Payment	
General Fund	\$ 37,468.48
Other City Funds	-
Applicant Deposits	<u>11,132.23</u>
Total	<u><u>\$ 48,600.71</u></u>

City of Santee
COUNCIL AGENDA STATEMENT

1E

MEETING DATE January 24, 2018

AGENDA ITEM NO.

ITEM TITLE CLAIM AGAINST THE CITY BY JAMES MAILLY

DIRECTOR/DEPARTMENT Jessie Bishop, Director of Human Resources & Risk Management 

SUMMARY

A claim was filed against the City by James Mailly. The claim has been reviewed by the City's Director of Human Resources and Risk Management prior to bringing it forward for consideration. The Director of Human Resources and Risk Management recommends this claim 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 claims.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION 

Reject claim as per Government Code Section 913.

ATTACHMENTS

None

City of Santee
COUNCIL AGENDA STATEMENT

MEETING DATE January 24, 2018

AGENDA ITEM NO.

ITEM TITLE **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, ACCEPTING THE PROPOSITION 84 INFILTRATION PILOT PROJECT (CIP 2013-23) AS COMPLETE**

DIRECTOR/DEPARTMENT Melanie Kush, Development Services 

SUMMARY

This item requests City Council accept the Proposition 84 Infiltration Pilot Project (CIP 2013-23) as complete.

City Council awarded the construction contract for the Proposition 84 Infiltration Pilot Project (CIP 2013-23) to Blue Pacific Engineering and Construction, on August 9, 2017 in the amount of \$116,500.00 with change order authorization up to \$52,286.00. A Notice to Proceed was issued on September 20, 2017 and the work was completed on December 15, 2017. Two change orders were approved in the amount of \$16,463.94 for additional work, making the total contract price \$132,963.94.

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

FINANCIAL STATEMENT 

This project is included in the adopted Capital Improvement Program budget. Funding for this project is provided by Proposition 84 (The Safe Drinking Water, Water Quality, and Supply, Flood Control, River and Coastal Protection Bond Act of 2006) in the amount of \$242,500.00 and local matching funds provided by the General Fund and Zone 2 Flood Control District Fund in the amount of \$120,327.22 for staff time charges and dry weather monitoring consulting services incurred to date.

Planning and Preliminary Dry Weather Monitoring	\$ 105,698.73
Design and Bidding	43,740.06
Construction Contract	116,500.00
Construction Change Orders	16,463.94
Construction Management and Inspection	5,924.47
Future Monitoring Costs	50,000.00
Project Close Out and Grant Reporting	<u>24,500.00</u>
Total Estimated Project Cost	<u>\$ 362,827.20</u>

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION 

Adopt the attached Resolution accepting the Proposition 84 Infiltration Pilot Project (CIP 2013-23) as complete.

ATTACHMENTS

Resolution

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
ACCEPTING THE PROPOSITION 84 INFILTRATION PILOT PROJECT (CIP 2013-
23) AS COMPLETE**

WHEREAS, the City Council awarded the construction contract for the Proposition 84 Infiltration Pilot Project (CIP 2013-23) to Blue Pacific Engineering and Construction, on August 9, 2017 for \$116,500.00; and

WHEREAS, City Council authorized staff to approve construction change orders not to exceed \$52,286.00; and

WHEREAS, Staff approved three construction change orders totaling \$16,463.94; and

WHEREAS, the project was completed for a total contract amount of \$132,963.94; and

WHEREAS, Blue Pacific Engineering and Construction, has completed the project in accordance with the contract plans and specifications.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Santee, California, that the work for the construction of the Proposition 84 Infiltration Pilot Project (CIP 2013-23) 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 24th day of January, 2018, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

PEGGY JOHNS, MMC, INTERIM CITY CLERK

City of Santee
COUNCIL AGENDA STATEMENT

MEETING DATE January 24, 2018

AGENDA ITEM NO.

ITEM TITLE SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AMENDING SECTIONS 9.12.020 AND 9.12.030 OF THE SANTEE MUNICIPAL CODE TO PROHIBIT SMOKING ON CITY TRAILS AND TO REVISE THE DEFINITION OF "SMOKING"

DIRECTOR/DEPARTMENT Peggy Johns, MMC, Interim City Clerk



SUMMARY

The Introduction and First Reading of the above-entitled Ordinance was approved at a Regular Council Meeting on January 10, 2018. The Ordinance is now presented for Second Reading by title only, and adoption.

Vote at First Reading: AYES: HALL, HOULAHAN, JONES, MINTO
 NOES: MCNELIS
 ABSENT: NONE

FINANCIAL STATEMENT  None

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION 
Adopt Ordinance.

ATTACHMENTS
Ordinance

ORDINANCE NO. 550

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
AMENDING SECTIONS 9.12.020 AND 9.12.030 OF THE SANTEE MUNICIPAL CODE
TO PROHIBIT SMOKING ON CITY TRAILS AND TO REVISE THE DEFINITION OF
“SMOKING”**

WHEREAS, public trails in the City of Santee (“City”) are valued resources of the residents of the City and its visitors, and the City is committed to keeping the trails within the City clean, safe, healthy, and pleasant for everyone; and

WHEREAS, fire hazards from smoking are obvious and well documented. The danger posed by electronic smoking devices also has been confirmed by a recent report by the National Fire Data Center for the U.S. Fire Administration; and

WHEREAS, Southern California communities such as the City are continually faced with the threat of wildfires, which cause substantial property losses; and

WHEREAS, discarded cigarettes are one of the leading causes of outdoor fires, including the Viejas Fire in 2001 that destroyed over 10,000 acres in Eastern San Diego County; and

WHEREAS, City trails are high risk areas for brush fires due to the presence of flammable vegetation in these areas; and

WHEREAS, the City Council has determined that banning smoking on public trails in the City is necessary to protect the health, safety, and welfare of the City residents and visitors and to reduce the risk of brush fires; and

WHEREAS, the City desires to amend the Santee Municipal Code to prohibit smoking on City trails and to revise the definition of “smoking” to include smoking of electronic cigarettes and vaping.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. The City Council of the City of Santee hereby finds and determines that all of the above Recitals are true and correct and incorporates such Recitals into this Ordinance as if sully set forth herein.

SECTION 2. Section 9.12.020 of the Santee Municipal Code is amended to read in its entirety as follows:

9.12.020 Definitions.

For purposes of this chapter the following words and phrases shall have the meanings ascribed to them in this section:

ORDINANCE NO. 550

A. "Place of employment" means any enclosed area under the control of a public or private employer which employees normally frequent during the course of employment, including, but not limited to, work areas, employee lounges, conference rooms and employee cafeterias. A private residence is not a "place of employment."

B. "Public place" means any enclosed area to which the public is invited or in which the public is permitted, including but not limited to, retail stores, retail service establishments, retail food production and marketing establishments, restaurants, theatres, waiting rooms, reception areas, educational facilities, health facilities and public transportation facilities. A private residence is not a "public place."

C. "Public trail" means any route, path, or trail, identified in Figure 5-1 of the Trails Element of the Santee General Plan, designated as such by the Director of Community Services, or posted as such through signage.

D. "Smoke" or "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. "Smoke" or "Smoking" includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

E. "Tobacco product" means any of the following:

(i) A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff.

(ii) An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah.

(iii) Any component, part, or accessory of a tobacco product, whether or not sold separately.

F. "Tobacco product" does not include a product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such an approved purpose.

SECTION 3. Section 9.12.030 of the Santee Municipal Code is amended to read in its entirety as follows:

ORDINANCE NO. 550

9.12.030 Prohibitions.

No person shall smoke in a public place or place of employment, except in designated smoking areas. (Ord. 90, 1983: prior code § 32.803)

No person shall smoke on a public trail within the City.

The provisions of this chapter do not apply in any circumstances where federal or state law regulates smoking if the federal or state law preempts local regulations, or if the federal or state law is more restrictive.

The Director of Community Services is authorized to install and maintain permanent "No Smoking" signs at all public trails to aid in enforcement of this section.

SECTION 4. CEQA. This Ordinance is not a project within the meaning of Section 15378 of the State of California Environmental Quality Act ("CEQA") Guidelines, because it has no potential for resulting in physical change in the environment, directly or indirectly. The City Council further finds, under Title 14 of the California Code of Regulations, Section 15061(b)(3), that this Ordinance is nonetheless exempt from the requirements of CEQA in that the activity is covered by the general rule 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. The City Council, therefore, directs that a Notice of Exemption be filed with the County Clerk of the County of San Diego in accordance with CEQA Guidelines.

SECTION 5. 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 6. Custodian of Records. The documents and materials that constitute the record of proceedings on which this Ordinance is based are located at the City Clerk's office located at 10601 Magnolia Ave, Santee, CA 92071. The custodian of these records is the City Clerk.

SECTION 7. This Ordinance shall become effective thirty (30) days after its passage.

SECTION 8. The City Clerk is hereby directed to certify the adoption of this ordinance and cause the same to be published as required by law.

ORDINANCE NO. 550

INTRODUCED AND FIRST READ at a Regular Meeting of the City Council of the City of Santee, California, on the 10th day of January, 2018, and thereafter **ADOPTED** at a Regular Meeting of said City Council held on the 24th day of January, 2018, by the following vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

ATTEST:

JOHN W. MINTO, MAYOR

PEGGY JOHNS, MMC, INTERIM CITY CLERK

State of California }
County of San Diego } ss.
City of Santee }

AFFIDAVIT OF POSTING ORDINANCE

I, Peggy Johns, MMC, Interim City Clerk of the City of Santee, hereby declare, under penalty of perjury, that a certified copy of this Ordinance was posted in accordance with Resolution 61-2003 on January 25, 2018 at 12:00 p.m.

Signature January 25, 2018
Date

City of Santee
COUNCIL AGENDA STATEMENT

MEETING DATE January 24, 2018

AGENDA ITEM NO.

ITEM TITLE PUBLIC HEARING FOR A CONDITIONAL USE PERMIT (P2017-6) TO DEVELOP A 4,600 SQUARE-FOOT RESTAURANT WITH A DRIVE-THROUGH ON A 0.98-ACRE LOT AT 9955 MISSION GORGE ROAD IN THE NEIGHBORHOOD COMMERCIAL (NC) ZONE AND FINDING THE PROJECT CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO CEQA GUIDELINES SECTIONS 15303 AND 15332. APPLICANT: RUSSELL STOUT & ASSOCIATES, INC. FOR PANERA BREAD

DIRECTOR/DEPARTMENT Melanie Kush, Development Services *MK*

SUMMARY The proposed project is a request for a Conditional Use Permit for a new restaurant (Panera Bread) with a drive-through on the lot of the former Pacific Western Bank at 9955 Mission Gorge Road. The existing building would be demolished and replaced with a new 4,600 square-foot restaurant. The restaurant would operate from 6:00 a.m. to 9:00 p.m. Monday through Saturday, and 7:00 a.m. to 8:00 p.m. on Sunday. The hours of the drive-through would match the hours of the restaurant.

Section 17.12.030 of the Santee Municipal Code requires a Conditional Use Permit to operate a drive-through in the Neighborhood Commercial zone primarily to analyze and ensure adequate on-site circulation and land use compatibility with surrounding development. The proposed drive-through aisle can queue up to eight vehicles. The ordering kiosk and delivery window are located away from residences to the west. The proposed project requires 50 parking spaces; shared parking and reciprocal access are established between the project site and the Faith Bible Fellowship Church located south of the proposed restaurant.

The proposed project complies with the required development standards including building height, setbacks, and landscaping. Project conditions of approval include widening the driveway along Mission Gorge Road, compliance with the Mission Gorge Design Standards, relocating the existing trash enclosure away from the residences, and revising the recorded reciprocal access and parking easements to reflect modifications as part of the proposed project.

ENVIRONMENTAL REVIEW This project is Categorically Exempt from the provisions of the California Environmental Quality Act pursuant to Section 15303, because it involves the construction of a small restaurant in an urbanized area intended for such uses, and Section 15332 because the project is consistent with the General Plan Designation, includes a project area of less than 5 acres, and is proposed on a site currently developed with a vacant building.

FINANCIAL STATEMENT *m* Staff costs for application processing are paid on an actual cost recovery basis. Development Impact Fees are estimated to be: Drainage Fee \$26,714.80; Traffic Impact Fee \$35,116.40; and Traffic Signal Fee \$5,667.20.

CITY ATTORNEY REVIEW N/A Completed

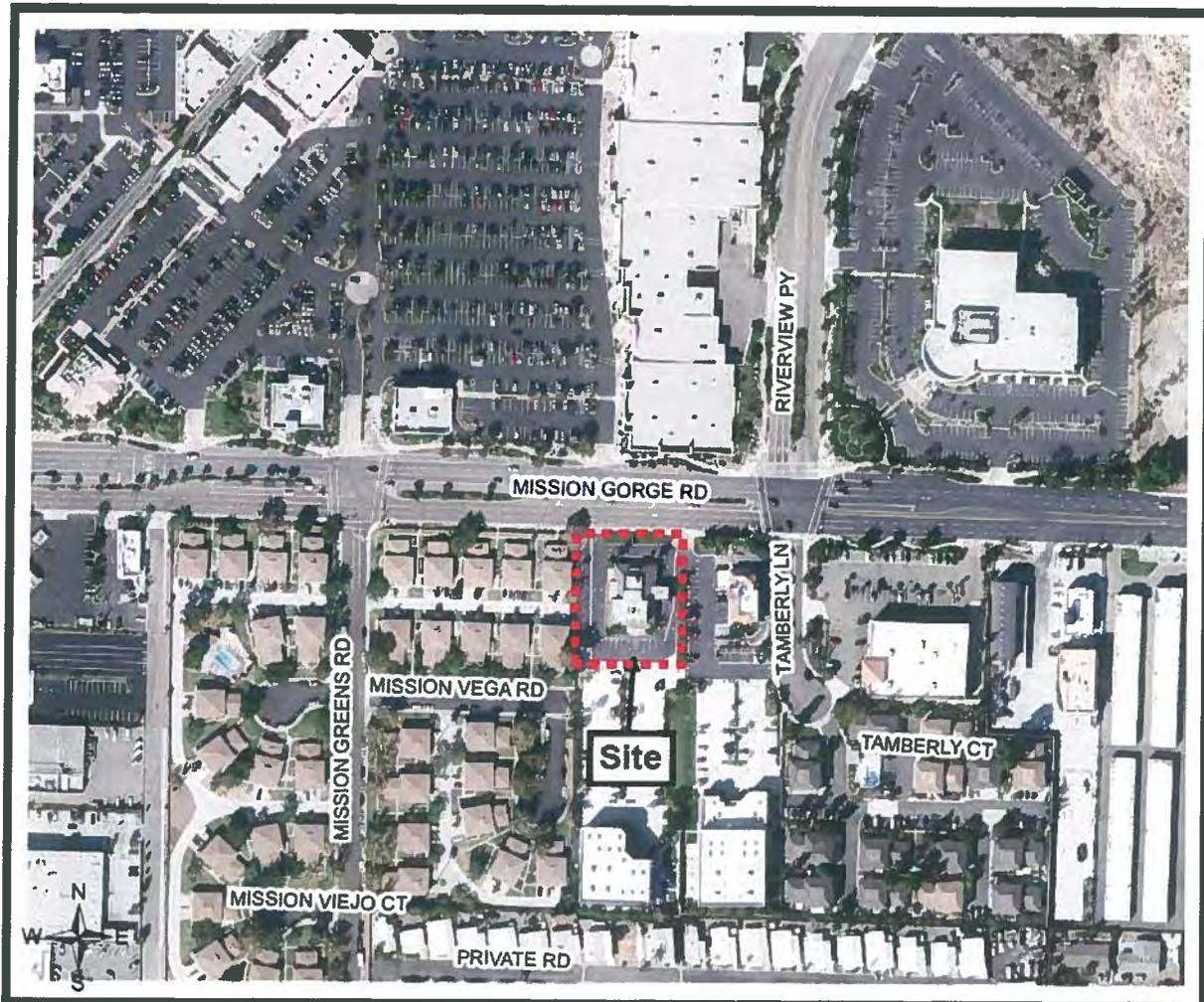
- RECOMMENDATIONS** *MSB*
1. Conduct and close the Public Hearing; and
 2. Find Conditional Use Permit P2017-6 Categorically Exempt from the provisions of CEQA pursuant to Sections 15303 & 15332 of the CEQA Guidelines and authorize the filing of a Notice of Exemption; and
 3. Approve Conditional Use Permit P2017-6 per the attached Resolution.

ATTACHMENTS
Staff Report Resolution Aerial View (Exhibit A) Project Plans (Exhibit B)
Reciprocal Access and Parking Easement Aerial (Exhibit C)

STAFF REPORT

PUBLIC HEARING FOR A CONDITIONAL USE PERMIT (P2017-6) TO DEVELOP A 4,600 SQUARE-FOOT RESTAURANT WITH A DRIVE-THROUGH ON A 0.98-ACRE LOT AT 9955 MISSION GORGE ROAD IN THE NEIGHBORHOOD COMMERCIAL (NC) ZONE AND FINDING THE PROJECT CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO CEQA GUIDELINES SECTIONS 15303 AND 15332. APPLICANT: RUSSELL STOUT & ASSOCIATES, INC. FOR PANERA BREAD

Notice of the Public Hearing was published in the East County Californian and mailed to 304 owners and residential occupants of property within 300 feet of the request and other interested parties, including the owner of the subject property and the applicant, were notified by U.S. Mail on **JANUARY 11, 2018**. Notices were hand delivered to residences of the Hawaiian Gardens Mobile Homes adjacent to the site and a notice was given to their community center. Additionally, a courtesy notice of application was mailed and hand delivered to owners and residents described above on December 22, 2017.



A. SITUATION AND FACTS

1. Requested byRussell Stout & Associates, Inc. for Panera Bread
2. Land OwnerCBS Partners, LP
3. Type and Purpose of Request Conditional Use Permit to construct a 4,600 square-foot restaurant with drive-through service
4. Location 9955 Mission Gorge Road
5. Site Area 42,812 square feet (0.98 acre)
6. Number of lots.....One
7. Hillside OverlayNo
8. Existing ZoningNC (Neighborhood Commercial)
9. Surrounding Zoning.....North: TC (Town Center)
South: OP (Office Professional)
East: NC (Neighborhood Commercial)
West: R7 (Medium Density Residential)
10. General Plan DesignationNC (Neighborhood Commercial)
11. Existing Land UseVacant commercial building
12. Surrounding Land UseNorth: Santee Trolley Square shopping center
South: Faith Bible Fellowship Church
East: Carl's Jr restaurant
West: Mission La Vega condominiums
13. Terrain.....Flat
14. Environmental StatusCategorical Exemption: Sections 15303 "New Construction or Conversion of Small Structures" and 15332 "Infill Development Projects"
15. APN384-043-05-01
16. Within Airport Influence AreaThe project is within Airport Influence Area 1 and a consistency review with the Gillespie Field Airport Land Use Compatibility Plan has been completed.

B. BACKGROUND

The 0.98 acre lot is located on the south side of Mission Gorge Road between Mission Greens Road and Tamberly Way. The lot is developed with a vacant building (formerly occupied by Pacific Western Bank) along Mission Gorge Road. The Faith Bible Fellowship Church is located to the south of the project site. The existing vacant building would be demolished to accommodate the proposed restaurant and drive-through.

The lot is part of a commercial condominium of a larger 2.42-acre parcel. The other lot (1.44 acres) is occupied by the Faith Bible Fellowship Church. Reciprocal access and parking easements are provided for the benefit of both lots and the proposed project will benefit from these easements. The project is conditioned to revise the recorded reciprocal access and parking easements to reflect modifications as part of the proposed project.

According to Documents #1999-0252296, #2004-0669888, #2004-0669889, and #2004-0634309 recorded with the County of San Diego Recorder's Office, reciprocal access is provided for the project site, the Faith Bible Fellowship Church, Carl's Jr. restaurant, and the Boys and Girls Club. Refer to Exhibit C for an aerial view showing the approximate locations of the reciprocal access and shared parking easements.

C. PROJECT DESCRIPTION

Overview:

The applicant proposes to construct a new restaurant (approximately 4,600 square feet) with drive-through service and outdoor dining. A Conditional Use Permit is required for a drive-through fast food restaurant pursuant to the Santee Municipal Code (SMC) Section 17.12.030. The drive-through facility would accommodate up to eight vehicles. The indoor dining area is approximately 1,125 square feet and the outdoor dining area is approximately 700 square feet. The restaurant would operate from 6:00 a.m. to 9:00 p.m. Monday through Saturday and 7:00 a.m. to 8:00 p.m. on Sunday. The outdoor dining area would include tables with bench seating and individual chairs.

The existing driveway on Mission Gorge Road would be widened to 32 feet in accordance with the City of Santee Public Works Standards and a new curb, gutter, and a 5-foot wide meandering sidewalk would be installed along Mission Gorge Road to meet prime arterial road standards. The proposed project requires 50 parking spaces, however shared parking and reciprocal access is provided between the project site and the church which would satisfy the parking needs.

The project is within 100 feet of a residential zone and subject to the maximum building height of 25 feet. However, SMC Section 17.30.020 B. allows a maximum 15 foot projection above the height limit for architectural appurtenances. The proposed building consists of flat roofs not exceeding 25 feet and a standing seam metal roof above the building entrance not exceeding

30 feet. The proposed building is architecturally compatible and in scale with the existing buildings in the immediate vicinity including the Faith Bible Fellowship Church, Carl's Jr. restaurant, the Boys and Girls Club, and Barnes and Nobles Bookstore which consists of building heights ranging from approximately 26 feet to 32 feet. The proposed building would include a tan and stone color stucco exterior, grey brick siding, dark bronze aluminum canopies, stone color awnings, and a grey standing seam metal roof. Refer to Exhibit B for colored building elevations.

D. ANALYSIS

General Plan/Zoning Consistency

The project site is located in the Neighborhood Commercial (NC) zone designation, which requires City Council approval of a Conditional Use Permit for a drive-through fast food restaurant. The proposed restaurant use is consistent with the range of uses that are permitted in the General Plan and Zoning Ordinance and the use is compatible with surrounding commercial uses. In addition, the project is consistent with the NC zone development standards including projections above the 25-foot building height limit and the required setbacks to residential and commercial zones.

As conditioned, the project site is consistent with the Mission Gorge Road Design Standards in the General Plan which encourages a landscape buffer varying from 20 to 40 feet wide (30 feet average) and a meandering path. Approximately 1,928 square feet of landscaping is proposed which includes a combination of drought-tolerant trees, shrubs, and vegetative ground cover with decomposed granite mulch. Refer to Exhibit B for the proposed plans.

Compatibility with On-Site and Adjacent Land Uses: The project is compatible with the existing commercial development in the immediate vicinity, including the Santee Trolley Square shopping center to the north, the Carl's Jr. restaurant to the east, and the Faith Bible Fellowship Church located south of the project site. The Mission La Vega condominiums are located to the west, however, the proposed building is setback over the required twenty-foot setback requirement and a minimum 10-foot landscape setback is provided adjacent to the residential zone as required by SMC Section 17.12.040. The project is conditioned to provide lighting of a low profile design to reflect away from the residences, relocate the existing trash enclosure away from the residences, and prohibit deliveries between 7:00 p.m. and 7:00 a.m. In addition, the drive-through facility, including the speaker and ordering window, would be located to the east of the subject site away from the residences. The proposed restaurant with drive-through service would replace a bank building with drive-through service and no significant impacts have been identified.

Traffic/On-Site Circulation

A traffic impact analysis for the project was prepared by LOS Engineering, Inc. dated December 4, 2017. Overall, the project results in 2,631 new average daily trips and all study intersections and roadway segments would operate at an acceptable level of service. In addition, the report surveyed a number of existing Panera Bread restaurants with drive-through service and determined the average peak hour queue typically does not exceed five vehicles. The proposed drive-through facility accommodates stacking for eight vehicles.

Parking

The Zoning Ordinance establishes a parking requirement of one space per 100 square feet of gross floor area for a restaurant use. Outside seating area up to 25 percent of the interior seating area is exempt from the parking requirement. Based on the gross floor area of the restaurant and the size of the outdoor dining area, the required number of parking spaces for the restaurant gross floor area is 46 and the required number of parking spaces for the outdoor dining area is four which brings the total to 50 required parking spaces.

The Faith Bible Fellowship Church has shared parking easements between the project site and the Boys and Girls Club. A total of 126 parking spaces are provided for the project site and the church. The church's peak hours occur on Sunday mornings and the restaurant's peak hours occur during the lunch period therefore parking spaces would be available to meet the needs of these uses.

The Boys and Girls Club is developed with 52 parking spaces. The club utilizes the church's parking during special events which occur in the evenings. The combined uses have varying peak hours that would not conflict with the shared parking easements. Therefore parking shortfalls are not anticipated. The proposed project is conditioned to revise the current reciprocal parking and access easements to reflect the proposed restaurant operation.

Noise

The project is subject to the noise regulations in SMC Chapter 8.12. In addition, the project is conditioned to limit truck deliveries to the site between 7:00 a.m. and 7:00 p.m., the intercom equipment must utilize best available technology in order to minimize sound levels at the drive-through order station, and the existing trash enclosure would be located away from the residences. Therefore, noise impacts to residents of the Mission La Vega condominiums associated with the restaurant operations are not anticipated.

Impact Fees

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

Drainage	\$ 26,714.80
Traffic Impact . . .	\$ 35,116.40
Traffic Signal	\$ 5,667.20
Total	\$ 67,498.40

Environmental Determination

A Notice of Exemption has been prepared finding the project Categorical Exempt from the provisions of the California Environmental Quality Act pursuant to Sections 15303 “New Construction or Conversion of Small Structures” and 15332 “Infill Development Projects”, of the CEQA Guidelines as the project is consistent with the General Plan Designation, includes a project area of less than 5 acres, and is proposed on a lot currently developed with a commercial building and parking area.

E. STAFF RECOMMENDATION

1. Conduct and close the Public Hearing; and
2. Find Conditional Use Permit (P2017-6) Categorical Exempt from the provisions of CEQA pursuant to Sections 15303 and 15332 and authorize the filing of a Notice of Exemption; and
3. Adopt the attached Resolution approving Conditional Use Permit (P2017-6).

RESOLUTION NO.

PUBLIC HEARING FOR A CONDITIONAL USE PERMIT (P2017-6) TO DEVELOP A 4,600 SQUARE-FOOT RESTAURANT WITH A DRIVE-THROUGH ON A 0.98-ACRE LOT AT 9955 MISSION GORGE ROAD IN THE NEIGHBORHOOD COMMERCIAL (NC) ZONE AND FINDING THE PROJECT CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO CEQA GUIDELINES SECTIONS 15303 AND 15332.

APPLICANT: RUSSELL STOUT & ASSOCIATES, INC. FOR PANERA BREAD

WHEREAS, Section 17.12.030 of the City of Santee Municipal Code (SMC) requires a Conditional Use Permit for a restaurant with drive-through service; and

WHEREAS, on November 29, 2017, Russell Stout & Associates, Inc. submitted a complete application for a Conditional Use Permit to establish a restaurant with drive-through service at 9955 Mission Gorge Road; and

WHEREAS, the Conditional Use Permit (P2017-6) includes a 4,600 square-foot restaurant with both indoor and outdoor seating and a drive-through facility that can accommodate up to eight vehicles; and

WHEREAS, the project is consistent with both General Plan and Zoning Ordinance land use regulations. The site is located in the Neighborhood Commercial (NC) land use district which is intended for day-to-day convenience shopping and services for the residents in the immediate neighborhood; and

WHEREAS, the project will maximize the economic and development potential of the site by replacing a vacant building with a compatible use accessible by transit, bicycle, foot, and automobile; and

WHEREAS, the project site is part of a commercial condominium of a larger 2.42-acre parcel. The other lot (1.44 acres) is occupied by the Faith Bible Fellowship Church. Reciprocal access and parking easements are provided for the benefit of both lots and the proposed project will benefit from these easements through shared parking and reciprocal access.

WHEREAS, based on the environmental assessment, the City, as lead agency under the California Environmental Quality Act ("CEQA"), Public Resources Code Section 21000 *et seq.* has determined the project is categorically exempt from environmental review under State CEQA Guidelines Section 15303, "New Construction or Conversion of Small Structures" because it involves the construction of a 4,600 square-foot commercial building not involving the use of significant amounts of hazardous substances in an urbanized area and Section 15332, "Infill Development Projects" as the project is consistent with the General Plan Designation and Zoning, includes a project area of less than 5 acres, and is proposed on a site currently developed as a parking lot and vacant commercial building; and

WHEREAS, the proposed project is located within Airport Influence Area (AIA) 1 for the Gillespie Field Airport Land Use Compatibility Plan (ALUP). The Federal Aviation Administration (FAA) determined that the project, as designed, presented no hazard to air navigation, and the Airport Land Use Commission (ALUC) determined that the

RESOLUTION NO.

project is consistent with the ALUP in a letter dated December 12, 2017; and

WHEREAS, on January 24, 2018, the City Council held a duly advertised and noticed Public Hearing; and

WHEREAS, the City Council considered the staff report, all recommendations by staff, and all public testimony; and

WHEREAS, the determination that the project is not subject to CEQA review reflects the City Council's independent judgement and analysis.

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

SECTION 1: Conditional Use Permit (P2017-6) is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15303 titled "New Construction or Conversion of Small Structures", Class 3, as the proposal includes the construction of one commercial structure in an urbanized area which does not exceed 10,000 square feet, the restaurant will not employ the use of significant amounts of hazardous substances, the site is fully developed and all public services are available as evidenced by water and sewer availability letters from Padre Dam Municipal Water District, the surrounding area is fully developed and is not environmentally sensitive, and the site is zoned Neighborhood Commercial for commercial use; and Section 15332 titled "In-fill Development Projects", Class 32, as the project meets the conditions described in subsections (a) through (e) pertaining to General Plan and Zone Code conformance, location within city limits on less than 5 acres, absence of habitat value due to the site being fully developed as a paved parking lot, absence of adverse environmental effects, and availability of public services and utilities.

SECTION 2: The findings in accordance with Section 17.06.030.E of the Santee Municipal Code for a Conditional Use Permit are made as follows:

- A. The proposed use is in accord with the General Plan, the objectives of the Zoning Ordinance, and the purposes of the district in which the site is located. The site is located in the Neighborhood Commercial (NC) land use district which is intended for day-to-day convenience shopping and services for the residents of the immediate neighborhood. The proposed project, restaurant with drive-through service, is permitted with an approved Conditional Use Permit within the NC (Neighborhood Commercial) land use designation and zoning district.
- B. The proposed use, together with conditions, will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity, because: 1) the proposed use is consistent with the General Plan and Zoning Ordinance; 2) the proposed restaurant with drive-through service will replace a vacant commercial building formerly occupied by a bank with drive through-service; and 3) on-site circulation and queue design will provide vehicular safety and efficient utilization.

RESOLUTION NO.

- C. The proposed use, as designed and conditioned, complies with each of the applicable provisions of the zoning ordinance because all development standards and shared parking provisions are met, and all proposed public improvements will meet the public works standards of the City.
- D. The use, as designed and conditioned, is proposed on an unused site and would replace a vacant commercial building with a viable use, and therefore is not inhibiting the development potential of the site.

SECTION 3: The application for Conditional Use Permit P2017-6 is hereby approved, subject to the following conditions:

- A. The applicant shall comply with all applicable Sections of the Municipal Code, Land Development Manual and Public Works Standards of the City of Santee.
- B. Minor or Major Revisions to the Conditional Use Permit, such as changes to the building elevations, site design, landscaping design and changes to business hours, shall be approved by the Director of Development Services, unless, in the Director's judgment, a Major Revision should be reviewed by the City Council.
- C. Delivery trucks shall not operate on the site between 7 p.m. and 7 a.m.
- D. Separate sign permits shall be obtained for any proposed signage in accordance with Chapter 17.32 of the Municipal Code.
- E. The applicant shall recycle a minimum of 65% of the construction and demolition waste generated from the project, consistent with the City's Construction and Demolition Debris Recycling Ordinance (SMC 13.38) and State law.
- F. Prior to Building Permit Issuance:
 - 1. All construction shall be in substantial conformance with the approved project plans received October 31, 2017, as amended by this Resolution.
 - 2. The site plan shall be revised to adequately show the project lot boundaries as depicted in Attachment A of the staff report.
 - 3. Landscaping shall comply with the City of Santee Water Efficient Landscape Ordinance and SMC Chapter 17.36.
 - 4. Lighting shall be down shielded and installed in accordance with the lighting standards in SMC Section 17.24.030 A.7.
 - 5. Clean air vehicle spaces, bicycle, and motorcycle parking shall be provided in accordance with Section 17.24.040 of the Municipal Code.
 - 6. The trash enclosure shall be located to the east of the property away from the residences to the west. In addition the trash enclosure and grease interceptor shall not be located within any easement areas.
 - 7. The project shall comply with the Mission Gorge Road Design Standards in the Enhancement Element of the Santee General Plan.
 - 8. Construction plans shall include wheel stops to prevent parking stalls from extending into any required landscaped setback areas.

RESOLUTION NO.

9. A stop sign shall be installed at the drive-through egress to the satisfaction of the Traffic Engineer.
10. Submit color samples of the proposed building to the Department of Development Services for review and final approval.
11. Following project approval, the applicant shall schedule with the City Project Planner a post approval meeting to discuss the project conditions of approval, timing of design and construction, and implementation of the project conditions. The meeting shall be scheduled within thirty days of project approval and prior to any plan submittals. The applicant should include their project design team including the project architect, their design engineer and their landscape architect.
12. The applicant shall include provisions in their design contract with their design consultants that following approval by the City, all construction drawings or technical reports accepted by the City, exclusive of architectural building plans, shall become the property of the City. Once accepted, these plans may be freely used, copied or distributed by the City to the public or other agencies, as the City may deem appropriate. A letter of acknowledgement of this requirement from each design consultant is required at the time of plan submittal. This letter shall be in a format acceptable to the City Engineer.
13. To coordinate with the City Geographic Information System, horizontal and vertical control for all construction drawings, grading plans, landscape plans, street improvement plans, plot plans, etc., shall be obtained from ROS 11252. All plans, exclusive of building plans, shall be prepared at an engineering scale of 1"=20' unless otherwise approved by the project engineer.
14. The 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.
15. Starting with the first plan check submittal, all plan sets shall be submitted concurrently to Padre Dam Municipal Water District for review and approval. The City does not coordinate the review process with Padre Dam; this is the responsibility of the design engineer and the landscape architect. Failure to properly coordinate this review may result in delay of issuance of permits required for construction. It is incumbent upon the applicant to oversee the plan submittals of their design consultants.
16. Street Improvement Plans shall be submitted to the Department of Development Services Engineering Division for review and acceptance. Prior to the start of construction of any improvements, public or private, within the limits of the public right-of-way, the applicant shall have plans accepted, agreements executed, securities posted and an encroachment permit issued. All improvements shall be installed in accordance with City standards and at the applicant's cost unless otherwise indicated. The following improvements are conditioned as part of this development:

RESOLUTION NO.

- a. Construct a thirty two foot (32') wide commercial driveway on Mission Gorge Road per Modified G-17, in accordance with City of Santee Standards.
- b. Install curb, gutter, and a 5-foot wide meandering sidewalk along Mission Gorge Road to meet prime arterial road standards. Protect in place or relocate the existing street light.
- c. Street improvements shall be installed in accordance with Town Center Standards, per the City of Santee General Plan.
- d. Street Improvement plans shall be one hundred percent (100%) complete at the time of plan check submittal is 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. At the time of plan check submittal, the applicant shall schedule an appointment with their designated City project engineer and the applicant's design engineer to review the plan submittal for completeness. The following shall be included as part of the improvement plan submittal package:
 - 1) Six sets of plans bound and stapled (improvements).
 - 2) Plan check fees.
 - 3) Preliminary cost estimate for the improvements.
 - 4) One copy of the Resolution of Approval approving the project.

Plan check and inspection fees shall be paid in accordance with the City Fee Schedule prior to issuance of the permit.

17. Precise Grading Plans shall be submitted to the Department of Development Services Engineering Division for review and acceptance. The following items shall be included in the plot plans and are conditioned as a part of this development:
 - a. Horizontal and vertical control for all plans shall be obtained from ROS 11252 and shall be prepared at an engineering scale of 1"=20' unless otherwise approved by the City project engineer.
 - b. All recommended measures identified in the approved geotechnical study shall be incorporated into the project design and construction.
 - c. Landscape and irrigation plans shall be one hundred percent (100%) complete at the time of plan check submittal, be prepared in accordance with City guidelines and be ready for acceptance by the City. Include the landscape and irrigation plans as part of the precise grading plan set.
 - d. Grading plans shall include preliminary recommendations for all pavement design sections within the project limits. The pavement structural section

RESOLUTION NO.

shall be designed based on the "R" value method using a minimum traffic index of 5.0. Structural sections shall consist of asphalt concrete over approved aggregate base material. Minimum concrete section shall be 5 1/2 inches PCC over compacted, non-expansive soil. Mix design shall be a minimum class 520-C-2500. R-value test data and design calculations shall be submitted for approval to the Department of Development Services Engineering Division a minimum of seven days prior to placement of paving. The pavement design report shall conform to City of Santee Form 435 – PAVEMENT DESIGN AND R-VALUE TEST SUBMITTAL PROCEDURES.

- e. Grading plans shall be one hundred percent (100%) complete at the time of plan check submittal, be prepared in accordance with City guidelines and be ready for acceptance by the City. Partial or incomplete submittals will not be accepted for plan check. At the time of plan submittal the applicant shall schedule an appointment with their designated City project engineer and the applicant's design engineer to review the plan submittal for completeness. The following shall be included as part of the grading, landscape and irrigation plan submittal package:
 - 1) Six sets of grading, landscape and irrigation plans bound and stapled.
 - 2) Plan check fees.
 - 3) A completed grading permit application.
 - 4) A cost estimate for the cost of construction.
 - 5) Three copies of the Drainage Analysis specified here within.
 - 6) Two copies of the Storm Water Quality Management Plan specified here within.
 - 7) Three copies of the Geotechnical Study specified here within.
 - 8) A copy of any letters of permission from any adjoining property owners if grading is proposed off-site. Letters shall be in a form acceptable to the City.
 - 9) A letter of acknowledgement, signed and sealed, from each design consultant acknowledging City ownership of all construction drawings following City approval as specified here within.
 - 10) One copy of the Resolution of Approval approving the project.

Plan check and inspection fees shall be paid in accordance with the City Fee Schedule prior to issuance of the permit.

18. Landscape and Irrigation Plans shall be submitted to the Department of Development Services Engineering Division for review and acceptance.
 - a. Horizontal and vertical control for all plans shall be obtained from ROS 11252 and shall be prepared at an engineering scale of 1"=20' unless otherwise approved by the City project engineer.
 - b. Landscape and irrigation plans shall be one hundred percent (100%) complete at the time of plan check submittal, be prepared in accordance

RESOLUTION NO.

with City guidelines and be ready for acceptance by the City. At the time of plan submittal the applicant shall schedule an appointment with their designated City project engineer and the applicant's design engineer to review the plan submittal for completeness. The following shall be included as part of the grading, landscape and irrigation plan submittal package:

- 1) Six sets of landscape and irrigation plans bound and stapled.
- 2) Plan check fees.
- 3) A cost estimate for the cost of construction.
- 4) A letter of acknowledgement, signed and sealed, from each design consultant acknowledging City ownership of all construction drawings following City approval as specified here within.

Plan check and inspection fees shall be paid in accordance with the City Fee Schedule.

19. Repair or replace failed or inadequate pavement and sidewalk along Mission Gorge Road. The limits of repair will be to the centerline of Mission Gorge Road to the satisfaction of the Director of Development Services.

20. 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 \$26,714.80
calculated based on a fee rate of \$1,141 / 1,000 square feet of building area.
- b. Traffic Impact. \$35,116.40
calculated based on a fee rate of \$7,634 / 1,000 square feet of building area.
- c. Traffic Signal \$5,667.20
calculated based on a fee rate of \$1,232 / 1,000 square feet of building area.

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

21. Following issuance of a grading permit the applicant shall complete rough grading in accordance with the approved grading plans and the

RESOLUTION NO.

recommendations of the project's geotechnical engineer. Following completion of the rough grading and prior to issuance of any building permits, provide three originals of the pad compaction certification from the geotechnical engineer and three originals of the pad elevation certification from the project civil engineer to the City project engineer.

22. Provide three copies of a geotechnical study prepared in accordance with the Santee General Plan. All recommended measures identified in the approved study shall be incorporated into the project design. Copies of the Geotechnical/Seismic Hazard Study for the Safety Element of the Santee General Plan which details, in Table A-1, study criteria necessary to conform to the General Plan requirements, can be purchased from the Department of Development Services Engineering Division.
 - a. The geotechnical report shall analyze any proposed infiltration techniques (trenches, basins, dry wells, permeable pavements with underground reservoir for infiltration) for any potential adverse geotechnical concerns. Geotechnical conditions such as: slope stability, expansive soils, compressible soils, seepage, groundwater depth, and loss of foundation or pavement subgrade strength should be addressed, and mitigation measures provided.
23. Provide three copies of the final drainage study prepared by a registered Civil Engineer, with demonstrated expertise in drainage analysis and experience in fluvial geomorphology and water resources management. Storm drainage shall be designed to adequately convey storm water runoff without damage or flooding of surrounding properties or degradation of water quality.
 - a. The drainage study shall identify and calculate storm water runoff quantities expected from the site and upstream of the site and verify the adequacy of all on-site or off-site facilities necessary to discharge this runoff. The drainage system design shall be capable of collecting and conveying all surface water originating within the site, and surface water that may flow onto the site from upstream lands, and shall be in accordance with the latest adopted Master Drainage Plan, the requirements of the City of Santee Public Works Standards, including analysis of the 10-year and 100-year frequency storms, and be based on full development of upstream areas.
 - b. The drainage study shall compute rainfall runoff characteristics from the project area including, at a minimum, peak flow rate, flow velocity, runoff volume, time of concentration, and retention volume. These characteristics shall be developed for the 2-year, 10-year and 100-year frequency six-hour storm during critical hydrologic conditions for soil and vegetative cover. Storm events shall be developed using isopluvial maps and in accordance with the San Diego County Hydrology Manual.
24. Provide three copies of a Storm Water Quality Management Plan (SWQMP) that shall comply with the City of Santee Storm Water Ordinance and in

RESOLUTION NO.

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 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, fitting all storm drain inlets with a grate/screen or trash rack, and retrofitting any adjacent storm drain inlet structures to which the site discharges with trash capture devices. Said devices must be designed to capture debris of 5 mm or greater, while preventing flooding potential. In addition, all inlets must be labeled with concrete stamp or equivalent - stating, "No Dumping - Drains to River".
 - d. Down spouts and HVAC systems are not permitted to be connected to the storm drain conveyance system. All non-storm water discharges must either drain to landscaped areas, or be plumbed to the sewer. Construct a dedicated sewer connection for the annual backwashing of black water from any proposed private fire suppression systems.
 - e. 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.
25. Provide two copies of an Operation & Maintenance (O&M) plan in accordance with the City of Santee BMP Design Manual. 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.

RESOLUTION NO.

26. 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.
27. Submit two copies of a current title report (dated within six months of plan submittal) and two copies of all documents listed in the title report. Copies of recorded documents must be clear and legible copies of the original recorded document.
28. The applicant shall comply at all times with the following work hour requirements:
- a. No site work, building construction, or related activities, including equipment mobilization, will be permitted to start on the project prior to 7:00 am and all work for the day shall be completed by 7:00 pm, no exceptions.
 - b. No work is permitted on Sundays or City Holidays.
 - c. No deliveries, including equipment drop off and pick-up, shall be made to the project except between the hours of 8:00 am and 6:00 pm, Monday through Saturday, excluding Sundays and City Holidays. Deliveries of emergency supplies or equipment necessary to secure the site or protect the public are permitted.
 - d. If the applicant fails or is unable to enforce compliance with their contractors, subcontractors and material suppliers regarding the specified work hours, additional reduction of work hours may be imposed by the Department of Development Services.

In addition to the above the applicant shall erect one or more signs stating the work hour restrictions. Signs shall be installed as may be required, in the vicinity of the project construction trailer if a job site trailer is used, or at such other locations as may be deemed appropriate by the Department of Development Services. The sign shall be a minimum of 24" x 36" and shall be weather proofed. The sign content shall be provided by the Department of Development Services.

29. Trench work when required within City streets and City alleyways shall be completed within two weeks of the initial start date, including placement of the final trench patch. Trench plates or temporary pavement placement shall be installed at the end of each work day. Advance warning signs on lighted barricades notifying the public of trench plates and or uneven pavement shall be placed and maintained until permanent pavement repairs are made. The maximum length of time including weekends and holidays that trench plates may remain on the street is 72 hours after which temporary or permanent asphalt paving shall be placed.

RESOLUTION NO.

30. Vehicle access on Mission Gorge Road, Cuyamaca Street, Olive Lane, Town Center Parkway, Carlton Hills Boulevard, Woodside Avenue, and Riverview Parkway shall be maintained at all times and all work shall be done at night unless otherwise approved by the City Engineer. When day work is permitted, work hours shall be from 8:30 a.m. to 3:30 p.m., including set up and break down of traffic control. No day work will be permitted during the holiday season, defined as beginning the Saturday before Thanksgiving Day and shall extend through New Year's Day unless otherwise approved by the Director of Development Services.
31. Comply with all applicable Sections of the Municipal Code, Land Development Manual and Public Works Standards of the City of Santee.
32. Address numbers shall be placed near the roofline of all structures visible from Mission Gorge Road. Numbers shall be block style, 12" in height, black in color (or other approved color), in contrast with their background. Address numbers shall also be illuminated for nighttime visibility. Exact location and color of address numbers shall be approved by the fire code official prior to installation.
33. The building is required to be constructed with an approved automatic fire sprinkler system installed by a licensed fire sprinkler contractor. Separate plans are required to be submitted to the Fire Department for approval prior to installation. The automatic fire sprinkler system is required to be monitored by an approved central station monitoring company. A Potter, "SASH-120" Horn/Strobe (or equivalent) shall be located below each address placement for indication of fire sprinkler activation.
34. The building shall have a fire sprinkler riser room/enclosure. The room shall contain the fire sprinkler riser for the building, pressure gauge for the system, applicable valves, sprinkler head box, "test and drain" inspectors test valve and any diagrams or documentation for the fire protection systems. The room shall also have a sewer inlet connection for flushing the fire sprinkler system during maintenance periods. The exterior of side of the riser room door shall have labeling or signage approved by the fire code official indicating "FIRE RISER INSIDE".
35. The device (Double Detector Check Valve Assembly/Fire Department Connection (RPDA/FDC) that supplies water to the automatic fire sprinkler system shall be painted red similar to others in the area. The (RPDA) device shall be stenciled with 2" white numbers indicating the address served. The assembly shall be equipped with a chain and breakaway locks for security. The control valves on the device shall be monitored for tamper of the valves.

RESOLUTION NO.

36. A Knox Box key safe for emergency access of Fire Department personnel is required for the building. The Knox Box shall be installed near the front entrance to the restaurant. Approval of the number and exact mounting location shall be determined by the fire code official prior to installation.
 37. Santee has adopted the use of Knox Fire Department Connection (FDC) Plugs for FDC hose connections to the automatic fire sprinkler systems. These plugs ensure that the FDC's will be clear of obstructions and allow for the proper Fire Department use of automatic fire sprinkler systems. Knox Plugs can be ordered online directly from the Knox Company at Knoxbox.com. Order FDC Plugs for use in the City of Santee. Order model #3043 (two per building if using Siamese connection). Contact Santee Fire Department if assistance is needed in ordering.
 38. A Fire sprinkler monitoring system is required for the buildings to send a signal to a central station monitoring company upon waterflow activation of the fire sprinkler systems. Separate plans shall be submitted to the Fire Department for any fire alarm system(s) or devices for approval prior to installation
 39. A minimum of one, 2A10BC fire extinguisher shall be located every 75' of travel distance throughout the building. Exact extinguisher location to be determined by the fire code official prior to installation.
 40. Provide a permanent engraved, carved or embossed sign indicating "Occupant Load" (and the number of people allowed in the room or area). The sign shall be a minimum of 8" x 10", with 3" block letters/numbers. Exact design, occupant load number and sign placement shall be approved by the fire code official prior to installation.
- G. Prior to Occupancy the Applicant shall:
1. Applicant shall place all new utilities required to serve the project underground. No overhead facilities or extension of overhead facilities is permitted.
 2. Plant all new trees in and within 10 feet of the public right-of-way with root control barriers.
 3. Construct all improvements within the public right-of-way and improvements as shown on the approved precise grading plans. Improvements shall be completed to the satisfaction of the Director of Development Services.
 4. The recorded reciprocal access and parking easements shall be revised to reflect modifications as part of the proposed project, including but not limited to drive aisle dimensions, location of parking areas, and use of parking areas. Said agreement shall be approved by the Director of Development Services prior to the issuance of a building permit and recorded prior to occupancy. Said agreement may not be modified or rescinded without approval of the

RESOLUTION NO.

City. Should the parking agreement fail to provide for the proposed restaurant's required parking, compliance must be otherwise met through acquisition of additional parking or other means satisfactory to the Director of Development Services.

SECTION 4: The terms and conditions of this Conditional Use Permit (P2017-6) approval shall be binding upon the permittee and all persons, firms and corporations having an interest in the property subject to these permits and the heirs, executors, administrators, successors and assigns of each of them, including municipal corporations, public agencies and districts.

SECTION 5: In addition to all other available remedies, the City of Santee Municipal Code, Chapter 1.14, provides for the issuance of Administrative citations for Municipal Code violations. Should non-compliance with said terms and conditions of this Conditional Use Permit or any violation of the Municipal Code that includes the City's Storm Water Ordinance, the City has the right to issue administrative citations containing an assessment of civil fines for each violation and collect administrative fines for violations.

SECTION 6: 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 January 24, 2018.

SECTION 7: The applicant shall defend with counsel of City's choice 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, and further agrees to indemnify and hold harmless from all costs and expenses (including attorney's fees) associated with any such defense.

SECTION 8: This Conditional Use Permit (P2017-6), with the Minor Exception, shall expire on January 24, 2021 except where substantial use has commenced prior to its expiration. If use of the development has not commenced within the three-year period, said expiration date may be extended pursuant to a request for time extension received 60 days prior to the original expiration date. The City Council expressly grants to the Director of Development Services the authority to extend the expiration date of this approval pursuant to Section 17.04.090.B of the Santee Municipal Code, when a request for an extension is filed 60 days prior to the original expiration date.

SECTION 9: Staff is directed to file a Notice of Exemption for approval of the project with the San Diego County Clerk. The City of Santee hereby notifies the applicant that the County Clerk collects a documentary handling fee for the processing of CEQA documents. The applicant should remit to the City of Santee Department of Development Services, within two (2) working days of the effective date of this approval (the "effective date" being the end of the appeal period, if applicable), a certified check payable to the "County Clerk" in the amount of \$50.00. Failure to remit the required fee in full within the time specified above will result in a delay of the start of the thirty (35) day statute of limitations on court challenges to the approval under CEQA.

RESOLUTION NO.

SECTION 10: The documents and materials that constitute the record of proceedings on which these findings have been based are located with the City Clerk at the City of Santee City Clerk's office at 10601 Magnolia Avenue, Building #3, Santee, CA 92071.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 24th day of January 24, 2018, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

PEGGY JOHNS, MMC, INTERIM CITY CLERK

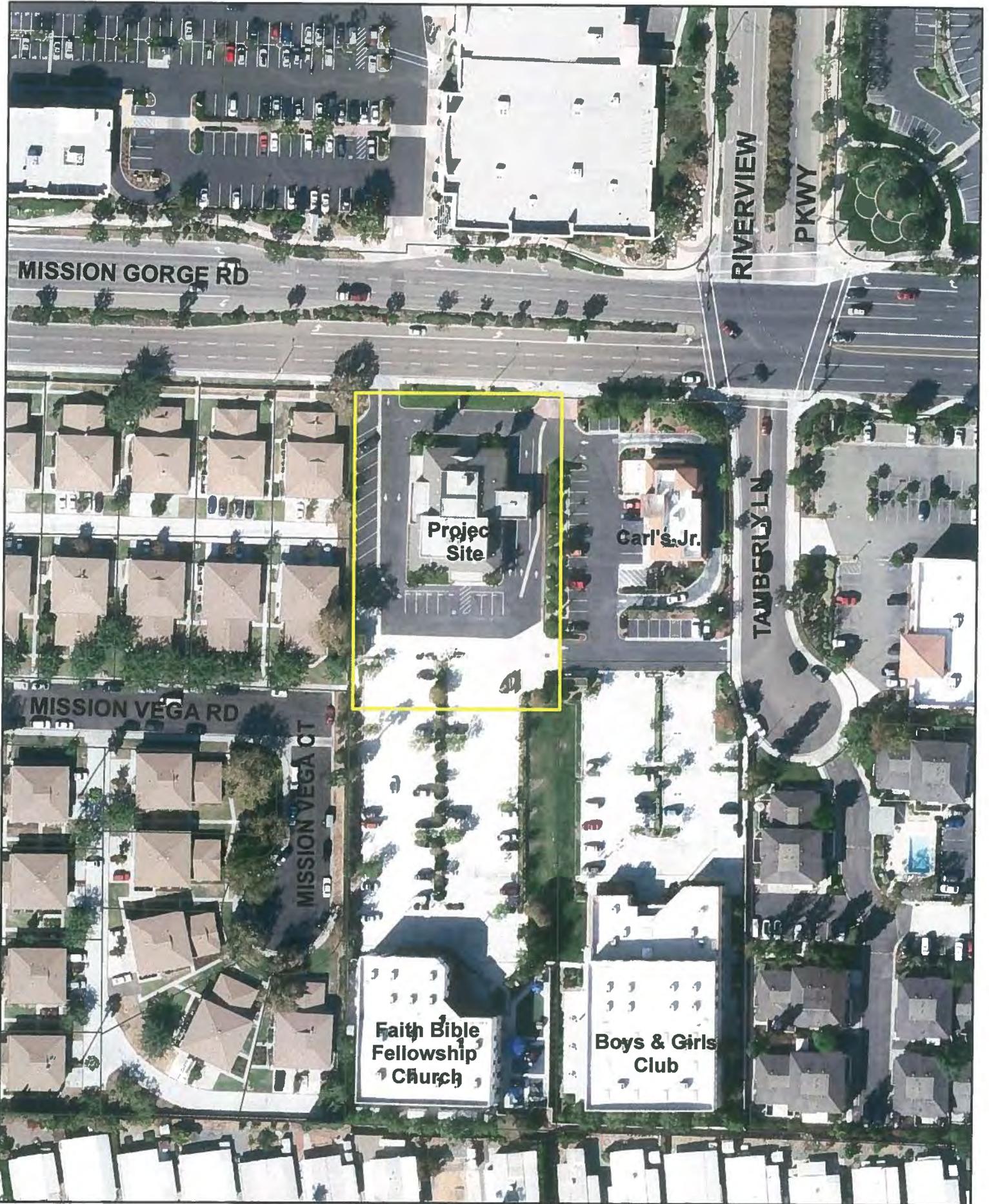
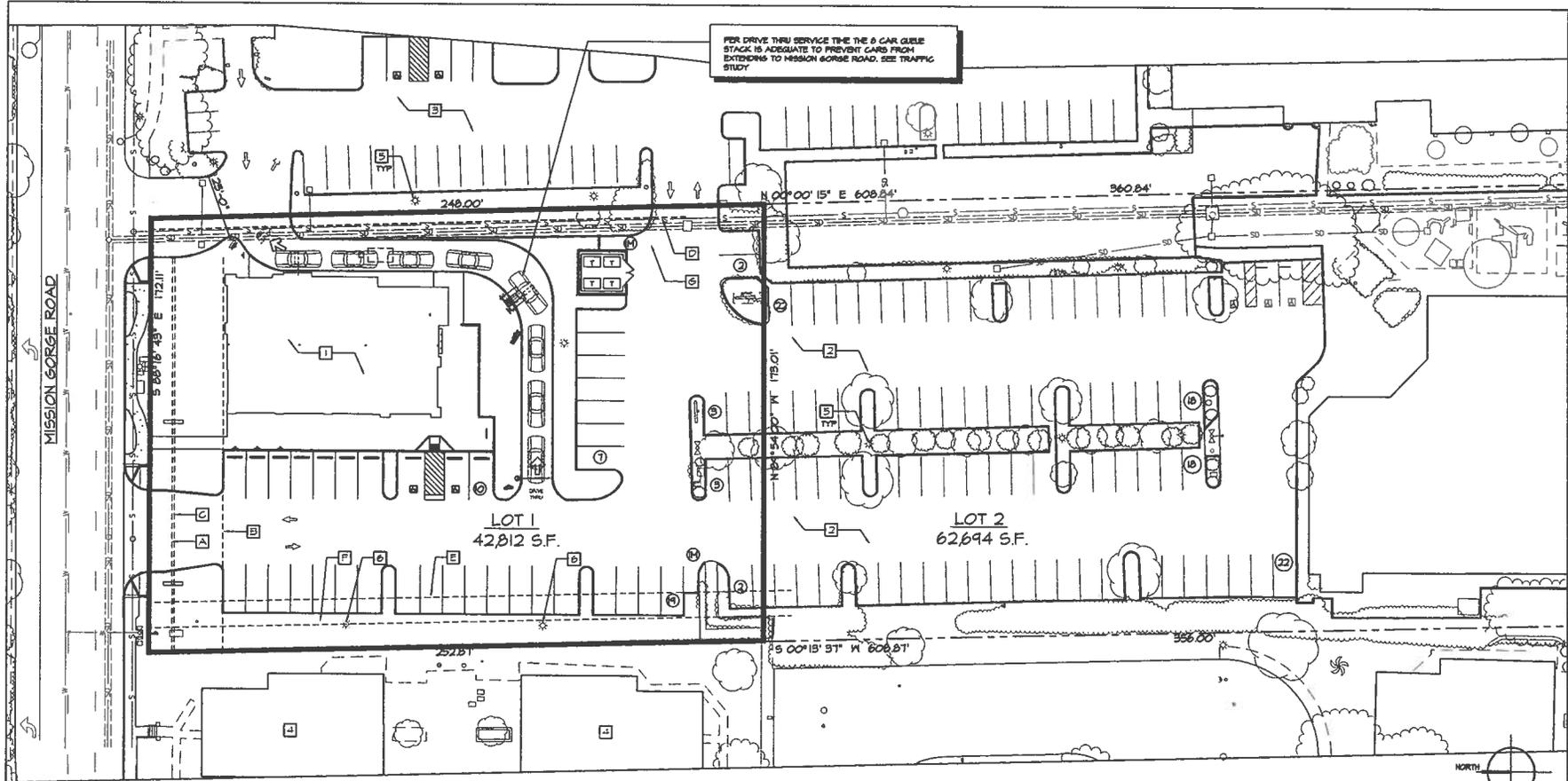


Exhibit A - Aerial View





OVERALL SITE PLAN / SETBACKS

STREET YARD	BUILDING	PARKING	LANDSCAPE
10'	10'	10'	ENTIRE SET BACK (SEE BELOW FOR ADDITIONAL REQUIREMENTS)
INTERIOR SIDE	5'	5'	5'
INTERIOR SIDE ADJACENT TO RESIDENTIAL	20'	10'	10'
REAR PROPERTY LINE SET BACK	N/A	N/A	N/A
LANDSCAPE BUFFER (FOR MISSION GORGE STREETSCAPE DESIGN STANDARDS)			20-40' (50' AVERAGE)

KEYNOTE	DESCRIPTION
A	20' LANDSCAPE BUFFER
B	40' LANDSCAPE BUFFER
C	10' BUILDING STREET YARD SETBACK
D	5' INTERIOR SIDE BUILDING SETBACK
E	20' BUILDING INTERIOR SIDE SETBACK AT RESIDENTIAL
F	10' LANDSCAPE INTERIOR SIDE SETBACK AT RESIDENTIAL
G	PADRE DAM EASEMENT

REQUIRED	PROVIDED
PANERA 4800 S.F. / 100 = 48	48
OUTDOOR DINING = 2	2
	50 SPACES
CHURCH (EXISTING)	50 SPACES
PANERA	
STANDARD ACCESSIBLE	44 SPACES
	3 SPACES
	46 SPACES
TOTAL PROVIDED	136 SPACES

KEYNOTE	DESCRIPTION
1	INDICATES NEW 4800 S.F. BUILDING. SEE SD-11
2	EXISTING PARKING, DRIVE AISLES & LANDSCAPE TO REMAIN
3	ADJACENT COMMERCIAL PROPERTY. NO WORK THIS AREA
4	ADJACENT RESIDENTIAL PROPERTY. NO WORK THIS AREA
5	EXISTING LIGHT POLE TO REMAIN
6	NEW LIGHT POLE SEE KEYNOTE SD-11

SET BACKS - SMC TABLE 17.12.040B

(16) SET BACK KEYNOTES

(12) PROPOSED PARKING

(8) KEY NOTES

(4)

#4874
SUPERSEDES

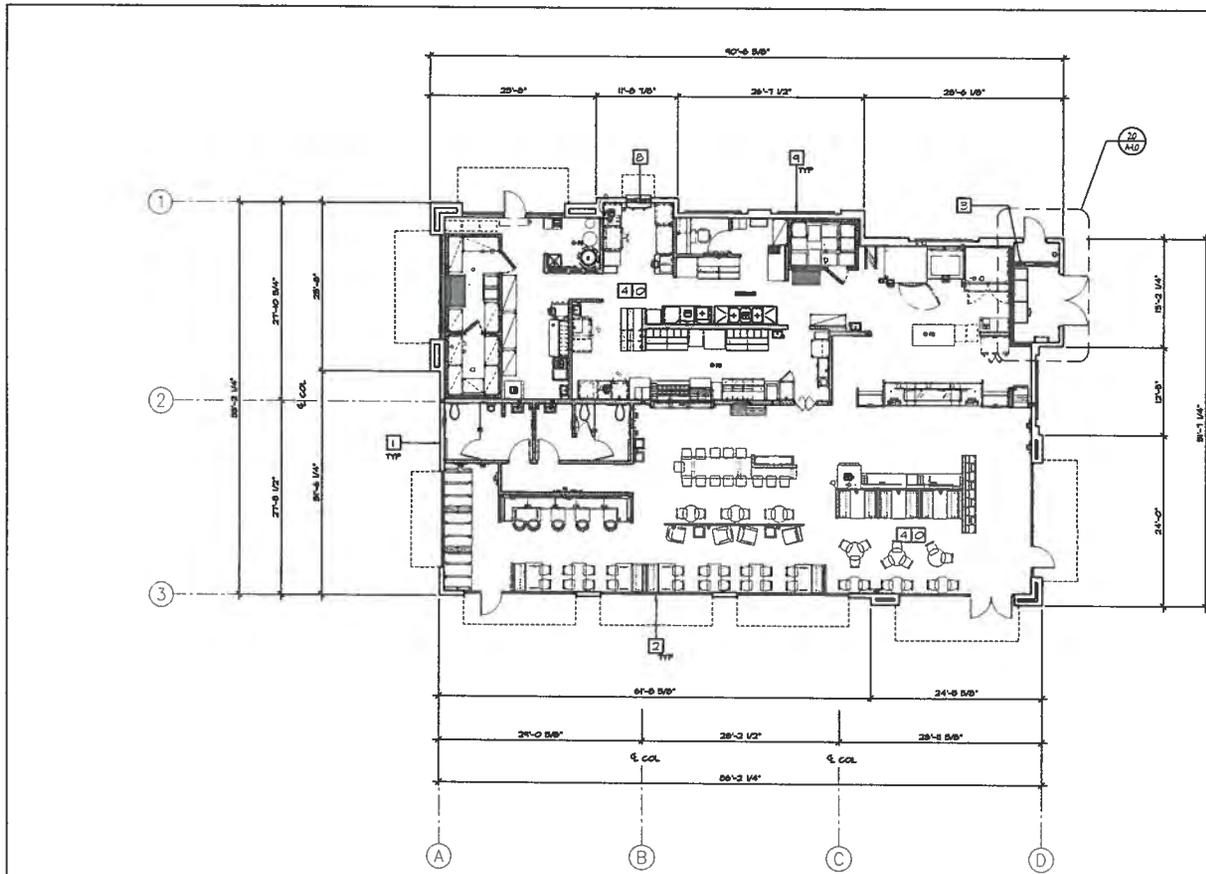


RUSSELL STOUT & ASSOCIATES, INC.
ARCHITECTURE PLANNING INTERIORS
4433 CASS STREET
SAN DIEGO, CA 92108
(619) 584-8800

PANERA BREAD
9955 MISSION GORGE RD
SANTEE CA 92071

OVERALL
SITE PLAN /
SETBACKS /
PARKING REQMT'S

Date: 8/17
Scale: AS SHOWN
Sheet:
SD-1.0
of Sheets

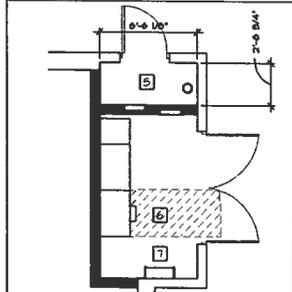


- 1 NEW 1/2" EXTERIOR COBALT PLASTER OVER METAL LATH OVER #16, 2 LAYERS GRADE 75' BUILDING PAPER AT EXTERIOR SIDE. PROVIDE SMOOTH FINISH / FRESH COLOR. SEE PG. 04.11.13.00 GARDENS
- 2 NEW DUAL GLAZED ANODIZED METAL STOREFRONT SYSTEM. FRAME IS ALUMINUM COLOR: STONE GRAY / 10'x14'x14'
- 3 NEW 1 HR. FULL HEIGHT DEBRASS HALL
- 4 CONCEPTUAL TENANT IMPROVEMENT PLAN
- 5 FIRE RISER / ACCESS DOOR
- 6 ELECTRICAL ROOM PER ELECTRICAL DRAWINGS. PROVIDE 1-HR DEBRASS HALLS PER KEYNOTE 15 AND 45 HR DOOR & FRAME ASSEMBLIES
- 7 ROOF ACCESS LADDER TO COMPLY WITH SECTION 910.0 CHG.
- 8 DRIVE THRU WINDOW
- 9 GREEN SCREEN LANDSCAPE TRELLIS
- 10 CONCRETE SLAB - PROVIDE SMOOTH & CONTIGUOUS SURFACE. ALL STRUCTURE IS TO BE FINISH WITH EXTERIOR HARDSCAPE FOR FUTURE DOORS

KEYED NOTES NTS (2)



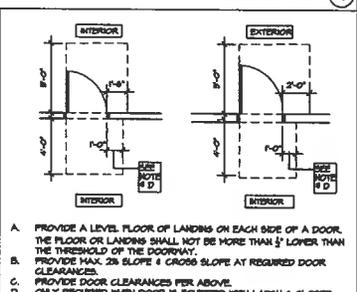
FLOOR PLAN



ENLARGED UTILITY ROOMS (20)

- 1. Address Numbers**
Address numbers shall be placed near the rooftop of the building visible from Mission College Rd. Numbers shall be black on a 12" x 18" height black in color for other approved color, in contrast with their background. Address numbers shall also be identified for nighttime visibility. Exact location and color of address numbers shall be approved by the Fire code official prior to installation.
- 2. Automatic Fire Sprinkler System**
The building is required to be constructed with an approved automatic fire sprinkler system installed by a licensed fire sprinkler contractor. Separate plans are required to be submitted to the Fire Department for approval prior to installation. The automatic fire sprinkler system is required to be monitored by an approved central station monitoring company. A Puller, "Walk-Over" Handheld (or equivalent) shall be located below each address placement for indication of fire sprinkler activation.
- 3. Fire Sprinkler Riser Room/Enclosure**
The fire riser room may be reduced in size to an 80' deep riser enclosure. The enclosure shall contain the fire sprinkler riser for the building, pressure gauge for the system, applicable valves, sprinker head box, "test and drain" inspectors test valve and any diagrams or documentation for the fire protection systems. The enclosure shall also have a cover test connection for testing the fire sprinkler system during maintenance periods. The exterior side of the riser enclosure door shall have a "FIRE RISK" sign. The exterior side of the riser enclosure door shall have "FIRE RISK" sign.
- 4. Double Detector Check Valve Assembly/Fire Department Connection (DFDCV)**
This device that supplies water to the automatic fire sprinkler system is approved in the location proposed. The device shall be painted red exterior to others in the area. The DFDCV device shall be identified with 25 white numbers indicating the address served. The assembly shall be equipped with a chain and breakaway lock for security. The control valves on the device shall be monitored for leakage of the valves.
- 5. Kiosk Box**
A Kiosk Box key safe for emergency access of Fire Department personnel is required for the building. The Kiosk Box shall be installed near the front entrance to the restaurant. Approval of the exact mounting location shall be determined by the Fire code official prior to installation.
- 6. Fire Department Connection (FDC) Plug**
Contract has adopted the use of Fire Department Connection (FDC) Plug for FDC hose connections to the automatic fire sprinkler system. These plugs ensure that the FDC's will be clear of obstructions and allow for the proper Fire Department use of automatic fire sprinkler systems. FDC Plug can be ordered online directly from the Kiosk Company at Kioskbox.com. Order FDC Plug for use in the City of San Jose. Order model #9040 (one per building if using wireless connection). Contact San Jose Fire Department if assistance is needed in ordering.
- 7. Fire Sprinkler Monitoring System**
A fire sprinkler monitoring system is required for the building to send a signal to a central station monitoring company upon water flow activation of the fire sprinkler system. Separate plans shall be submitted to the Fire Department for the sprinkler monitoring system for approval prior to installation.
- 8. Exit Signage**
A series of one, 24x36" fire extinguisher shall be located every 17' of travel distance throughout the building. Exact extinguisher location to be determined by the Fire code official prior to installation.
- 9. Escapant Lead Sign**
Provide a permanent approved, curved or embossed sign indicating escapant lead. (and the number of people allowed in the room or area). The sign shall be a minimum of 6" x 12" with 1/2" black lettering. Exact design, placement, lead number and sign placement shall be approved by the Fire code official prior to installation.

LEGEND Scale: 1/8" = 1'-0" (7)



- A. PROVIDE A LEVEL FLOOR OF LANDINGS ON EACH SIDE OF A DOOR. THE FLOOR OR LANDINGS SHALL NOT BE MORE THAN 1/2" LOWER THAN THE THRESHOLD OF THE DOORWAY.
- B. PROVIDE MAX. 2% SLOPE & CROSS SLOPE AT REQUIRED DOOR CLEARANCES.
- C. PROVIDE DOOR CLEARANCES PER ABOVE.
- D. ONLY REQUIRED WHEN DOOR IS EQUIPPED WITH LATCH & CLOSER.

LEGEND Scale: N.T.S. (8)

- DOOR NOTES:**
- 1. AT MAIN ENTRY DOOR PROVIDE SIGN ABOVE DOOR WITH A LETTER NOT LESS THAN 1" HIGH ON A CONTRASTING BACKGROUND TO READ "THIS DOOR MUST REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED"
 - 2. PROVIDE LEVER HARDWARE AT ALL DOORS & PANIC HARDWARE IF NOT EXISTING AT EXTERIOR DOORS.
- GENERAL NOTES:**
- A. ALL DOORS/DOOR HARDWARE & LOCKS REQUIREMENTS PER OWNER CONTRACTOR TO ESTABLISH REQUIREMENTS WITH OWNER PRIOR TO BID.
 - B. ALL DOOR HARDWARE & SIGNAGE SHALL COMPLY WITH ALL ADA REQUIREMENTS AND LOCAL/STATE CODES. IT IS THE SOLE RESPONSIBILITY OF THE ARCHITECT/CONTRACTOR TO INSURE THAT THESE GUIDELINES HAVE BEEN MET.
 - C. EXIT DOORS SHALL BE OF A SIZE AS TO PERMIT THE INSTALLATION OF A DOOR NOT LESS THAN THREE FEET OR 40" HIGH, NO DOOR LEAF SHALL EXCEED 4FT.
 - D. ALL HARDWARE FINISHES TO MATCH EXISTING.
 - E. HAND ACTIVATED DOOR OPENING HARDWARE TO BE MOUNTED 50" TO 44" ABOVE THE FLOOR AND ABLE TO BE OPENED WITH A SINGLE EFFORT BY LEVER TYPE HARDWARE.

DOOR NOTES Scale: N.T.S. (4)

#4874
SYSTEM CUSTOM



RUSSELL STOUT & ASSOCIATES, INC.
ARCHITECTURE PLANNING INTERIORS
1435 CALIFORNIA STREET
SAN JOSE, CA 95128
TEL: 408.291.2012 FAX: 408.291.2012

PANERA BREAD
9955 MISSION GORGE RD
SANTAE CA, 92071

FLOOR PLAN

Date: 8.1.17
Scale: AS SHOWN
Drawn:
Sheet: A-1.0
Of: 3



EST ELEVATION

1. FINISH OF ALL PLASTER, GYPSUM (MURUM) FINISH
2. ALL STONEME IS UNDER SEPARATE ELEMENTAL 4 PERMIT

Scale: 1/8"=1'-0"

EXTERIOR FINISH NOTES



NORTH ELEVATION

- SHERMAN WILLIAMS
SJP-1501 CANVAS TAN
- SHERMAN WILLIAMS
SJP-1501 STONE LION
- METAL ROOF
STONE GRAY UC-10145
- BRICK
MFR ENDWTT/ STYLE, IRONSPOT-MANGANESE
SIZE, MODULAR TEXTURE, VELOUR
- ALUMINUM CANOPY AND STOREFRONT
W/LOR, DARK BRONZE

Scale: 1/8"=1'-0"

PAINT / MATERIAL LEGEND



EAST ELEVATION

Scale: 1/8"=1'-0"

PAINT / MATERIAL LEGEND



SOUTH ELEVATION

EXEMPT IDENTIFICATION

1. ADDRESS IDENTIFICATION SHALL BE PROVIDED FOR ALL NEW AND EXISTING BUILDINGS IN A LOCATION THAT IS PLAINLY VISIBLE AND LEGIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY TO WHICH THE BUILDING IS ADDRESSED.
 - ADDRESS IS BY WAY OF A PRIVATE ROAD AND THE BUILDING ADDRESS CANNOT BE VIEWED FROM THE PUBLIC WAY, AN APPROVED SIGN OR MARKING SHALL BE USED TO IDENTIFY THE STRUCTURE. PREMISES IDENTIFICATION SHALL CONFORM TO CGC SECTION 902.2.
2. THE BUILDING SHALL BE ADDRESSED IN ACCORDANCE WITH THE FOLLOWING CRITERIA ADDRESS LOCATION SHALL BE SHOWN ON ELEVATION VIEW FOR APPROVAL.
 - 0-50FT FROM THE BUILDING TO THE FACE OF THE CURB, 6 INCHES IN HEIGHT WITH A 1/2" STROKE.
 - 50-100FT FROM THE BUILDING TO THE FACE OF THE CURB, 10 INCHES IN HEIGHT WITH A 1/2" STROKE.
 - 100-150FT FROM THE BUILDING TO THE FACE OF THE CURB, 15 INCHES IN HEIGHT WITH A 1/2" STROKE.
 - INDIVIDUAL SUITES SHALL BE ADDRESSED WITH THE FOLLOWING CRITERIA, 4 INCHES IN HEIGHT WITH A 1/2" STROKE.
3. SIZE, QUANTITY / LOCATION (S) OF BUILDING ADDRESS TO BE REVIEWED & APPROVED BY THE FIRE INSPECTOR PRIOR TO INSTALLATION.

1. ALL PAINT COLORS, FINISHES, ETC. SHALL BE SUBMITTED TO ARCHITECT FOR REVIEW & APPROVAL PRIOR TO ORDERING.
2. CONTRACTOR TO PROVIDE (6) SETS OF CO- X IF SHERMAN WILLIAMS PAINT DRAM DONS.
3. ALL COLORS SHERMAN WILLIAMS - NO EXCEPTIONS
4. PAINT COLORS AT ALL VERTICAL SURFACES TO CONTRAST AT TOPS WHERE APPLICABLE.
5. GAG - SIDE OF SHEDD PARAPETS TO BE PAINTED SAME SIDE AS FRONT VERTICAL SURFACE.
6. SIDE REPAIR WALLS AT ALL POP CLUS TO BE SAME COLOR AS FRONT WALL. (TYP.)
7. ALL FM DOORS / FRAMES SAME COLOR AS THE ADJACENT SURFACE

Scale: 1/8"=1'-0"

PAINT NOTES

#4874



RUSSELL STOUT & ASSOCIATES, INC.
 10000 S. GARDEN ST., SUITE 100
 SAN ANTONIO, TEXAS 78249
 TEL: 214.343.1111
 FAX: 214.343.1112
 WWW.RSSTOUT.COM

PANERA BREAD
 2066 LISBON CORPORADO
 SAN ANTONIO, TEXAS 78207

SIGNAGE & AWNING
 EXTERIOR
 ELEVATIONS

Date: 8.1.17
 Scale: AS SHOWN
 Drawn:
 Sheet:
A-1.bb
 of Sheets



Key

-  - Faith Bible Fellowship Church/Boys and Girls Club Parking Easement
-  - Reciprocal Access Easement
-  - Faith Bible Fellowship Church/Project Site Parking Easement
-  - Reciprocal Access Easement

City of Santee
COUNCIL AGENDA STATEMENT

MEETING DATE January 24, 2018

AGENDA ITEM NO.

ITEM TITLE PUBLIC HEARING TO RECEIVE INPUT FROM THE COMMUNITY REGARDING THE BOUNDARIES AND THE COMPOSITION OF DISTRICTS TO BE ESTABLISHED FOR DISTRICT-BASED ELECTIONS PURSUANT TO ELECTIONS CODE SECTION 10010

DIRECTOR/DEPARTMENT Peggy Johns, MMC, Interim City Clerk 

SUMMARY

On January 10, 2018, the City Council adopted a Resolution stating the City's intention to transition from at-large elections to by-district elections. Elections Code Section 10010 requires that prior to drawing any draft map(s) of possible districts, the City must hold two Public Hearings to receive input from the community regarding the boundaries and the composition of the districts to be established. This Public Hearing is the first of the two Public Hearings that the City will hold to receive such input. The second Public Hearing is scheduled for February 14, 2018.

National Demographics Corporation is assisting the City in the transition process, and will provide the City Council with a presentation regarding the demographics of the City and possible composition of districts.

ENVIRONMENTAL REVIEW The transition to district-based elections is exempt from environmental review under CEQA pursuant to CEQA Guidelines (Cal. Code Regs., tit. 14 § 15000 *et seq.*) Sections 15061(b)(3), 15320, and 15378(b)(3).


FINANCIAL STATEMENT The City will incur costs not to exceed \$50,000 for the services of National Demographics Corporation to assist with the transition, which includes assistance with the drawing of draft maps.

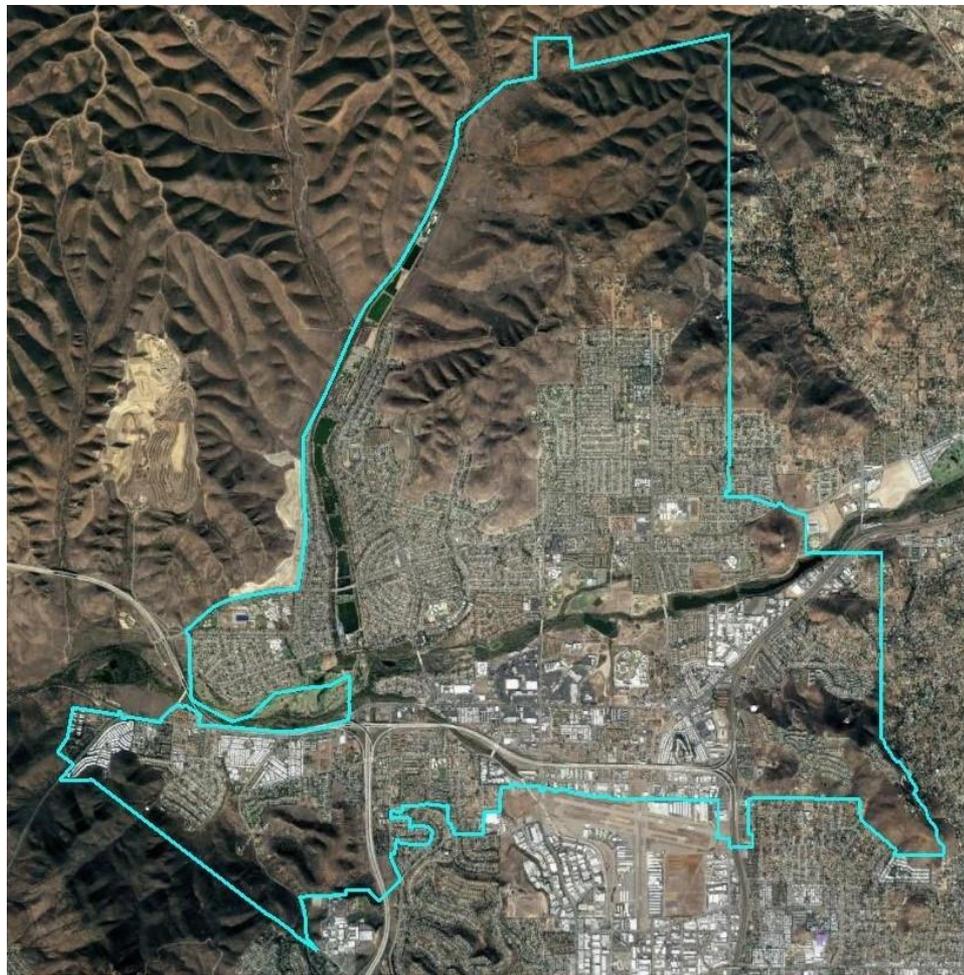
CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION 

Open and conduct the Public Hearing.
Receive the presentation from National Demographics Corporation.
Close the Public Hearing.

ATTACHMENTS

PowerPoint presentation from National Demographics Corporation.



City of Santee 2018 Districting

January 24, 2018

CVRA Background

2

- Switched (or switching) as a result of CVRA:
 - At least 157 school districts
 - 28 Community College Districts
 - 80 cities
 - 1 County Board of Supervisors
 - 8 water and other special districts.
- Key decisions & settlements
 - Only Palmdale has gone to trial on the merits (the city lost)
 - Key settlements:
 - Palmdale: \$4.7 million
 - Modesto: \$3 million
 - Highland: \$1.3 million
 - Anaheim: \$1.1 million
 - Whittier: \$1 million
 - Santa Barbara: \$600,000
 - Tulare Hospital: \$500,000
 - Merced City: \$42,000
 - Placentia: \$20,000

Districing Process

Step	Event
January 24, 2018 February 14, 2018	Two public hearings to solicit public input on the potential composition of draft maps
March 7, 2018	Deadline to post initial draft maps
March 14, 2018 March 28, 2018	Public hearings to solicit public input regarding the content of the draft maps and the proposed sequence of elections
April 25, 2018	Public hearing followed by introduction and 2 nd reading of ordinance implementing selected map and election sequence
November 6, 2018	Three Council districts hold their first by-district elections
November 3, 2020	Remaining district holds its first by-district elections
2021	Districts redrawn to reflect 2020 Census data

Federal Laws

- ❑ Equal Population
- ❑ Federal Voting Rights Act
- ❑ No Racial Gerrymandering



Traditional Criteria

- ❑ Communities of interest
- ❑ Compact
- ❑ Contiguous
- ❑ Visible (Natural & man-made) boundaries
- ❑ Respect for voters' wishes and continuity in office
- ❑ *Planned future growth*

Demographic Summary

Each of four Council districts would have about 13,353 residents (one-fourth of the 53,413 total).

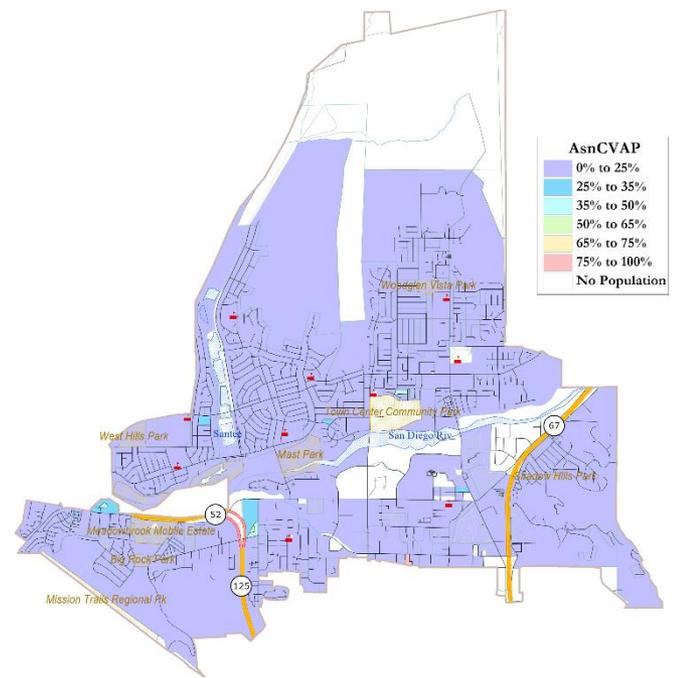
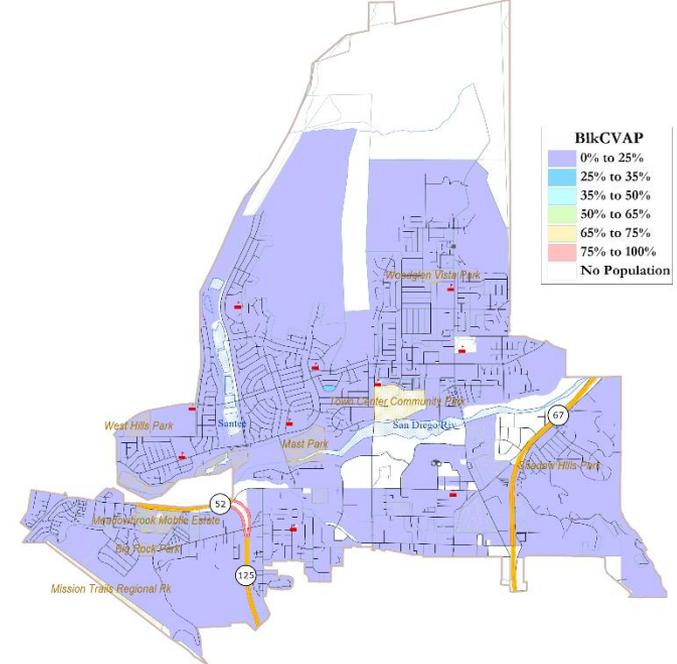
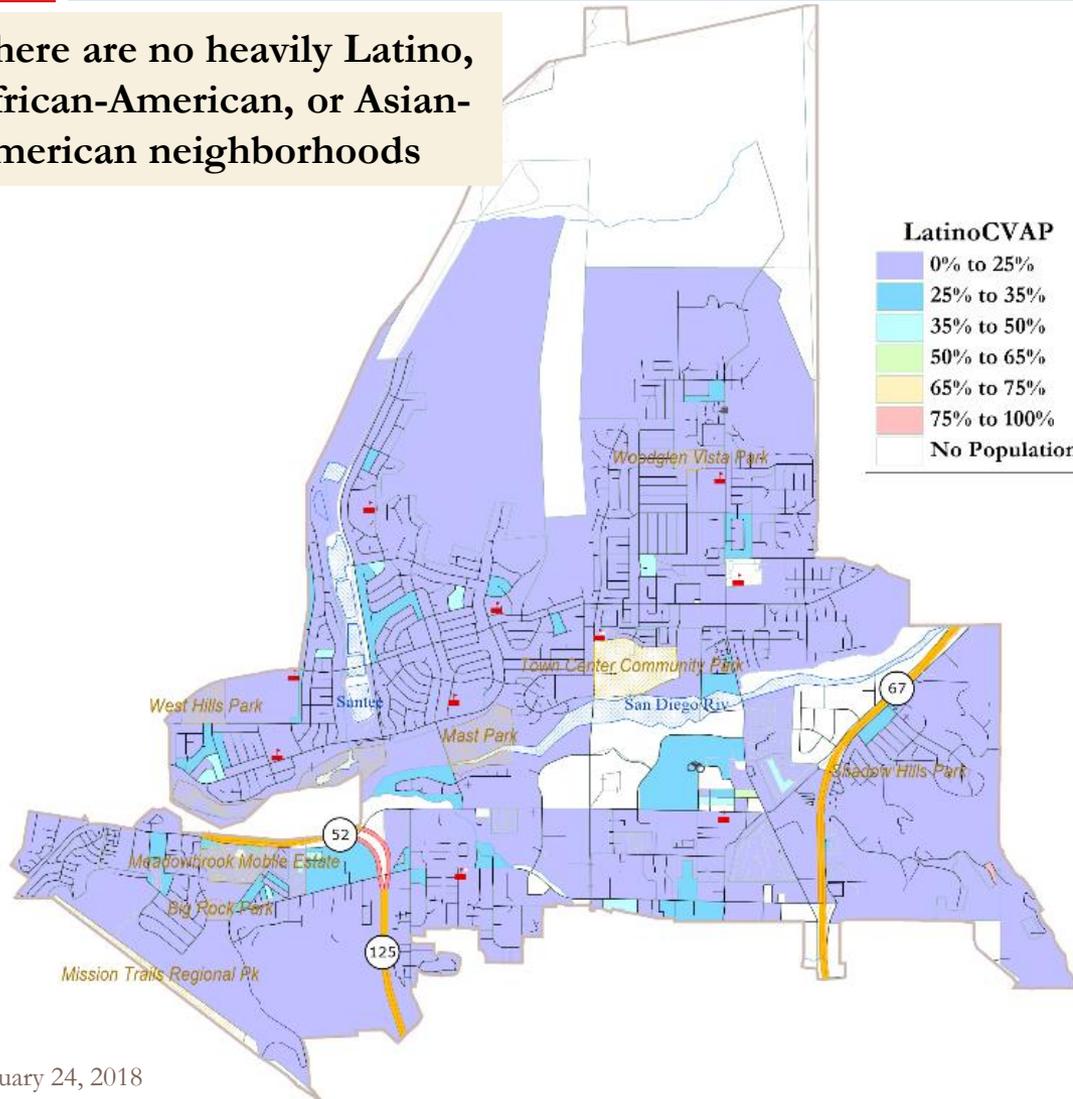
All of these data categories can be mapped.

Race/Ethnic Profile	Count	Percent	ACS Profile	Count	Percent
Total Population	53,413		ACS Total Population	55,957	5%
Latino	8,699	16%	Age 0 - 19	14,672	26%
NH White	39,312	74%	Age 20 - 60	31,381	56%
NH Black/African-American	1,301	2%	Age 60+	9,905	18%
NH Native American	570	1%			
NH Asian-American	2,730	5%	Immigrant	4,822	9%
NH Pacific Islander	400	1%	Naturalized (pct of total immigrants)	3,229	67%
NH Other	111	0%	Age 5+	52,245	
NH Multi-Race	290	1%	Speak English at home	44,494	85%
Voting Age Population total	40,703		Speak Spanish at home	4,653	9%
VAP Latino	5,694	14%	Speak an Asian language at home	1,359	3%
VAP NH White	31,233	77%	Speak other language at home	1,739	3%
VAP NH Black/African-American	836	2%	Speak English only "well" or less	2,195	4%
VAP NH Native American	443	1%	Age 25+	37,638	
VAP NH Asian-American	1,985	5%	Age 25+, no HS degree	2,799	7%
VAP NH Pacific Islander	285	1%	Age 25+, HS degree (only)	24,923	66%
VAP NH Other	78	0%	Age 25+, bachelor degree (only)	6,705	18%
VAP NH Multi-Race	149	0%	Age 25+, graduate degree (only)	3,212	9%
Citizen VAP total	40,921		Households	19,256	
CVAP Latino	5,736	14%	Child under 18 in Household	6,484	34%
CVAP NH White	31,300	76%	Income \$0-25k	2,474	13%
CVAP NH African-American	800	2%	Income \$25-50k	3,524	18%
CVAP NH Asian & Pacific Islander	2,255	6%	Income \$50-75k	3,571	19%
CVAP Other	830	2%	Income \$75-200k	8,977	47%
Voter Registration (Nov. 2014)	31,008		Income \$200k+	711	4%
Latino Reg	3,571	12%	Housing units	20,085	
Asian-Surnamed Reg.	466	2%	Single-Family	15,242	76%
Filipino-Surnamed Reg.	242	1%	Multi-Family	4,843	24%
Est. NH White Reg.	26,243	85%	Vacant	829	4%
Est. African-Amer. Reg	481	2%	Occupied	19,256	96%
Democratic Reg.	8,232	27%	Rented	5,626	29%
Republican Reg.	13,412	43%	Owned	13,630	71%
Other/No Party Reg.	9,364	30%			
Voters Casting Ballots (Nov. 2014)	13,631	44%	Voters Casting Ballots (Nov. 2012)	24,033	78%
Latino voters	1,132	8%	Latino voters	2,363	10%
Asian-Surnamed voters	172	1%	Asian-Surnamed voters	298	1%
Filipino-Surnamed voters	99	1%	Filipino-Surnamed voters	178	1%
Est. NH White voters	12,032	88%	Est. NH White voters	20,810	87%
Est. African-Amer. Reg	202	1%	Est. African-Amer. Reg	356	1%
Democratic voters	3,650	27%			
Republican voters	7,056	52%			
Other/No Party voters	2,925	21%			

Protected Class CVAP Concentrations

6

There are no heavily Latino, African-American, or Asian-American neighborhoods



Defining Communities of Interest

7

1st Question: What is your neighborhood or Community of Interest?

A Community of Interest is generally defined as a neighborhood or community of shared interests, views, problems, or characteristics.

Possible community feature/boundary definitions include:

- ❑ School attendance areas
- ❑ Natural neighborhood dividing lines, such as highway or major roads, rivers, canals, and/or hills
- ❑ Areas around parks and other neighborhood landmarks
- ❑ Common issues, neighborhood activities, or legislative/election concerns
- ❑ Shared demographic characteristics
 - ▣ Such as similar levels of income, education, or linguistic isolation

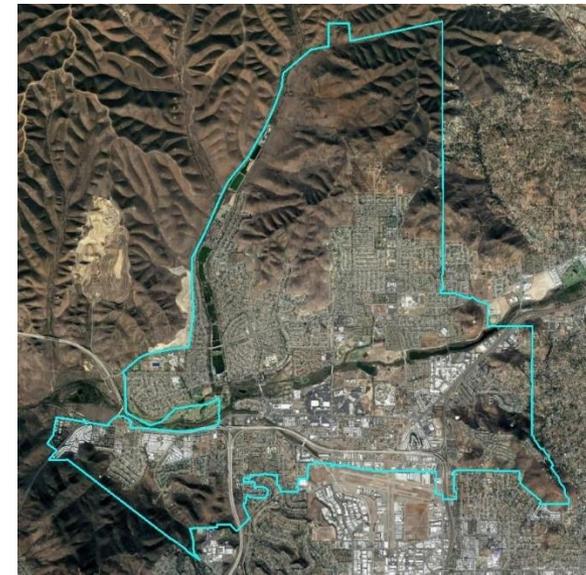
2nd Question: Does a Community of Interest want to be united in one district, or to be divided to have a voice in multiple elections?



Discussion

8

1. **What are the boundaries of your neighborhood or “community of interest”?**
2. **Do you want your neighborhood united in one district, or with multiple Councilmembers elected from it?**
3. **What neighborhoods do you think make sense to be with your neighborhood in a district or districts because of common city issues?**
4. **What other “communities of interest” do you see in the City?**



City of Santee
COUNCIL AGENDA STATEMENT

MEETING DATE: January 24, 2018

AGENDA ITEM NO.

ITEM TITLE **ANNUAL PRESENTATION OF LOCAL APPOINTMENTS LIST —
BOARDS, COMMISSIONS & COMMITTEES**

DIRECTOR/DEPARTMENT Peggy Johns, MMC, Interim City Clerk *SA for*

SUMMARY

At its December 13, 2017, City Council meeting, the City Council received the annual listing of all appointed Boards, Commissions and Committees, known as the Local Appointments List, in accordance with Government Code 54970 et seq., commonly known as the Maddy Act. The City Council directed this matter be returned to the January 24, 2018, meeting for annual review.

At this time, the following vacancies exist and are eligible for appointment:

- 1 vacancy on the Manufactured Home Fair Practices Commission
- 2 vacancies on the Salary Setting Advisory Committee
- 1 vacancy on the Santee Park and Recreation Committee

Council may wish to make changes and/or deactivate any board, commission, or committee that it believes has completed its original purpose in accordance with Council Legislative Policy Memorandum 84-1.

The attached master listing will be updated to reflect Council's action at this meeting and will be available for public review at the Santee Library and the City Clerk's Office as required by state law.

FINANCIAL STATEMENT *jm* N/A

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

1. Take action on recommended appointment(s), if any, as presented by the Mayor at the meeting; and
2. Reaffirm/continue all other standing groups and representation as listed.

ATTACHMENTS (Listed Below)

Proposed Local Appointment List
Existing Local Appointments List

CITY OF SANTEE – LOCAL APPOINTMENT LIST
BOARDS, COMMISSIONS AND COMMITTEES (Revised January 2018)

Council Committees

<u>CITY COUNCIL & SANTEE ELEMENTARY SCHOOL DISTRICT CONFERENCE COMMITTEE</u>		
<i>Qualifications: Member of the City Council or School Board; terms are annual</i>		
	Appointed	Current Term Expiration
Council Member Rob McNelis	1/25/17	1/25/18
Council Member Stephen Houlahan	1/25/17	1/25/18

<u>COUNTY SERVICE AREA (CSA) 69 (PARAMEDICS)</u>		
<i>Qualifications: City of Santee resident representative and a Member of the City Council. Term: The Mayor has term length discretion, but Resident Representatives typically serve a term concurrent with the appointing Mayor. Representatives must be approved by Board of Supervisors.</i>		
	Appointed	Current Term Expiration
Representative – Council Member Brian Jones	05/10/17	01/24/18
Alternate – Council Member Stephen Houlahan	01/25/17	01/24/18
Resident – Warren H. Savage, Jr.	01/25/17	01/24/18

<u>EAST COUNTY ECONOMIC DEVELOPMENT COUNCIL</u>		
<i>Qualifications: Member of the City Council</i>		
	Appointed	Current Term Expiration
Representative – Mayor John Minto	01/25/17	01/24/18
Alternate – Council Member Ronn Hall	01/25/17	01/24/18

<u>GOODAN RANCH POLICY COMMITTEE</u>		
<i>Qualifications: Three elected representatives from the County of San Diego, City of Poway and City of Santee</i>		
	Appointed	Current Term Expiration
Representative – Council Member Stephen Houlahan	01/25/17	01/24/18
Alternate – Council Member Rob McNelis	01/25/17	01/24/18

<u>HEARTLAND COMMUNICATIONS FACILITY COMMISSION*</u>		
<i>Each public agency which is a party to this agreement has one seat on the Commission. The cities of El Cajon, Lemon Grove, Santee, and La Mesa, and the Alpine, Bostonia, Lakeside and San Miguel Fire Protection Districts jointly equip, maintain, operate and staff a facility, thereby providing emergency services of receiving and dispatching calls to said public agencies; term is per appointing agency</i>		
	Appointed	Current Term Expiration
Representative – Council Member Brian Jones	01/25/17	01/24/18
Alternate – Council Member Rob McNelis	01/25/17	01/24/18

*Stipend Received

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

HEARTLAND FIRE TRAINING FACILITY AUTHORITY COMMISSION*

Qualifications: Agency member Heartland Fire Training Facility Authority; term is per appointing agency

	Appointed	Current Term Expiration
Representative – Council Member Rob McNelis	01/25/17	01/24/18
Alternate – Council Member Ronn Hall	01/25/17	01/24/18

**Stipend Received*

LEAGUE OF CALIFORNIA CITIES*

Qualifications: Member of the City Council; terms are annual.

	Appointed	Current Term Expiration
Representative – Mayor John Minto	01/25/17	01/24/18
Alternate – Council Member Ronn Hall	01/25/17	01/24/18

**Any Council Member may choose to attend any individual event*

MISSION TRAILS REGIONAL PARK TASK FORCE

Qualifications: Member of City Council; terms are annual

	Appointed	Current Term Expiration
Representative – Council Member Stephen Houlahan	01/25/17	01/24/18
Alternate – Council Member Rob McNelis	01/25/17	01/24/18

SAN DIEGO ASSOCIATION OF GOVERNMENTS (SANDAG) Board of Directors*

Qualifications: Member of the City Council; terms are annual

	Appointed	Current Term Expiration
Representative – Mayor John Minto	01/25/17	01/24/18
Alternate – Council Member Ronn Hall	01/25/17	01/24/18
2 nd Alternate – Council Member Rob McNelis	01/25/17	01/24/18

**Stipend Received*

SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS)*

Qualifications: Member of the City Council; terms are annual.

	Appointed	Current Term Expiration
Representative – Council Member Ronn Hall	01/25/17	01/24/18
Alternate – Council Member Brian Jones	01/10/18	01/24/18

**Stipend Received*

SAN DIEGO RIVER CONSERVANCY BOARD

Qualifications: Member of the City Council; terms are annual.

	Appointed	Current Term Expiration
Representative – Council Member Brian Jones	11/08/17	01/24/18

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

CITIZEN COMMITTEES

CITIZENS ADVISORY COMMITTEE FOR MISSION TRAILS REGIONAL PARK

Qualifications: City of Santee resident; terms are annual

	Appointed	Current Term Expiration
Representative – Frank Bathrick	01/25/17	01/24/18

COMMUNITY ORIENTED POLICING COMMITTEE

Requirements: Members are set forth by Council and include a City Council Member, City Manager, Santee Sheriff's Station Commander, representatives from the Santee School District, Grossmont Union High School District, Chamber of Commerce, Santee Collaborative Institute for Public Strategies, 2 Citizens-At-Large and Santee Solutions Coalition; term limits are at the pleasure of the legislative body.

	Appointed	Current Term Expiration
Representative – John Minto, Mayor	01/25/17	01/24/18
Citizen-At-Large – Warren Savage	01/25/17	01/24/18
Citizen-At-Large – Dustin Trotter	01/25/17	01/24/18

GILLESPIE FIELD DEVELOPMENT COUNCIL

Qualifications: Expertise and experience in real estate, finance, industrial development or aviation, and have a demonstrated interest in the economic viability of Gillespie Field; term is four years

	Appointed	Current Term Expiration
Representative – John Morley	06/23/15	06/23/19

MANUFACTURED HOME FAIR PRACTICES COMMISSION*

Qualifications: The Commission consists of five regular members and all members must be resident electors and are appointed by the Mayor, with the approval of the City Council. Term: Each regular member shall be appointed to serve a two-year term and shall hold office until a new member has been duly appointed.

	Appointed	Current Term Expiration
Commissioner Frank Bathrick	01/27/16	01/24/18
Commissioner Keshav Damoor	01/27/16	01/24/18
Commissioner Lee E. Wilson	01/25/95	01/25/19
Commissioner Rusty Williams	09/24/03	01/25/19
VACANT – Resident Elector	OPEN	01/25/20

**Stipend Received*

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

SALARY SETTING ADVISORY COMMITTEE

Regular biennial meetings are held on odd-numbered years. Appointments are made by the Mayor, with the approval of the City Council; terms are at the pleasure of the legislative body.

	Appointed	Current Term Expiration
VACANT	OPEN	
VACANT	OPEN	
Karen Bisignano	01/28/09	
Bill Howell	01/28/09	
Marilynn Lynn	01/28/09	
James Montague	01/28/09	
Warren Savage	01/28/09	
Keshav Damoor	08/28/13	

SANTEE PARK AND RECREATION COMMITTEE (SPARC)

Resident appointments to the SPARC are made by the Mayor, with the approval of the City Council. Term is at the pleasure of the legislative body.

	Appointed	Current Term Expiration
VACANT – Resident Appointment	OPEN	
Anita Bautista	10/11/95	
Ken Fox, Chair	04/28/99	
Lisa Neely, Vice Chair	06/13/01	
Rusty Williams	10/24/01	
Charles Hattaway	05/27/03	
Arli Wolfson	04/08/09	
Heather Jones, Secretary	05/25/11	
Alan Tuthill	06/22/11	
John Morley	01/25/12	
Laqueta Strawn	01/25/12	
Patricia Fortin	08/26/15	
Dustin Trotter	08/26/15	
Stacey LoMedico	01/13/16	

CITY OF SANTEE
LOCAL APPOINTMENTS LIST
BOARDS, COMMISSIONS AND COMMITTEES

Revised By:
The City Clerk's Office
January 2018

PART ONE:

The following Boards, Commissions and Committees exist and function as a part of the City of Santee's internal municipal structure.

CITY COUNCIL & SANTEE ELEMENTARY SCHOOL DISTRICT CONFERENCE COMMITTEE

Established: 3/27/85 [City Council Minutes]. Established by City Council to meet with School Board Members to discuss selected items.

Qualifications: Member of City Council or School Board

Term: Annual

Representatives: Rob McNelis, Council Member
Stephen Houlahan, Council Member

School District: Dianne El-Hajj, Vice President [Appointed 12/07/17]
Ken Fox, Vice President [Appointed 12/07/17]

Appointed: 1/12/11 [McNelis]

Reappointed: 1/25/12, 1/23/13, 1/22/14, 2/11/15, 1/27/16, 1/25/17

Appointed: 1/25/17 [Houlahan]

Contact Person: Lisa Arreola, Executive Assistant
Phone: (619) 258-2304

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

COMMUNITY ORIENTED POLICING COMMITTEE

Established: 8/14/96 [Resolution 129-96]. The purpose of the Committee is to make recommendations regarding the City's Community Oriented Policing Program. These may include recommendations regarding crime prevention, drug awareness, education programs, neighborhood watch programs, law enforcement staffing, and other issues regarding the City's overall policing effort. Committee recommendations may be forwarded to the Council for final action.

Qualifications: Members are set forth by Council and include a City Council Member, City Manager, Santee Sheriff's Station Commander, representatives from the Santee School District, Grossmont Union High School District, Chamber of Commerce, Santee Collaborative [1/23/08 City Council Minutes], Institute for Public Strategies [1/28/09 City Council Minutes], 2 Citizens-At-Large [2/11/15 Council Minutes], and Santee Solutions Coalition [8/26/15 Council Minutes].

Term: At the pleasure of the legislative body.

Meetings: Meetings are held on the 2nd Monday of each month at 2:00 p.m.; City Hall, 10601 Magnolia Avenue, Council Chambers Conference Room.

Staff Assistance: Anne Morrison, Recreation Services Manager, Community Services Department
Martha Miramontes, Crime Prev. Specialist, Santee Sheriff Station

Representatives: John Minto, Mayor
Marlene Best, City Manager
Captain Daniel Brislin, Santee Sheriff's Station Commander
John Schweller, Santee School District
Larry Oedewaldt, Vice Principal, Santana High School
Mary Nishikawa, Assistant Principal, West Hills High School
Meredith Riffel, Santee Collaborative
Sandy Schmitt, Executive Director, Santee Chamber of Commerce
Joyce Moore, Institute for Public Strategies
Lisa Bridges, Santee Solutions Coalition

Citizen-At-Large: Warren Savage
Appointed: 1/25/12
Reappointed: 1/23/13, 1/22/14, 2/11/15, 1/27/16, 1/25/17

Citizen-At-Large: Dustin Trotter
Appointed: 3/25/15
Reappointed: 1/27/16, 1/25/17

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

LIBRARY COMMITTEE

Established: 1/22/97 [City Council Minutes]. The purpose of the Committee is to act in an advisory capacity to the City Council on matters pertaining to library services in the City of Santee.

Qualifications: Two City Council Members, three representatives from the Friends of the Library, two from the Grossmont High School District, one from the County Library, one from the Santee School District, one from the Santee School District PTA, one from the Santee Historical Society, one from Santee Mobilehome Owners Action Committee (SMOAC), one from the Chamber of Commerce, one from the Santee Ministerial Council, and four Members-At-Large.

Term: At the pleasure of the legislative body.

Meetings: As needed.

Staff Assistance: Bill Maertz, Director, Community Services Department

Council Rep.: Ronn Hall, Council Member [Appointed 2/11/15]

Council Rep.: Rob McNelis, Council Member [Appointed 1/25/17]

Library Committee Members:

County Library - Santee Branch Santee Historical Society

Friends of the Library (3) SMOAC

Grossmont Union HS District (2) Santee Chamber of Commerce

Santee School District Santee Ministerial Council

Santee School District PTA

Members-At-Large:

VACANT VACANT
Appointed: Appointed:

VACANT VACANT
Appointed: Appointed:

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

MANUFACTURED HOME FAIR PRACTICES COMMISSION

Established: 6/10/94 [by City Ordinance 324]. Amended 8/26/94 by Ordinance 329, 10/28/98 by Ordinance 381, and on 1/24/01 by Ordinance 412. The purpose of the Commission is to ensure that the provisions of the Santee Manufactured Home Fair Practices Ordinance are appropriately implemented in Santee.

Qualifications: The Commission consists of five regular members. All members must be resident electors and are appointed by the Mayor, with the approval of the City Council. No member shall be:

- (a) a manufactured home owner or resident;
- (b) an owner, operator or manager of a manufactured home park;
- (c) any person owning or possessing any interest in, or operating or managing, any other rental property totaling four (4) or more dwelling units, whether such four (4) units are located on one parcel or lot, or are spread among several parcels or lots. As used in this section, "dwelling unit" shall mean an apartment unit, a condominium unit, or a single-family residence.
- (d) a person with an identifiable economic or professional interest in the rights of park owners or residents.

Term: Each regular member shall be appointed to serve a two-year term. Each regular member shall hold office until a new member has been duly appointed.

Meetings: Meetings are held quarterly on the 3rd Thursday of March, June, September, and the 2nd Thursday of December at City Hall Council Chambers, 10601 Magnolia Avenue.

Staff Assistance: Tom Romstad, Senior Management Analyst, Development Services Department

Commission Members:
(next page)

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

Commission Members:

Lee E. Wilson

Appointed: 1/25/95

Reappointed: 1/22/97, 1/27/99, 1/24/01, 2/12/03, 1/26/05, 1/24/07, 1/28/09, 1/12/11,
1/23/13, 2/11/15, 1/25/17

Term Ends: 2019

Rusty Williams

Appointed: 9/24/03

Reappointed: 1/26/05, 1/24/07, 1/28/09, 1/12/11, 1/23/13, 2/11/15, 1/25/17

Term Ends: 2019

Frank Bathrick

Appointed: 2/10/10

Reappointed: 1/25/12, 1/22/14, 1/27/16

Term Ends: 2018

Keshav Damoor

Appointed: 8/28/13

Reappointed: 1/22/14, 1/27/16

Term Ends: 2018

VACANT

Appointed:

Reappointed:

Term Ends:

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

SALARY SETTING ADVISORY COMMITTEE

Established: 1/28/09 [City Council Minutes]. The purpose of the Committee is to make recommendations to the Council regarding the appropriate level of salary and benefits for the Mayor and the City Council.

Qualifications: Appointments are made by the Mayor, with the approval of the City Council.

Term: At the pleasure of the legislative body.

Meetings: Regular biennial meetings on odd-numbered years at City Hall, 10601 Magnolia Avenue, Council Chambers Conference Room.

Staff Assistance: Kathy Valverde, Assistant to the City Manager

Committee Members:

Karen Bisignano	Appointed: 1/28/09
Bill Howell	Appointed: 1/28/09
VACANT	Appointed:
Marilynn Linn	Appointed: 1/28/09
James Montague	Appointed: 1/28/09
Warren Savage	Appointed: 1/28/09
VACANT	Appointed:
Keshav Damoor	Appointed: 8/28/13

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

SANTEE PARK AND RECREATION COMMITTEE (SPARC)

Established: 9/28/81 [Resolution 75-81]. The purpose of the Committee is to act in an advisory capacity to the City Council on matters pertaining to municipal parks and recreation programs in the City of Santee. April 26, 1995, Council adopted revised bylaws [City Council Minutes].

Qualifications: Resident appointments to the Santee Park and Recreation Committee are made by the Mayor, with the approval of the City Council.

Term: At the pleasure of the legislative body.

Meetings: Meetings are on the first Thursday of each month at 6:30 p.m. at City Hall, 10601 Magnolia Avenue, Conference Room. in Bldg. 6, Community Services

Staff Assistance: Bill Maertz, Director of Community Services; and Heather Heckman, Administrative Secretary

Committee Members:

Anita Bautista	Appointed: 10/11/95
Ken Fox, Chair	Appointed: 4/28/99
Lisa Neely, Vice-Chair	Appointed 6/13/01
Rusty Williams	Appointed: 10/24/01
Charles Hattaway	Appointed: 5/27/03
Arli Wolfson	Appointed: 4/08/09
Heather Jones, Secretary	Appointed: 5/25/11
Alan Tuthill	Appointed: 6/22/11
John Morley	Appointed: 1/25/12
Laqueta Strawn	Appointed: 1/25/12
Patricia Fortin	Appointed: 8/26/15
Dustin Trotter	Appointed: 8/26/15
VACANT	Appointed:
Stacey LoMedico	Appointed: 1/13/16

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

PART TWO - JOINT AGENCIES

The following Boards, Commissions, and Committees, external to the City of Santee's internal governmental process, have appointed delegates to represent the City of Santee.

Unless otherwise stated, appointments are made by the Mayor, with the approval of the City Council.

CITY SELECTION COMMITTEE (League of California Cities)

Established: Under the auspices of the League of California Cities, San Diego County Division, this committee makes appointments to LAFCO, the Service Authority for Freeway Emergencies, and the Abandoned Vehicle Abatement Service Authority.

Qualifications: Every City Mayor is automatically a representative.

Term: 2020 (Corresponds to the Mayor's term)

Meetings: This committee meets as needed.

Representative: John Minto, Mayor

Contact Person: Gliceria Magpayo, Program Manager for County Clerk of the Board of Supervisors
County of San Diego
1600 Pacific Highway, Room 402
San Diego, CA 92101-2471

Phone: (619) 531-4870

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

COMMUNITY LEADERS FORUM MCAS MIRAMAR

Established: 4/28/99 [City Council Minutes]. Meetings to provide current information regarding ongoing activities at the base relating to helicopter flight patterns at MCAS Miramar.

Qualifications: Member of the City Council

Term: Annual

Representative: Rob McNelis [1/25/17]

Resident Co-Rep: James D. Panknin

Appointed: 6/9/04 [Panknin], 1/25/17 [McNelis]

Reappointed: 1/26/05, 1/25/06, 1/24/07, 1/23/08, 1/28/09, 1/27/10, 1/12/11, 1/25/12, 1/23/13, 1/22/14, 2/11/15 [Panknin], 1/27/16, 1/25/17

Address: Community Plans and Liaison Director
Attn: Kristin Camper
P. O. Box 452001
San Diego, CA 92145-2001

Phone: (858) 577-6603

Meetings: Third Thursdays, monthly, at 5:30 p.m. at MCAS Miramar.

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

EAST COUNTY ECONOMIC DEVELOPMENT COUNCIL

Established: 12/12/84 [City Council Minutes].

Rejoin: 7/23/86 [City Council Minutes].

Qualifications: Position-specific; Mayor and Council Member.

Term: Annual

Meetings: Third Wednesday, monthly, 7:30 a.m. in the East County Economic Development Council's Board Room.

Representative: John Minto, Mayor

Alternate: Ronn Hall, Council Member

Deactivated: 11/18/92

Reactivated: 1/14/93

Appointed: 12/5/00 [Voepel] 2/12/03 [Minto], 1/25/17 [Hall], 5/10/17 [Hall as Rep]

Reappointed: 1/24/01, 1/23/02, 2/12/03, 1/28/04, 1/26/05, 1/25/06, 1/24/07, 1/23/08, 1/28/09, 1/27/10, 1/12/11, 1/25/12, 1/23/13, 1/22/14, 2/11/15, 1/27/16, 1/25/17

Address: East County Economic Development Council
1908 Friendship Drive, Suite A
El Cajon, CA 92020

Phone: (619) 258-3670

Contact Person: Jo Marie Diamond, President/Chief Executive Officer

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

GILLESPIE FIELD DEVELOPMENT COUNCIL

The Gillespie Field Development Council oversees the industrial and economic development of Gillespie Field through a Joint Powers Agreement between the City of El Cajon and the County of San Diego.

Established: Joint Powers Agreement executed March 19, 1974, last amended on April 8, 2015.

Qualifications: A member must have expertise and experience in such fields as real estate, finance, industrial development, aviation, or other fields related to the development program for Gillespie Field, and have a demonstrated interest in the economic viability of the field.

Term: 4 years

Membership: The Council shall be composed of five members, three of whom shall be nominated by the Board of Supervisors of the County of San Diego, and two of whom shall be nominated by the City Council of the City of El Cajon. Of the three nominated by the County, one shall be selected from qualified candidates identified by the City of Santee. If the City of Santee fails to identify qualified candidates, the County may nominate members of its own choice. No person shall be nominated or appointed who is a member of the governing body or planning commission or a full-time employee of the County of San Diego, City of Santee or the City of El Cajon. Two members are appointed by the City Council of the City of El Cajon and ratified by the Board of Supervisors.

Meetings: Bimonthly on the third Wednesday of the month starting in January 2015 at 6:00 p.m.

Representative: John Morley
Term Expires: June 23, 2019

Appointed: 6/23/15, 1/27/16, 1/25/17

Contact Person: Jennifer Kaylor

Address: 1960 Joe Crosson Dr.
El Cajon, CA 92020

Phone: (619) 956-4818

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

GOODAN RANCH POLICY COMMITTEE

Established: In July 1991, an agreement was signed by the State of California Department of Fish and Game, the County of San Diego, the City of Poway, and the City of Santee to jointly purchase Goodan Ranch. The Joint Powers Agreement, effective November 7, 1995, establishes the Goodan Ranch Policy Committee.

Qualifications: The Goodan Ranch Policy Committee is comprised of three elected representatives, appointed by the governing bodies of the County of San Diego, the City of Poway, and the City of Santee, and one representative from the State of California Department of Fish and Game. An alternate is also appointed by each of the Public Agencies.

Term: Annual

Meetings: Once annually

Appointed: 1/25/17

Representative: Stephen Houlahan, Council Member
Alternate: Rob McNelis, Council Member

Contact Person: Bill Maertz, Director of Community Services
Address: City of Santee
10601 Magnolia Avenue
Santee, CA 92071

Phone: (619) 258-4100, Extension 126

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

SAN DIEGO RIVER CONSERVANCY BOARD

Established: November 8, 2017 [City Council Minutes.] The Conservancy's 13 member Governing Board consists of both state and local representatives, creating a partnership which reflects the diversity and dedication to conserving this highly valued resource of statewide significance.

Qualifications: Member of the City Council

Term: Annual

Representative: Brian Jones [11/8/17]

Appointed: 11/8/17

Address: San Diego River Conservancy
1350 Front Street, Suite 3024
San Diego, CA 92101

Contact Person: Julia Richards, Executive Director
Phone: (619) 645-3188

Meetings: Bimonthly at 1:00 p.m. at the County Administration Building

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

HEARTLAND COMMUNICATIONS FACILITY COMMISSION*

Established: 7/23/86 [Council Minutes]. The governing body of Heartland Communications Facility Authority Board of Chiefs. Each public agency which is a party to this agreement has one seat on the Commission. The cities of El Cajon, Lemon Grove, Santee, and La Mesa, and the Alpine, Bostonia, Lakeside and San Miguel Fire Protection Districts jointly equip, maintain, operate and staff a facility, thereby providing emergency services of receiving and dispatching calls to said public agencies.

Qualifications: Member of governing body of public agency.

Term: Per appointing public agency.

Meetings: Fourth Thursday in January, April, July, and October at the Ronald Reagan Center in El Cajon, 4:00 p.m.

Representative: Brian Jones, Council Member
Alternate: Rob McNelis, Council Member

Appointed: 2/11/15 [Hall], 1/25/17 [McNelis], 5/10/17 [Jones]
Reappointed: 1/24/07, 1/23/08, 1/28/09, 1/27/10, 1/12/11, 1/25/12, 1/23/13, 1/22/14, 2/11/15 [Minto], 1/27/16, 1/25/17

Contact: Valerie Nellis
Heartland Communications Facility Authority
100 East Lexington Ave.
El Cajon, CA 92020
Phone: (619) 441-1623

Diane McClarty, Communications Director
Heartland Communications Facility Authority
100 East Lexington Ave.
El Cajon, CA 92020-4517
(619) 441-1624
FAX: (619) 444-5982

**Stipend Received*

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

HEARTLAND FIRE TRAINING FACILITY AUTHORITY COMMISSION*

Parties involved have common powers to secure the construction and operation of a fire training facility for training personnel, etc., at the Owens Tower Fire Training Facility.

Established: 12/01/73

Qualifications: Agency member Heartland Fire Training Facility Authority.

Term: Per appointing public agency.

Meetings: Second Thursdays in January, April, July, and October at Heartland Facility at 4:00 p.m.

Representative: Rob McNelis, Council Member [1/12/11; changed from alternate to representative 1/23/13]

Alternate: Ronn Hall, Council Member

Appointed: 1/12/11 [McNelis], 2/11/15 [Hall]

Reappointed: 1/25/12, 1/23/13, 1/22/14, 2/11/15 [McNelis], 1/27/16, 1/25/17

Contact: Dave Miller
Heartland Communications Facility Authority
1301 N. Marshall Avenue
El Cajon, CA 92020

Phone: (619) 441-1693

**Stipend Received*

LEAGUE OF CALIFORNIA CITIES

Qualifications: Members of the City Council.

Term: Annual

Representative: John Minto, Mayor [1/26/05]

Alternate: Ronn Hall, Council Member [1/27/16]

Appointed: 1/26/05 [Minto] and 1/12/11 [McNelis]

Reappointed: 1/25/06, 1/24/07, 1/23/08, 1/28/09, 1/27/10, 1/12/11, 1/25/12, 1/23/13, 1/22/14, 2/11/15, 1/27/16 [Minto], 1/25/17

Address: League of California Cities
P.O. Box 82081
San Diego, CA 92138-2081

Phone: (619) 733-1751

Contact Person: Catherine Hill, Regional Representative

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS)*

Established: 1/31/85 [City Council Minutes].

Qualifications: Members of the City Council.

Term: Annual

Meetings: Third Thursday monthly at 9:00 a.m.

Representative: Ronn Hall, Council Member [05/10/17]

Alternate: Brian Jones, Council Member [1/10/18]

Appointed: 1/12/11, 1/25/17 [Hall], 5/10/17 [Hall as Rep]

Reappointed: 1/25/12, 1/23/13, 1/22/14, 2/11/15, 1/27/16, 1/25/17

Address: Metropolitan Transit Development Board
1255 Imperial Avenue, Suite 1000
San Diego, CA 92101-7490

Phone: (619) 557-4515

Contact Person: Julia Tuer, Executive Assistant to CEO Paul Jablonski and Clerk of the Board

**Stipend Received*

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

MISSION TRAILS REGIONAL PARK TASK FORCE

This Committee, comprised of representatives of various cities and agencies, advises on matters pertaining to acquisition, development, operation, and maintenance of Mission Trails Regional Park.

Qualifications: Member of the City Council

Term: Annual

Membership: The Mission Trails Regional Park Task Force is comprised of two members from the San Diego City Council, one of whom shall be from the Council District in which the Regional Park is located; two members from the County Board of Supervisors, one of whom shall be from the Supervisorial District in which the Regional Park is located; one member from the Santee City Council, one member from the La Mesa City Council, and the Chairperson of the Mission Trails Regional Park Citizens Advisory Committee.

Meetings: Third Thursday of odd-numbered months at 10:00 a.m. at the Mission Trails Regional Park Visitor and Interpretive Center, One Father Junipero Serra Trail, San Diego, CA 92119.

Representative: Stephen Houlahan, Council Member [1/25/17]
Alternate: Rob McNelis, Council Member [1/12/11; changed to Alternate 2/11/15]

Appointed: 2/11/15 [Hall], 1/12/11 [McNelis]
Reappointed: 1/25/12, 1/23/13, 1/22/14, 2/11/15 [McNelis], 1/27/16, 1/25/17 [McNelis]

Contact Person: Steve Haupt, District Manager, Open Space Division
Address: 202 C Street, MS 35A
San Diego, CA 92101-3860

Phone: (619) 685-1311

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

CITIZENS ADVISORY COMMITTEE FOR MISSION TRAILS REGIONAL PARK

Qualifications: City of Santee resident.

Term: Although the Mayor has term length discretion, representatives typically serve a term concurrent with the appointing Mayor. Appointment process requires each of the eleven represented groups nominate a member every two years in the odd numbered years so that nomination can be considered at task force's January meeting.

Representative: Frank Bathrick

Appointed: 12/11/13

Reappointed: 1/22/14, 2/11/15, 1/27/16, 1/25/17

Alternates: Chair and Vice Chair of Santee Park and Recreation Committee (Alternates per Council meeting 03/13/91)

Meetings: Meetings are held at 7:00 p.m. on the first Tuesday of odd numbered months at the Mission Trails Regional Park Visitor and Interpretive Center.

Contact Person: Steve Haupt, District Manager, Open Space Division

Address: 202 C Street, MS 35A
San Diego, CA 92101-3860

Phone: (619) 685-1311

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

SAN DIEGO AIRPORT AUTHORITY BOARD

This Joint Agency body, created January 1, 2003, convenes on matters connected to its state-mandated mission to effectively manage and operate San Diego International Airport and address the region's long-term air transportation needs.

Qualifications: A member of one of the East County City Councils or a resident of one of the East County cities.

Term: 3 years

Membership: The Airport Authority is governed by an appointed board of nine members who represent all areas of San Diego County and three ex-officio members.

Meetings: Third Thursday of every month at 9:00 a.m. on the third floor of the Administration Building (formerly the Commuter Terminal) at the San Diego International Airport.

Representative: Mary Sessom (former Lemon Grove Mayor)
Term Expires: January 31, 2019

Appointing Authority: East County area mayors

Appointed: 2/4/13
Reappointed: 1/27/16, 1/25/17

Contact Person: Tony Russell, Authority Clerk
Address: San Diego International Airport
Administration Building, 3rd Floor - Board Conference Room
3225 N. Harbor Dr. - San Diego, CA 92101

Phone: (619) 400-2550

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

SAN DIEGO ASSOCIATION OF GOVERNMENTS (SANDAG) Board of Directors*

Qualifications: Members of the City Council

Term: Annual

Representative: John Minto, Mayor [1/25/17]

Alternate: Ronn Hall, Council Member [1/25/17]

2nd Alternate: Rob McNelis, Council Member [1/12/11]

Appointed: 1/26/05 [Dale], 1/12/11 [Minto, McNelis], 1/25/17 [Hall]

Reappointed: 1/25/06, 1/24/07, 1/23/08, 1/28/09, 1/27/10, 1/12/11, 1/25/12, 1/23/13, 1/22/14, 2/11/15 [Dale], 1/27/16
1/25/12, 1/23/13, 1/22/14, 2/11/15 [Minto, McNelis], 1/27/16, 1/25/17 [McNelis]

Address: SANDAG
401 B Street, Suite 800
San Diego, CA 92101

Phone: (619) 699-1900

Contact Person: Tessa Lero, Clerk of the Board (619) 699-1991

**Stipend Received*

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

COUNTY SERVICE AREA (CSA) 69 (PARAMEDICS)

County Service Area (CSA) 69 (Paramedics) provides input to the County of San Diego relative to paramedic services offered to the Santee/Lakeside area. The group advises on such things as the level of services provided, how services might be better provided, and on funding and budgetary aspects of the programs within this service district.

- Qualifications: City of Santee resident representative and a Member of the Santee City Council.
- Term: Although the Mayor has term length discretion, Resident Representatives typically serve a term concurrent with the appointing Mayor. Council Representatives have no specified term length.
- Membership: Members are appointed by participating organizations: two at-large members from the City of Santee (one resident and one City Council Member, both appointed by the Mayor with the approval of the City Council), one representative each from the Santee School District, Santee Chamber of Commerce, Lakeside Fire Protection District, Lakeside Planning Committee, Lakeside Chamber of Commerce, Lakeside Union School District, East County Fire Protection District, and Grossmont Hospital District.
- Reference Dates: 11/22/82 [Council Minutes], 9/04/85 [Resolution 175-85] change in membership.
- Representative: Brian Jones, Council Member [05/10/17]
Alternate: Stephen Houlahan, Council Member [1/25/17]
- Resident: Warren H. Savage, Jr.
Appointed: 1/24/96
- Reappointed: 1/24/96, 1/22/97, 1/28/98, 1/27/99, 1/26/00, 1/24/01, 1/23/02, 2/12/03, 1/28/04, 1/26/05, 1/25/06, 1/24/07, 1/23/08, 1/28/09, 1/27/10, 1/12/11, 1/25/12, 1/23/13, 1/22/14, 2/11/15, 1/27/16, 1/25/17
- Contact Person: Nicole del Toro-Cummings, Administrative Secretary III
- Address: San Diego County Health and Human Services Agency
Emergency Medical Services
6255 Mission Gorge Road
San Diego, CA 92120-3599
- Phone: (619) 285-6476
- Meetings: Meetings are held quarterly on the 2nd Thursday of the month at 4:00 p.m. during the months of February, May, September and November at Lakeside Fire Administrative Office, 12216 Lakeside Avenue, Lakeside, CA.
- Staff Assistance: Fire Department

LOCAL APPOINTMENTS LIST, REVISED JANUARY 2018

UNIFIED SAN DIEGO EMERGENCY SERVICES ORGANIZATION

Address: Office of Disaster Preparedness
5580 Overland Avenue, Suite 100
San Diego, CA 92123

Contact Person: Shirla Hueth

Phone: (858) 715-2211

Disaster Council

Qualifications: Position-specific

Term: Annual

Meetings: Every other month (February, April, June, August, October, and December) on the third Thursday at 9:00 a.m.

Representatives: Mayor John Minto as Chairperson; City Manager Marlene Best as Director of Emergency Services and Director of Fire & Life Safety/Fire Chief Richard Smith as Assistant Director of Emergency Services.

Appointed: 10/26/81 [Council Minutes], 11/09/81 [Ordinance 35]

City of Santee
COUNCIL AGENDA STATEMENT

MEETING DATE January 24, 2018

AGENDA ITEM NO.

ITEM TITLE STATE OF THE CITY REPORT AND UPDATE ON CITY COUNCIL PRIORITIES

DIRECTOR/DEPARTMENT John W. Minto, Mayor

SUMMARY

A special City Council / Executive Staff Planning Workshop was held on March 21, 2017 to develop goals and priorities for the City for the next two fiscal years. At that time, the City Council agreed on ten projects to focus on over the next two years, four of which were identified as the highest Tier 1 priorities and six were identified as Tier 2 priorities.

Tier 1 Priorities:

1. Construct a Teen/Senior Center (Phase 1 of a Community Center)
2. Improve the Intersection at State Route 52/Mast Boulevard/West Hills Parkway
3. Address the CalPERS Unfunded Liability
4. Address the Repair & Replacement of Corrugated Metal Pipe (CMP)

Tier 2 Priorities:

5. Construct a Public Safety Center
6. Implement an automated Permitting System
7. Replace Firefighter Breathing Apparatus
8. Finish the San Diego River Trail through Santee
9. Develop a "Brand" for the City of Santee
10. Establish an Entertainment District

Two other projects were identified for immediate action: conduct a hotel feasibility study; and seek grant funds to replace the City's Fire Brush Rig.

A state of the City report will be presented with an update on each of these priorities.

FINANCIAL STATEMENT *Am*

There is no fiscal impact with this item. Any costs associated with continued implementation of the priorities will be presented to the Council as part of the Fiscal Year 2018-19 Proposed Budget.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

Receive report and provide direction as needed.

ATTACHMENTS

None

STAFF REPORT

PUBLIC WORKSHOP ON PARKING REQUIREMENTS

CITY COUNCIL MEETING JANUARY 24, 2018

A notice of this workshop was sent to the San Diego Building Industry Association, the Santee Chamber of Commerce, all developers with submitted discretionary development applications and all persons who spoke at the previous public hearing on this subject held on August 9, 2017 via email and United States Postal Service, First Class mail on January 5 and January 8, 2018.

A. BACKGROUND

1) Residential Parking Standards

In 2017, the City Council held two meetings at which time proposed changes to Section 17.24 of the Santee Municipal Code relating to on-site parking requirements were discussed and evaluated. The goal of this effort was to improve the effectiveness of regulations relating to on-site parking in residential zones, particularly in multiple-family developments. The first meeting was a public workshop held on May 24, 2017 in which staff introduced parking regulations of surrounding jurisdictions in comparison with Santee's standards and solicited input on a draft set of changes.

The second meeting was a public hearing held on August 9, 2017 to evaluate a draft ordinance intended to change the City's parking requirements based on the workshop. The public hearing included public testimony against the some of the changes, particularly the provision for three (3) parking spaces for three-bedroom multiple family units. The public hearing was closed with the ordinance not being adopted. Staff was given direction to review the proposed changes in light of public testimony and return to City Council on January 24, 2018 with a second workshop. Minutes of the two meetings are included as Attachment 1.

2) Changes to State Housing Laws

Since the August public hearing, the State has adopted 15 housing-related bills aimed at reducing the cost of housing in California. Several of these bills included language on parking requirements, which are viewed by the State as contributing to the high cost to housing. These parking-related bills are summarized below:

- Senate Bill 35 establishes a "streamlined" project approval process that skips a discretionary review for those projects that contain subsidized housing and meet other criteria. Such streamlined projects would not be required to provide any on-site parking when 1) the development is located within one-

half mile of public transit; 2) the development is located within an architecturally and historically significant historic district; 3) when on-street parking permits are required but not offered to the occupants of the development; or 4) when there is a car share vehicle located within one block of the development. (Gov. Code § 65913.4(d)(1).) If the streamlined project does not meet the above requirements, a city can only require one parking space per unit. (Gov. Code § 65913.4(d)(2).)

- Assembly Bill 879 requires future Housing Element updates to include an analysis of any locally adopted ordinances that directly impact the cost and supply of residential development. (Gov. Code § 65583(a)(5).) A revision to the parking ordinance would be subject to this analysis.
- Assembly Bill 1397 stipulates, among other things, that emergency shelters not be required to provide more off street parking than other commercial or residential uses in the vicinity. (Gov. Code § 65583(a)(4)(A)(ii).)
- Assembly Bill 1521 requires lengthened public notification period when low-income housing protections expire and units can be converted to market-rate. This would include those projects that received assistance in the form of parking reductions or other incentives from the jurisdiction. (Gov. Code § 65863.10.)
- Assembly Bill 1515 prohibits a local agency from disapproving, or conditioning approval in a manner that renders infeasible, a housing development project for very low, low-, or moderate-income households or an emergency shelter unless the local agency makes specified findings. (Gov. Code § 65589.5(d).) Parking requirements could be considered as rendering infeasible a project.

3) Modified Proposal

After the public hearing, staff met with the San Diego Building Industry Association and local developers in an effort to improve residential parking regulations. Based on public testimony at the hearing, recent meetings with the development industry, and recent State legislation, staff has reevaluated the proposed changes to parking regulations.

B. PROPOSED CHANGES

As discussed above, proposed changes to the parking regulations have been

evaluated on the basis of seeking additional parking for multiple-family developments while not jeopardizing future Housing Element updates. Having a State-certified Housing Element is a prerequisite for many grants. Santee's next Housing Element is due to the State Department of Housing and Community Development (HCD) in April 2021.

Accordingly, staff is proposing changes to four areas of the City's on-site parking regulations. These changes are:

- 1) Changing the guest parking ratio from one (1) parking space for every four (4) dwelling units to one (1) space for three (3) dwelling units.
- 2) Requiring that all parking spaces (residential and non-residential) that count toward the minimum required on-site parking be a minimum of 9 feet wide by 19 feet in depth. Compact spaces could be considered through a variance process.
- 3) Expanding the use of podium-style parking as an option in two additional zone districts (R-14 and R-22).
- 4) Clarifying and allowing tandem parking to count as required parking under certain circumstances.

This proposal is compared with the existing regulations and what was proposed in August 2017 in Attachment 2 and is discussed below.

C. **ANALYSIS**

Each jurisdiction determines the number and type of parking required for development (see Attachment 3). The amount of required parking is based on the pattern of historic development, topography, and community goals and norms.

(1) **Multiple-family parking numbers**

In general, multiple-family projects do not provide a sufficient amount of on-site parking. This Ordinance would improve on-site parking supply and lessen the demand for public street parking. The proposed guest parking requirement of one (1) parking space for every three (3) units is consistent with other jurisdictions. La Mesa, National City, San Marcos, Vista and Carlsbad have similar guest parking requirements. Some agencies do not specify a guest parking requirement and this need is included in the parking required for each unit.

The proposed incremental change would have no impact on multiple-family projects of 10 or fewer units; require one additional space (total of four) for

projects containing 11-19 dwelling units; two additional parking spaces (total of seven) for projects containing 20 to 31 units; and so forth.

There would be no change to the guest parking ratio for multiple-family projects in the R-30 (Urban Residential) zone which is currently set at one (1) parking space for every 10 units.

(2) Podium Style Parking

Podium parking generally involves a below-grade or partially below grade parking structure with the building located above (Figure 1). Podium-style parking supports higher residential densities and is currently allowed only in the R-30 (Urban Residential) zone. The proposal would expand the use of podium-style parking as a design option in the R-14 (Medium High Density Residential) and the R-22 (High Density Residential) zones. This will give developers additional flexibility in site design. In the two previous meeting, developers noted that podium-style parking is not economically viable in Santee.

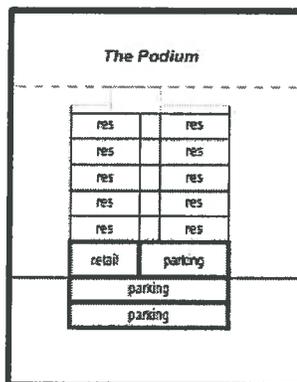


Figure 1

The change would not mandate podium style parking, but would allow it as an option to developers. Since the updated parking regulations may be in place for many years, it is important to provide this option in the event that podium-style parking becomes economically viable in the future.

(3) Compact-Sized Parking

The City established compact-sized parking stalls measuring 8 feet by 16 feet in 1985. In both residential and commercial zones, up to 35% of the required parking may be compact-sized spaces. This is narrower and shorter than the standard parking space of 9 feet by 19 feet. Ten agencies with San Diego County (including Santee) allow compact size parking stalls, some as small as 7.5 feet by 15 feet. Four agencies have a one-size parking space for all purposes.

Compact-sized parking stalls have lost their utility in Santee due to local preference for larger vehicles in East County.

The proposed change would not allow compact size stalls to count towards achieving the minimum required parking for new development. Instead, all parking stalls serving as required parking would have to be a minimum of 9 feet wide and 19 feet deep. Any parking spaces provided in excess of the required minimum could be designed for smaller vehicles as desired by the developer.

(4) Tandem Parking

Parking in tandem is an arrangement where two or more vehicles park in a row such that not all of the vehicles have independent freedom of movement. One or more vehicles would have to move before another vehicle could move. In a residential situation, a two-car tandem parking garage often results in storage in the innermost space. In the 2017 meetings, there was discussion of prohibiting such parking arrangements

After further consideration, Staff recommends allowing such parking arrangements to count when:

- a) both spaces have independent access to a public or private street or drive aisle;
- b) the development site is located within 0.25-mile of a transit stop; or
- c) when used as a density bonus incentive / concession.

This provision provides additional options for developers and is consistent with State trends in lawmaking requiring fewer parking spaces overall and especially near transit stops

D. STAFF RECOMMENDATION

Provide guidance on whether Staff should pursue the proposed changes to the Santee Municipal Code. Staff would take these recommendations and return to City Council at later date with a draft Ordinance.

Attachments:

1. Minutes of the May 24, 2017 and August 9, 2017 City Council meetings related to on-site parking
2. Comparison of Existing Regulations and Proposed Changes in Santee
3. Summary of Agency Parking Standards within the San Diego Region

3. **ORDINANCES:** *See Item 1(D)*

4. **CITY COUNCIL ITEMS AND REPORTS:**

(A) **Selection of voting representative and alternate for the League of California Cities' annual conference.**

ACTION: After brief discussion, on motion of Mayor Minto, seconded by Council Member McNelis, Mayor Minto was selected to be the voting representative, Vice Mayor Hall was selected as the alternate, and the City Clerk was directed to file the completed form with the League of California Cities with all voting aye, except Council Member Jones who was absent.

5. **CONTINUED BUSINESS:**

(A) **Report summarizing the outcome of the March 21, 2017 City Council Planning Workshop.**

City Manager Best introduced the item and presented the staff report utilizing a PowerPoint presentation and answered Council's questions. Council Members gave brief comments on the goals and priorities established from the Planning Workshop.

6. **NEW BUSINESS:**

(A) **Public workshop on parking requirements in residential zones.**

Director of Development Services Kush introduced the item and Senior Planner O'Donnell presented the staff report utilizing a PowerPoint presentation and answered Council's questions.

Each Council Member briefly stated their preferences on parking requirements for multiple-family residential zones. After lengthy discussion, Council came to a general consensus and provided direction to staff to bring back the changes as discussed to a future Council meeting.

(B) **Update on new City website.**

Director of Community Services Maertz presented the staff report by demonstrating the new City website and answered Council's questions.

- (J) Authorization to purchase two “PROFlexx” ambulance cot kits and two sets of long flip-out lifting handles from Ferno-Washington, Incorporated for an amount not to exceed \$13,785.32 and authorization for the City Manager to execute all necessary documents.
- (K) Approval of the seventh contract amendment with West Coast Arborists, Incorporated for Urban Forestry Management Services to increase the FY 2016/17 contract amount from \$145,000 to \$157,576 and authorization for the City Manager to execute the amendment.
- (L) Adoption of a Resolution awarding the construction contract for the Proposition 84 Infiltration Pilot Project (CIP 2013-23) to Blue Pacific Engineering and Construction for a total amount of \$116,500, authorizing the City Manager to execute the contract, authorizing the Director of Development Services to approve changes orders in an amount not to exceed \$11,650.00 and approving a categorical exemption pursuant to the California Environmental Quality Act. (Amended Reso 086-2017)

ENTERED INTO THE RECORD:

Amended Council Agenda Statement and Resolution for Item 1(L) with recommendation to adopt the amended Resolution authorizing the Director of Development services to approve change orders in a total amount not to exceed \$52,286.00.

ACTION: On motion of Vice Mayor Hall, seconded by Council Member Jones, the Agenda and Consent Calendar were approved as amended with all voting aye, except Council Member Houlahan who voted no on Item 1(F).

2. PUBLIC HEARINGS:

- (A) A Public Hearing for an Ordinance of the City Council of the City of Santee, California amending Chapter 17.24 (“Parking Regulations”) of the Santee Municipal Code to modify parking standards and approve an exemption from the California Environmental Quality Act (CEQA) in accordance with Sections 15061 and 15305 of the CEQA guidelines.

ENTERED INTO THE RECORD:

Staff provided correspondence that was received after the issuance of the Agenda.

The Public Hearing was opened at 7:21 p.m. Director of Development Services Kush introduced the item and Principal Planner O'Donnell presented the staff report utilizing a PowerPoint presentation and answered Council's questions.

PUBLIC SPEAKERS:

Speaking in opposition and expressing their concerns with the proposed regulations were Matt Davis of Cushman Wakefield, Michael McSweeney with the Building Industry Association of San Diego, Joe Oftelie of City Ventures, Daryl Priest, Michael Grant and Randy Lang.

Council discussed the various concerns, such as the new amount of required parking, especially for 3 bedroom homes, and if there would be any grandfathering-in of any projects that were already in process. Council talked about making certain changes in the regulations and moving forward now, as well as scheduling a future workshop so additional research and discussion could happen.

MOTION: Council Member Jones moved to close the Public Hearing and schedule a workshop in January 2018 to allow further discussion on the proposed parking regulations. Vice Mayor Hall seconded the motion.

ACTION: After further discussion, Council Member Jones' motion, seconded by Council Member Hall, closing the Public Hearing at 8:27 p.m. and scheduling a workshop for the January 24, 2018 City Council meeting was approved with all voting aye.

3. **ORDINANCES:** See Item 2(A)

4. **CITY COUNCIL REPORTS:** None

5. **CONTINUED BUSINESS:** None

6. **NEW BUSINESS:**

(A) **Review of proposed additional service rates for Waste Management Franchise Agreement.**

Director of Community Services Maertz presented the staff report utilizing a PowerPoint presentation and answered Council's questions.

ACTION: It was moved by Council Member Jones and seconded by Council Member McNelis to approve the adjustment in the overage fee, authorize staff to include the addition of commercial recycling cart services in the Santee Municipal Code update and to temporarily allow said recycling cart services until formally included in the Municipal Code, approve adding 1½ and 2 cubic yard commercial recycling bins to the current rate sheet and approve adding additional collection frequencies, up to five times per week service to the 3-yard split bin service. The motion carried with all voting aye.

Category	Current Requirement	August 2017 Proposal	January 2018 Proposal
Required Parking Spaces			
Single Family Residence (SFR)	2 spaces within a garage	No change to existing regulations	No change to existing regulations
Multiple Family Residence			
Studio/ 1 BR	1.5 spaces/unit 1 space per unit in the R-30 zone	1.75 spaces/unit No change to existing regulations	No change to existing regulations No change to existing regulations
2 BR	2 spaces/unit	No change to existing regulations	No change to existing regulations
3 or more BR	2 spaces/unit	3 spaces/unit	No change to existing regulations
Guest Parking	1 space for every 4 units 1 space for every 10 units in the R-30 zone	1 space for every 2.5 units No change to existing regulations	1 space for every 3 units No change to existing regulations
Mail/Delivery	No requirement	One dual use space required	No requirement
Other Parking Standards			
Parking Space size	Compact Size spaces are allowed	Eliminate the use of compact size spaces	All parking spaces that count for required parking are to be full-sized (9' x 19').
Allow podium parking	Only allowed in R-30 zone	Expand the use of podium parking to include the R-14, R-22, and R-30 zones	Expand the use of podium parking to include the R-14, R-22, and R-30 zones
Tandem Parking	Not Specified	Prohibit the use of tandem parking	Allow tandem parking to count as required parking when 1) both spaces have independent access to a public or private street or drive aisle; 2) the development site is located within 0.25-mile of a transit stop; or 3) when used as a density bonus incentive / concession.
SFR Driveway length	Not specified	Stipulate a 20-foot long driveway	To remain unspecified
Multiple-Family storage	150 C.F. in R-7, R-14 and R-22 zones 200 C.F. in R-30 zone	Not addressed	No change to existing regulations
Garage Size	One-Car garage: 12' wide x 20' deep Two-Car garage: 20' wide X 20' deep	Not addressed	No change to existing regulations

Blue text denotes parking requirements in the R-30 zone.

Attachment 2 (Summary of Proposed Changes)

January 24, 2018

SUMMARY OF AGENCY PARKING STANDARDS

NUMBER OF REQUIRED PARKING SPACES FOR RESIDENTIAL PROJECTS

Agency	Single-Family Residence	Multi-Family Residential (Per dwelling unit)	Guest Parking for Multi –Family projects
County of San Diego	2 per unit in garage	<u>Studio,1 and 2 BR</u> – 1.5 per unit <u>3 BR</u> : 2 per unit	1 for every 5 units
Carlsbad	2 per unit in garage	<u>Studio and 1 BR</u> : 1.5 per unit (one must be covered) <u>2 or more BR</u> : 2 per unit (one must be covered)	<u>10 or less units</u> : 1 for every 3.3 units <u>11 or more units</u> 1 for every 4 units (may be covered or uncovered)
Chula Vista	2 per unit in garage	<u>Studio and 1 BR</u> : 1.5 per unit <u>2 or more BR</u> : 2 per unit	None, except that the Urban Core Specific Plan requires 1 for every 10 units.
Coronado	<u>4,000 SF or less</u> : 2 one “covered and enclosed” plus one “open and unenclosed” <u>4,001-5,599 SF</u> : 2 one “covered and enclosed” plus one either open or enclosed <u>5,600 SF and greater</u> : 3 two “covered and enclosed” plus one either open or enclosed	2 per unit R-5 Zone: 1.5 per dwelling unit	None
Del Mar	<u>1,2,3 BR</u> : 2 garage parking	<u>Studio,1,2,3 BR</u> : 1 garage space and 1 additional on-site	1 for every 4 units

	spaces 4+BR: 2 garage parking and 1 additional on site or 3 garage parking spaces	parking space or 2 garage spaces 4+BR: 2 garage parking spaces and 1 additional on-site parking space or 3 garage parking spaces	
El Cajon	2 per unit in garage	<u>Studio / 1 BR:</u> 2 per unit <u>2+ BR:</u> 2.25 per unit	In Residential Multi-family zone: RM-6000 zone- 1 per dwelling unit
Encinitas	<u><2,500 SF:</u> 2 per unit in garage <u>>2,500 SF:</u> 3 per unit in garage	<u>Studio:</u> 1.5 per unit <u>1 and 2 BR:</u> 2 per unit <u>3+BR:</u> 2.5 per unit	1 for every 4 units
Escondido	2 per unit (covered)	<u>Studio:</u> 1 per unit <u>1 BR:</u> 1.5 per unit <u>2 BR:</u> 1.75 per unit <u>3+BR:</u> 2 per unit	1 for every 4 units
Imperial Beach	<u>SFRs and Duplexes:</u> 2 per unit in garage <u>Medium and High Density:</u> 2 per unit, 50% enclosed.	<u>Studio & 1 BR:</u> 1 per unit <u>2-3 BR:</u> 2 per unit <u>4+ BR:</u> 2.5 per unit	None
La Mesa	2 per unit in garage	2 per unit	1 for every 2.5 units
Lemon Grove	2 per unit in garage	<u>Studio:</u> 1 per unit <u>1+BR:</u> 2 per unit (one covered)	1 for every 4 units
National City	1.5 per unit (covered)	<u>1 BR:</u> 1.3 per unit <u>2+BR:</u> 1.5 per unit	1 for every 2 units (up to 20 units) and 1 for 4 units for units 21 and above. *Half of the required guest parking spaces may include parking spaces on dedicated public streets along the sides of the streets that are adjacent to the site.
Oceanside	2 per unit in garage	<u>1 BR:</u> 1.5 per unit (1 covered, 0.5 open) <u>2+ BR:</u> 2 spaces (one covered, one open) For lots legally subdivided prior to 1/20/1958 that have a total lot area of 7,500 SF:	4-10 units = 1 space 10+ units: 1 space plus 10% total number of units

		1 & 2 BR: 1 enclosed or covered per unit 3 +BR: 1.5 per unit (1 covered or enclosed)	
Poway	2 per unit in garage	RA Zone <u>1BR:</u> 1.5 per unit (1 carport) <u>2BR:</u> 2.25 per unit (1 carport) <u>3+BR:</u> 2.75 per unit (1 carport) RC Zone <u>1BR:</u> 1.75 per unit (1 garage) <u>2BR:</u> 2.25 per unit (1 carport) <u>3+BR:</u> 3.00 per unit (2 garage)	Guest parking accommodated in ratio for each unit
San Diego	2 per unit	<u>Studio(up to 400 SF):</u> 1.25 per unit <u>1 BR:</u> 1.5 per unit <u>2 BR:</u> 2 per unit <u>3-4BR:</u> 2.25 per unit <u>5+BR:</u> 2.25 per unit	Included in basic ratio
San Marcos	<u><3,000 SF:</u> 2, attached, covered spaces per unit. <u>>3,000 SF:</u> 3, attached, covered spaces per unit	<u>Studio:</u> 1 per unit <u>1 BR:</u> 1.5 per unit <u>2+ BR:</u> 2 per unit (one to be covered)	1 for every 3 units
Santee	2 per unit in garage	<u>Studio, 1 BR:</u> 1.5 per unit 1 per unit in the R-30 zone <u>2+ BR:</u> 2 per unit	1 for every 4 units 1 for every 10 units in the R-30 zone
Solana Beach	2 per unit	<u>Studio:</u> 1 per unit, <u>1 BR:</u> 1.5 per unit <u>2 + BR:</u> 2 per unit	1 for every 4 units * apartments must provide 50% covered
Vista	2 per unit (covered)	<u>Studio, 1,2,3 BR:</u> 2 per unit <u>3 + BR:</u> 2.5 per unit <u>Detached Condo:</u> 2 per unit	<u>Studio and 1 BR:</u> 1 for every 3 units. <u>2+ BR</u> 1 for every 2 units

City of Santee
COUNCIL AGENDA STATEMENT

MEETING DATE January 24, 2018

AGENDA ITEM NO.

ITEM TITLE RECONSIDERATION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AUTHORIZING THE EXECUTION OF A REVISED PROGRAM SUPPLEMENT AGREEMENT WITH THE STATE OF CALIFORNIA TO RECEIVE HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) FUNDS FOR THE MISSION GORGE ROAD EAST MEDIAN INSTALLATION PROJECT, CIP 2015-13 AND APPROPRIATING ADDITIONAL TRAFFIC MITIGATION FEES

DIRECTOR/DEPARTMENT Melanie Kush, Development Services *JK*

SUMMARY At the January 10, 2018 meeting, the City Council decided not to proceed with the actions described above. This report offers additional information on the project design, the benefit of a median with controlled turns on a major arterial, and a broader reference to vehicular and pedestrian safety. Staff Report discussion includes:

- Roadway safety: in the past five years there have been a total of thirty-seven traffic accidents along Mission Gorge, bounded by Riverview Parkway and First Street. Seven of these accidents occurred when a vehicle attempted to make a left hand turn at an uncontrolled intersection.
- Implementation of the General Plan, Town Center Specific Plan, and Capital Improvement Program.
- Previous City Council action on the Mission Gorge Road Median Installation Project, CIP 2015-13
- HSIP grant funding and continued success receiving grants: this federal funding source is the single largest funding source the City has been able to utilize for safety related transportation improvements; in the last ten years the City has received \$2.27 million in HSIP funding for eight projects. If the City terminates the current grant process with the state, it jeopardizes the City's ability to receive future grants.
- Staff time invested in the project: staff time incurred on this project to date totals approximately \$66,683.00. Reimbursements received from Caltrans to date total \$25,153.11 which would have to be returned to Caltrans if the revised Program Supplement is not executed.

FINANCIAL STATEMENT *JK* This project is funded with a HSIP Grant, Developer Contributions and Traffic Mitigation fees. The adopted FY17/18-FY21/22 CIP Budget originally allocated \$220,000.00 in Traffic Mitigation fees for this project; an additional \$421,282.00 is necessary and available from the Traffic Mitigation Fund balance.

The proposed funding for this project is as follows:

HSIP Grant	\$ 711,700.00
Developer in-lieu Contributions	48,475.00
Traffic Mitigation Fees	641,282.00
Total	<u>\$ 1,401,457.00</u>

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

Reconsider and adopt the Resolution:

1. Authorizing the City Manager to execute the Revised Program Supplement Agreement with the State of California for the Highway Safety Improvement Program grant for the Mission Gorge Road East Median Installation project CIP 2015-13; and
2. Appropriating additional traffic mitigation fees in the amount of \$421,282.00

ATTACHMENTS:

Staff Report	3/23/2016, 10/25/2017 and 1/10/2018 City Council Reports	Resolution
Revised Program Supplement Agreement	Accident Exhibit	

STAFF REPORT

CITY COUNCIL MEETING

January 24, 2018

RECONSIDERATION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AUTHORIZING THE EXECUTION OF A REVISED PROGRAM SUPPLEMENT AGREEMENT WITH THE STATE OF CALIFORNIA TO RECEIVE HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) FUNDS FOR THE MISSION GORGE ROAD EAST MEDIAN INSTALLATION PROJECT CIP 2015-13 AND APPROPRIATING ADDITIONAL TRAFFIC MITIGATION FEES

A. BACKGROUND

On January 10, 2018 the City Council considered a staff report and presentation in support of a recommendation to authorize the City Manager to execute a revised Program Supplement Agreement with Caltrans for the Mission Gorge Road median from Riverview Parkway eastward to connect with the existing median a few feet past First Street.

A courtesy notice was delivered to the Chamber of Commerce and other businesses with frontage on Mission Gorge Road in advance of the January 10, 2018 public meeting. The notice generated interest from business owners with addresses on the north side of Mission Gorge Road. The common concern was the change in access to their premises, and a potentially diminished customer base. Note that a second notice was hand-delivered on January 17 in advance of the January 24, 2018 public meeting.

Staff responded to questions ranging from the effect of the landscaped barrier on future development of properties owned by the County and the Santee School District, to redesign of the median at First Street to allow left turns on eastbound Mission Gorge Road. Staff represented that this would be contradictory to the purpose of the grant, and described inadequate vehicular line-of-sight distance that would make left turns perilous to drivers. Refer to Section B for a description of existing roadway conditions and the median's improved safety effects.

The grant had been accepted by the City Council, and the Resolution approving the Caltrans Agreement had been submitted in March 2016. The median design was reviewed and approved by the state but directed the City to resubmit an updated Program Supplement Agreement with another similar Resolution.

This item will outline a rationale for project implementation in the hope that the City Council may reconsider declining the HSIP grant.

B. EXISTING ROAD CONDITIONS

This section of Mission Gorge Road is classified as a six-lane major arterial roadway, with three lanes in each direction and a two-way left turn lane down center. The segment of Mission Gorge Road between Riverview Parkway and Magnolia Avenue was identified as one of the locations with the highest number of collisions throughout Santee with a collision rate approximately 20% higher than roadways of similar size and traffic volumes. The proposed medians will prohibit unauthorized loading and unloading of materials and vehicles in the center of the roadway, as well as prohibit potentially dangerous left turns at uncontrolled intersections that have led to seven broadside collisions, and a total of 37 collisions along this corridor in recent years. This safety grant will not allow for cuts within the proposed median to allow for mid-block left-hand turning movements.

A section of raised median was constructed with HSIP grant funding from Magnolia Avenue to First Street in August 2014. Another section along Mission Gorge Road for approximately 600 feet east from the intersection of Riverview Parkway is currently striped to prevent left turns (double yellow stripes). In lieu fees were deposited to construct the median at a future date from two developments with Mission Gorge Road frontage.

C. PROJECT DESIGN

The project anticipates constructing raised medians with full landscaping, irrigation and up-lighting. The planting will include a variety of shrubs and three different trees which are all drought tolerant and low maintenance. Staff is also seeking to identify additional funding prior to construction award in order to add additional decorative lighting. This median installation will provide controlled left-turning and U-turn movements at signalized intersections only to improve safety. The design provides adequate vehicle storage within the turn pockets. The proposed improvements are consistent with other recently approved and constructed median improvements along Mission Gorge Road.

Access to businesses located on the north side of Mission Gorge Road would not be eliminated with median construction. Alternate routes are available, and vehicular U-turns would be possible at Edgemoor and Cottonwood.

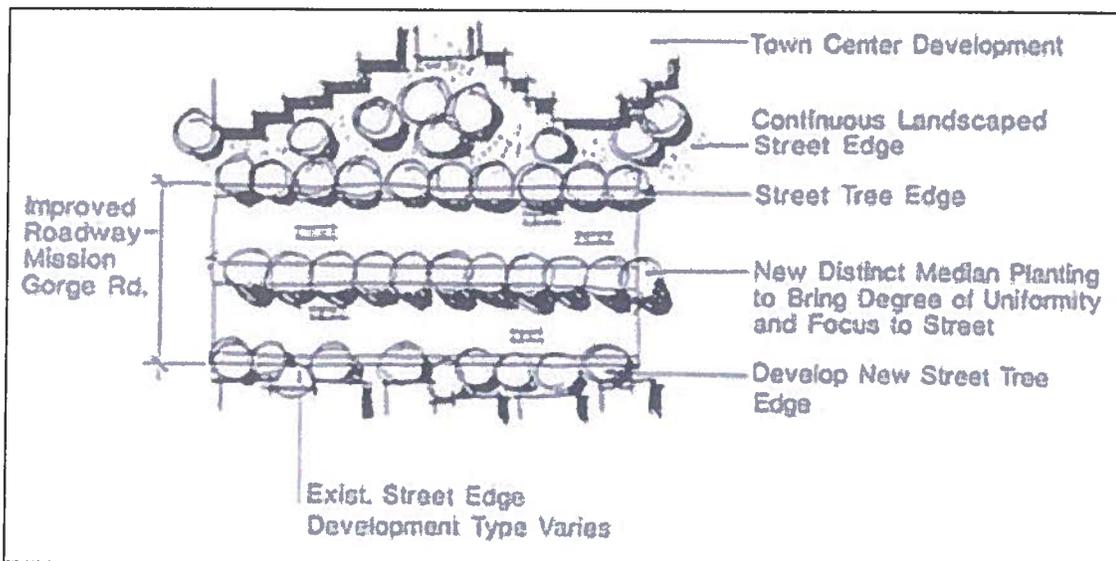
D. CONSIDERATIONS

1. Project Consistency with the General Plan and the Town Center Specific Plan

The project implements the Community Enhancement Element of the General Plan. The Community Enhancement Element recognizes that the City's

circulation system strongly influences the image and identity of the City and provides a basic framework for orientation and ease of movement. Within the Element it further states that a beautiful street fosters community pride, and attracts and retains homeowners and businesses. One way to achieve this is through tree-lined streets and landscaped medians. The streetscapes of Santee provide a well-defined hierarchy based on the function and classification of the street.

The project implements the Town Center Specific Plan which contemplates landscaped medians in Mission Gorge Road (illustration below).



The project is consistent with the Mobility Element (former Circulation Element). To advance the safe and efficient movement of people and goods, Mobility Element Policy 3.2 encourages the utilization of traffic control devices such as center medians and/or left-turn pockets where appropriate and that shall not conflict with safety, and discourage the installation of median cuts where traffic safety cannot be assured.

Mobility Element Policy 4.4 seeks to minimize the number of entrances and exits to strategic locations along major thoroughfares by requiring the establishment of shared driveways and reciprocal access between adjoining properties. This reduces vehicular conflicts on major roads and improves pedestrian safety with fewer driveway crossings.

The proposed median project is consistent with the Mobility and Community Enhancement Elements of the General Plan, and the Town Center Specific Plan. Projects with Mission Gorge Road frontage are conditioned to pay a fair share contribution toward construction. To that end development with Mission Gorge

Road frontage has been required to either construct the median or pay a fair-share contribution toward eventual construction.

The typical condition of approval reads as follows:

A landscaped and irrigated traffic safety island is currently planned for Mission Gorge Road. In lieu of constructing the median at this time, the applicant shall make a cash contribution for construction of one-half of the median the length of the project frontage. At present, the contribution rate is \$247 / linear foot of frontage.

The fair share contribution rate is based on the most recent itemized construction cost data which is then used to complete a total construction cost estimate for the median including all the features necessary to complete the project.

2. Project Consistency with the California Environmental Quality Act (CEQA)

The project is Categorically Exempt from the provisions of the CEQA pursuant to Section 15301, "Existing Facilities". The medians would be in an existing road with no increase in road capacity.

3. Project Consistency with the adopted Five-Year Capital Improvement Program for Fiscal Year 2017-18 through Fiscal Year 2021-22

On June 28, 2017 the City Council adopted by Resolution the Five-Year Capital Improvement Program (CIP) for Fiscal Year 2017-18 through Fiscal Year 2021-22. The CIP included 32 "circulation" projects, among them being the Mission Gorge Road East Median Installation Project, CIP 2015-13 and the Edgemoor Drive Signal Modification project, CIP 2018-04.

Note that the median project was previously presented to the City Council in March 2016 for inclusion in the CIP. The 2016 Staff Report, Minutes and Resolution are attached for further details. The City Council approved the amendment to the CIP, adopted the Resolution for the execution of a Program Supplement Agreement with Caltrans, and appropriated funds for project implementation, a large portion of which is funded with the Highway Safety Improvement Grant.

The adopted Five Year Capital Improvement Program budget identified the Edgemoor Drive Signal Modification project, CIP 2018-04, as necessary to modify the existing traffic signal at the intersection of Mission Gorge Road and Edgemoor Drive in anticipation of the Mission Gorge Road Median East Installation project, CIP 2015-13. The construction of the medians will prohibit

left-hand turns out of First Street and the signal modification project will provide a protected left turn (including U-turn) phase to east and westbound traffic on Mission Gorge Road. On October 25, 2017, City Council awarded a contract for the construction of the Edgemoor Drive Signal Modification project.

4. Highway Safety Grant Application and Grant Approval

In 2013, Staff applied for a Highway Safety Improvement Program (HSIP) grant in response to the high volume of collisions due to unsafe left turns on Mission Gorge Road between Magnolia Avenue and Riverview Parkway. As part of the grant application process, staff was able to demonstrate a higher number of traffic collisions along this corridor that helped qualify this project for grant approval. The City was approved for the grant reimbursement totaling \$711,700.00 for the design and construction of raised concrete medians.

The grant would allow the City to implement the construction of the landscaped medians contemplated in the General Plan and Town Center Specific Plan in a comprehensive manner and would benefit from a coordinated schedule. It would reduce the development costs to developers who would otherwise be subject to a fair share contribution, and the City would avoid potential reimbursement for full median construction.

It would also reduce the impacts to adjacent businesses and property owners through the benefit of a reduced construction schedule that would otherwise require multiple contracts over a longer period of time. There are also economies of scale in larger project implementation that include costs for traffic control, staging, mobilization of equipment and administration that could amount to 10% to 20% for each phase of the median construction if constructed incrementally.

5. SUMMARY

Reconsideration in favor of moving forward with the project will:

- Secure and utilize competitive HSIP grant funds which otherwise would be reallocated by Caltrans.
- Preserve the City's ability to compete competitively and successfully for HSIP grants in the future. DDS will be submitting a grant application for upgrades to the signal interconnect system with the next cycle.
- Reduce accidents on Mission Gorge Road and eliminate the illegal use of the striped center turn lanes by delivery truck drivers and others.

E. STAFF RECOMMENDATION

1. Authorize the City Manager to execute the Revised Program Supplement Agreement with the State of California for the Highway Safety Improvement Program grant for the Mission Gorge Road East Median Installation project CIP 2015-13; and
2. Appropriate additional traffic mitigation fees in the amount of \$421,282.00

City of Santee
COUNCIL AGENDA STATEMENT

MEETING DATE March 23, 2016

AGENDA ITEM NO.

ITEM TITLE RESOLUTION AMENDING THE CAPITAL IMPROVEMENT PROGRAM TO INCLUDE THE MISSION GORGE ROAD MEDIAN INSTALLATION PROJECT BETWEEN RIVERVIEW PARKWAY AND FIRST STREET, AUTHORIZING THE CITY MANAGER TO EXECUTE A SUPPLEMENT AGREEMENT WITH THE STATE OF CALIFORNIA TO RECEIVE HIGHWAY SAFETY IMPROVEMENT PROGRAM GRANT FUNDING, APPROPRIATING FUNDS FOR THE PROJECT AND FINDING THE PROJECT EXEMPT UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

DIRECTOR/DEPARTMENT Melanie Kush, Development Services *MK*

SUMMARY

This item requests that the City Council amend the Capital Improvement Program (CIP) to add the installation of decorative raised medians in Mission Gorge Road from Riverview Parkway to First Street, consistent with the Circulation Element of the General Plan and the city's public works standards. Exhibit A is the Project Page proposed for inclusion in the CIP. Funding for the Project would be primarily from a Highway Safety Improvement Program grant in the amount of \$780,000. Upon completion of this project the only section of Mission Gorge Road without raised medians would be between Fanita Drive and Carlton Hills Boulevard.

Background: On July 9, 2008 the City Council approved the Master Agreements between the City of Santee and Caltrans for State funded and Federal Aid projects by City Council Resolution No. 055-2008. The Master Agreements cover general requirements for the implementation of projects and the maintenance of the completed facilities. In order to be reimbursed for a specific project, Caltrans requires that a Program Supplement Agreement (PSA) be executed for each project with authorization by a resolution of the City Council (Exhibit B).

ENVIRONMENTAL REVIEW This project is Categorically Exempt from the provisions of the California Environmental Quality Act, pursuant to section 15301, "Existing Facilities". The medians would be in an existing road with no increase in capacity.

FINANCIAL STATEMENT *fm* Inclusion of this Project (CIP 2015-13) in the CIP, funded with HSIP and developer contributions, would not impact the funding sources for other Projects in the CIP. The \$780,000 HSIP grant consists of: preliminary engineering design in the amount of \$97,000; construction in the amount of \$598,000; and contingencies in the amount of \$85,000. No local match is required. Developer in-lieu contributions totaling \$48,745 would go toward landscaping and lighting improvements in the medians.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *fm*
Adopt the Resolution

1. Amending the Capital Improvement Program to include the Mission Gorge Road Median Installation project (CIP 2015-13); and
2. Authorizing the City Manager to execute a Program Supplement Agreement with Caltrans for the Highway Safety Improvement Program grant funds in the amount of \$97,000 for the design of the Mission Gorge Road Median Installation project (CIP 2015-13); and
3. Appropriating funds in the amount of \$828,745, comprised of HSIP grant \$780,000 plus \$48,745 in developer contributions; and
4. Finding CIP 2015-13 exempt under the California Environmental Quality Act.

ATTACHMENTS Staff Report Project Map Resolution Exhibit A Exhibit B

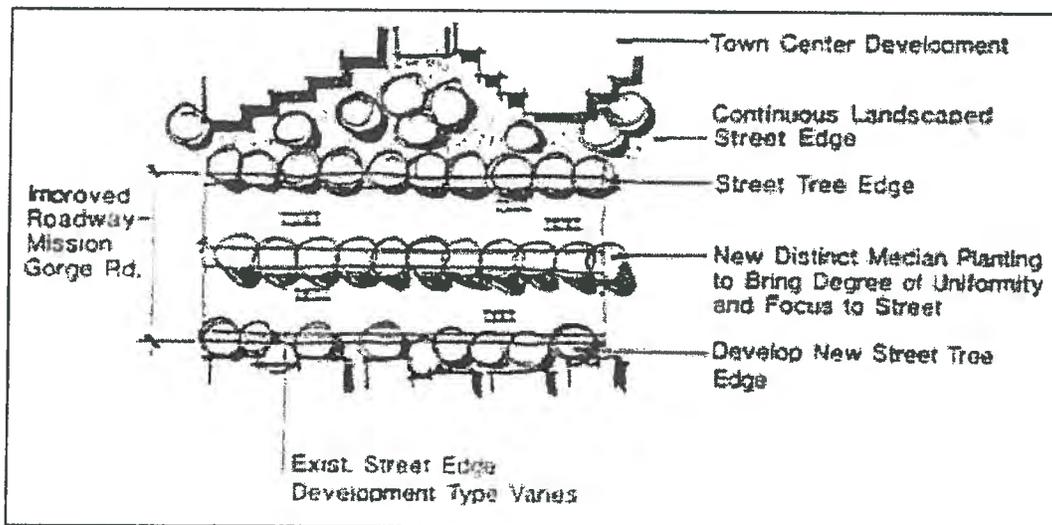
STAFF REPORT

RESOLUTION AMENDING THE CAPITAL IMPROVEMENT PROGRAM TO INCLUDE THE MISSION GORGE ROAD MEDIAN INSTALLATION PROJECT BETWEEN RIVERVIEW PARKWAY AND FIRST STREET, AUTHORIZING THE CITY MANAGER TO EXECUTE A SUPPLEMENT AGREEMENT WITH THE STATE OF CALIFORNIA TO RECEIVE HIGHWAY SAFETY IMPROVEMENT PROGRAM GRANT FUNDING, APPROPRIATING FUNDS FOR THE PROJECT AND FINDING THE PROJECT EXEMPT UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

MARCH 23, 2016

1. Amendment to the Adopted Capital Improvement Program

The addition of the Mission Gorge Road Median Installation project to the adopted Capital Improvement Program is consistent with the Circulation Element of the General Plan and the Town Center Specific Plan which specifies Mission Gorge Road as a six lane road with raised landscape medians to control turning movements except at signalized intersections.



Typical Site Design along Mission Gorge Road - Town Center Specific Plan

The FY 2006-2010 five-year Capital Improvement Program had identified the section of Mission Gorge Road between Riverview Parkway (formerly Civic Center Drive) and Magnolia Avenue for raised landscaped medians but as an unfunded future year project. The currently adopted Program inadvertently omitted this Project. A Federal Highway Safety Improvement Program grant in the amount of \$780,000 has been awarded to the City of Santee for this project. In addition, developer contributions have already been received for this project totaling \$48,745.

Developments along Mission Gorge Road have been either conditioned to provide landscaped and irrigated traffic safety islands or contribute in-lieu fees towards the eventual construction of medians along their respective frontages on Mission Gorge Road. For example, the raised landscaped median on Mission Gorge Road in front of the MarketPlace shopping center and Lowes/Kohl's was constructed with developer funds.

Vestar constructed the landscaped medians on Mission Gorge Road and Cuyamaca Street with the construction of Santee Trolley Square. Developer contributions are preferred when the street frontages of individual developments are relatively short. As such, developer contributions have been made by Pep Boys and the Santee Plaza for future construction of these medians. These amounts are included in the proposed project budget for a combined total of \$48,745.

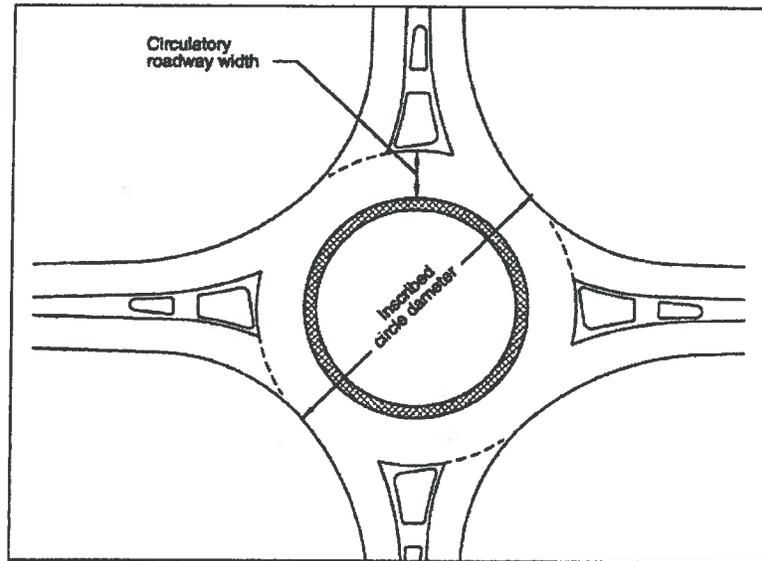
2. Highway Safety Improvement Program (HSIP) Grant

In 2013, staff applied for a Highway Safety Improvement Program (HSIP) grant in response to the high volume of collisions due to unsafe left turns on Mission Gorge Road between Magnolia Avenue and Riverview Parkway. The City has now been approved for the grant totaling \$780,000 for the design and construction of raised decorative concrete medians. The grant does not require the typical 10% local match in order to incentivize project implementation. The award of this grant would allow the City to implement the construction of the landscaped medians sooner rather than later. Because the grant guidelines restrict the amount of grant funding that can be used towards landscaping and irrigation to 10% (\$78,000), developer contributions will be used to complete the project. Preliminary design will include lighting to support tree lighting.

3. Design Alternative

Recently, City Council has received testimony from the public interested in roundabouts as an alternative design to medians for speed control and pedestrian safety. Staff conducted a preliminary roundabout assessment at the currently signalized intersections at Edgemoor Drive, Cottonwood Avenue and Riverview Parkway. Key factors include the design speed of the roadway and potential impacts to adjacent private properties. The Circulation Element classifies Mission Gorge Road as a Prime Arterial. A Prime Arterial is "six lanes or larger divided roadways with raised, landscaped medians to control turning movements that cross other arterials at grade with signalized intersections". The speed limit is 40 miles per hour.

The Federal Highway Administration (FHWA) recommends an urban multi-lane roundabout have a design approach speed of 25 miles per hour and have a minimum inscribed circle diameter of 180 feet (refer to diagram on page 3). In order to reduce the approach speed from 40 to 25 miles per hour on Mission Gorge Road, significant redesign and reconstruction of curb and gutter would be necessary. Engineering staff has determined that three roundabouts would affect ten properties, to include a minimum of four full property acquisitions to construct safe roundabouts in this urban multi-lane Prime Arterial.



Inscribed Circle Diameter – FHWA Roundabouts: An Informational Guide

4. Staff Recommendation

Staff recommends that the City Council adopt the Resolution:

1. Amending the Capital Improvement Program to include the Mission Gorge Road Median Installation project (CIP 2015-13); and
2. Authorizing the City Manager to execute a Program Supplement Agreement with Caltrans for the Highway Safety Improvement Program grant funds in the amount of \$97,000 for the design of the Mission Gorge Road Median Installation project (CIP 2015-13); and
3. Appropriating funds in the amount of \$828,745, comprised of HSIP grant \$780,000 plus \$48,745 in developer contributions for the Project; and
4. Finding CIP 2015-13 exempt under the California Environmental Quality Act.

Project Map- Mission Gorge Road Median Installation



RESOLUTION NO. 034-2016

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
AMENDING THE CAPITAL IMPROVEMENT PROGRAM TO INCLUDE THE MISSION
GORGE ROAD MEDIAN INSTALLATION PROJECT BETWEEN RIVERVIEW PARKWAY
AND FIRST STREET, AUTHORIZING THE CITY MANAGER TO EXECUTE A
SUPPLEMENT AGREEMENT WITH THE STATE OF CALIFORNIA TO RECEIVE
HIGHWAY SAFETY IMPROVEMENT PROGRAM GRANT FUNDING, APPROPRIATING
FUNDS FOR THE PROJECT FINDING THE PROJECT EXEMPT UNDER THE
CALIFORNIA ENVIRONMENTAL QUALITY ACT**

WHEREAS, the City of Santee has an adopted Capital Improvement Program/Five-Year Budget for Fiscal Years 2015-16 through 2019-20 which includes Circulation Improvement Projects, and

WHEREAS, the Circulation Element of the General Plan identifies raised landscape medians on Prime Arterials which upgrade and maintain existing transportation corridors to meet urban safety standards, and promote the utilization of traffic control devices such as center medians and/or left turn pockets where appropriate (Objective 3.0 and Policy 3.2); and

WHEREAS, Policy 1.6 of the Circulation Element requires the active pursuit of local, state, and federal funding for circulation-related public improvement projects; and

WHEREAS, the City applied for, and received a Federal Highway Safety Improvement Program (HSIP) Grant in the amount of \$780,000 for the Mission Gorge Road Median Installation project to construct raised concrete medians and pedestrian ramps on Mission Gorge Road between First Street and Riverview Parkway consistent with the Circulation Element; and

WHEREAS, the City holds developer contributions for the construction of landscaped medians in Mission Gorge Road totaling \$48,745; and

WHEREAS, staff recommends City Council amend the adopted Capital Improvement Program to include the Mission Gorge Road Median Installation project (CIP 2015-13) to add raised medians between RiverView Parkway and First Street with identified funding; and

WHEREAS, on July 9, 2008 the City Council approved the Master Agreements between the City and the State of California for receiving State and Federal Funds, respectively; and

WHEREAS, Caltrans requires that a Program Supplement Agreement for grant funds be executed in order for the City to receive reimbursement for project costs in addition to any Master Agreement with the State of California; and

WHEREAS, staff recommends City Council authorize the City Manager to execute a Program Supplement Agreement with the State of California for the Federal Highway Safety Improvement Program grant funding for the design and construction of the Mission Gorge Road Median Installation project.

RESOLUTION NO. 034-2016

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

SECTION 1: The Capital Improvement Program is amended to include the Mission Gorge Road Median Installation project (CIP 2015-13).

SECTION 2: The City Manager is authorized to execute a Program Supplement Agreement with the State of California for the Federal Highway Safety Improvement Program grant for the design and construction of the Mission Gorge Road Median Installation project (CIP 2015-13) in the amount of \$780,000.

SECTION 3: Funding is appropriated in the amount of \$828,745 for CIP 2015-13, comprised of HSIP grant funds (\$780,000) and developer contributions (\$48,745).

SECTION 4: The City Council finds that CIP 2015-13 is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15301 of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3 (exemption for existing facilities).

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 23rd day of March, 2016, by the following vote to wit:

AYES: DALE, HALL, MINTO

NOES: NONE

ABSENT: MCNELIS, VOEPEL

APPROVED:



JACK E. DALE, VICE MAYOR

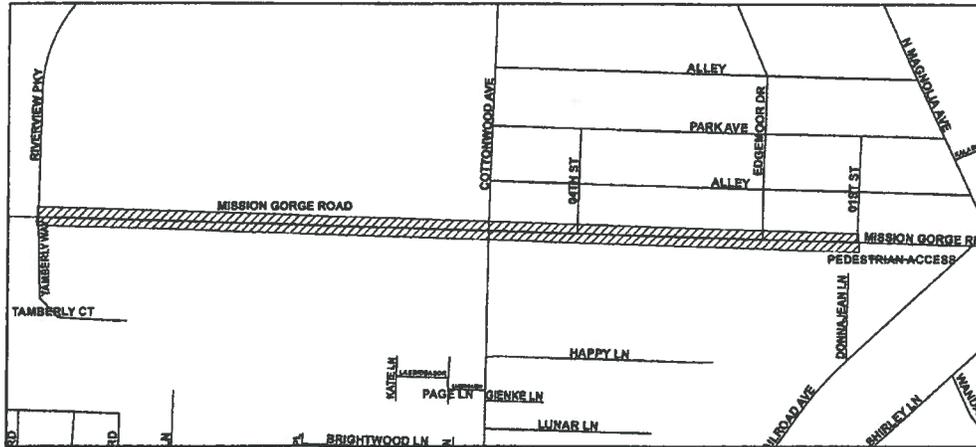
ATTEST:



PATSY BELL, CMC, CITY CLERK

Exhibit A

Mission Gorge Road Median Installation CIP 2015-13 • Circulation Project



Project Location: Mission Gorge Road, RiverView Pkwy to First St.

Description: This project will install a raised decorative median on Mission Gorge Road from RiverView Parkway to First Street.

Justification: This project will provide better safety on Mission Gorge Road. The Public Works Standards requires raised median on major and arterial roadways.

Operating Impact: Minimal.

Mission Gorge Road Median Installation

	Prior Year					Total	
	Expenditures	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19		FY 2019-20
Expenditures:							
Planning/Design	\$	97,000	\$ -	\$ -	\$ -	\$ -	97,000
Land Acquisition		-	-	-	-	-	-
Construction		731,745	-	-	-	-	731,745
Total	\$	-	\$ 828,745	\$ -	\$ -	\$ -	\$ 828,745

Source of Funds:

Federal Hwy Safety Improv (HSIP) Grant	\$	780,000	\$ -	\$ -	\$ -	\$ -	780,000
Developer Contributions		48,745	-	-	-	-	48,745
Total	\$	-	\$ 828,745	\$ -	\$ -	\$ -	\$ 828,745

Exhibit B

STATE OF CALIFORNIA - CALIFORNIA STATE TRANSPORTATION AGENCY

EDMUND G. BROWN Jr., Governor

DEPARTMENT OF TRANSPORTATION

Division of Local Assistance
1120 N STREET
P.O. BOX 942874, MS# 1
Sacramento, CA 94274-0001
TTY 711
(916) 654-3883
Fax (916) 654-2408



January 26, 2016

File : 11-SD-0-SNT

HSIPL-5429(026)

On Mission Gorge Rd between
Riverview Parkway and 1st Ave

Mr. Paul Malone
Interim City Manager
City of Santee
10601 Magnolia Avenue
Santee, CA 92071-1266

Dear Mr. Malone:

Enclosed are two originals of the Program Supplement Agreement No. 015-N to Adminlstering Agency-State Agreement No. 11-5429R and an approved Finance Letter for the subject project. Please retain the signed Finance Letter for your records.

Please note that federal funding will be lost if you proceed with future phase(s) of the project prior to getting the "Authorization to Proceed" with that phase.

Please review the covenants and sign both copies of this Agreement and return both to this office, Office of Project Implementation - MS1 within 90 days from the receipt of this letter. If the signed Agreements are not received back in this office within 90 days, funds will be disencumbered and/or deobligated. Alterations should not be made to the agreement language or funding. **ATTACH YOUR LOCAL AGENCY'S CERTIFIED AUTHORIZING RESOLUTION THAT CLEARLY IDENTIFIES THE PROJECT AND THE OFFICIAL AUTHORIZED TO EXECUTE THE AGREEMENT.** A fully executed copy of the agreement will be returned to you upon ratification by Caltrans. No invoices for reimbursement can be processed until the agreement is fully executed.

The State budget authority supporting the encumbered funds is only available for liquidation up to specific deadlines. These deadlines are shown on the attached Finance letter as the "Reversion Date". Please ensure that your invoices are submitted at least 60 days prior to the reversion date to avoid any lapse of funds. If your agency is unable to seek reimbursement by this date you may request an extension through a Cooperative Work Agreement (CWA). A CWA is subject to the final approval of the State Department of Finance. If approved, the CWA may extend the deadline for up to two years.

Your prompt action is requested. If you have questions, please contact your District Local Assistance Engineer.

Sincerely,

John Hoole
JOHN HOOLE, Chief
Office of Project Implementation - South
Division of Local Assistance

Enclosure

c: DLA AE Project Files
(11) DLAE - Erwin Gojuangco

DEPARTMENT OF TRANSPORTATION
 DIVISION OF ACCOUNTING
 LOCAL PROGRAM ACCOUNTING BRANCH

FINANCE LETTER

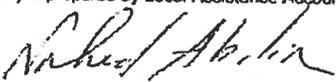
Date: 01/22/2016
 Agency: 11-SD-0-SNT
 Project No: HSIPL-5429(026)
 EA No:

Attention: City of Santee

FINANCE ITEMS	PRO RATA OR LUMP SUM	TOTAL COST OF WORK	FEDERAL PART COST	FED REIMB %	FEDERAL MS30
Agency Preliminary Engineering	Lump Sum	\$97,000.00	\$97,000.00	100.00%	\$97,000.00
Totals:		\$97,000.00	\$97,000.00	0.00%	\$97,000.00

Fed. Partic: 100.00%

This Finance Letter was created based on specific financial information provided by the responsible local agency. The following encumbrance history is prepared by Local Assistance Accounting Office and is provided here for local agency's information and action.

Signature: 
 Title: HQ Sr. Area Engineer

For questions regarding finance letter, contact:

Printed Name: Nahed Abdin

Telephone No: 916-653-7928

Remarks: 10-27-15 kmn RFA for PE total Requested HSIP Funds MS30 \$97,000 = Federal \$97,000 and there is Toll Credit \$9,700.

ACCOUNTING INFORMATION

HSIPL-5429(026)

Cooperative Work Agreement

ADV. PROJ. ID	APPROP UNIT	STATE PROG.	FED/STATE	ENCUMBRANCE AMOUNT	APPROP YEAR	EXPENDITURE AMOUNT	ENCUMBRANCE BALANCE	REVERSION DATE	APPROVED AMOUNT	EXPIRATION DATE
1115000060	181D2F	2030010530	F	\$97,000.00	1516	\$0.00	\$97,000.00	08/30/21		

**PROGRAM SUPPLEMENT NO. N015
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR FEDERAL-AID PROJECTS NO 11-5429R**

Adv Project ID **Date:** December 22, 2015
1115000080 **Location:** 11-SD-0-SNT
Project Number: HSIPL-5429(026)
E.A. Number:
Locode: 5429

This Program Supplement hereby adopts and incorporates the Administering Agency-State Agreement for Federal Aid which was entered into between the Administering Agency and the State on 07/17/08 and is subject to all the terms and conditions thereof. This Program Supplement is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. _____ approved by the Administering Agency on _____ (See copy attached).

The Administering Agency further stipulates that as a condition to the payment by the State of any funds derived from sources noted below obligated to this PROJECT, the Administering Agency accepts and will comply with the special covenants or remarks set forth on the following pages.

PROJECT LOCATION:

On Mission Gorge Rd between Riverview Parkway and 1st Ave

TYPE OF WORK: Install raised median

LENGTH: 0.0(MILES)

Estimated Cost	Federal Funds		Matching Funds	
	MS30		LOCAL	OTHER
\$97,000.00		\$97,000.00	\$0.00	\$0.00

CITY OF SANTEE

**STATE OF CALIFORNIA
Department of Transportation**

By _____
Title _____
Date _____
Attest _____

By _____
Chief, Office of Project Implementation
Division of Local Assistance
Date _____

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer *Jessica Chaney* Date 12/24/15 \$97,000.00

Chapter	Statutes	Item	Year	Program	BC	Category	Fund Source	AMOUNT

SPECIAL COVENANTS OR REMARKS

1. A. The ADMINISTERING AGENCY will advertise, award and administer this project in accordance with the current published Local Assistance Procedures Manual.

B. ADMINISTERING AGENCY agrees that it will only proceed with work authorized for specific phase(s) with an "Authorization to Proceed" and will not proceed with future phase(s) of this project prior to receiving an "Authorization to Proceed" from the STATE for that phase(s) unless no further State or Federal funds are needed for those future phase(s).

C. STATE and ADMINISTERING AGENCY agree that any additional funds which are made available for any new phase(s) of work by future Federal obligations will be encumbered on this PROJECT by use of a Federal Highway Administration-approved "Authorization to Proceed" (E-76) and STATE Finance Letter. ADMINISTERING AGENCY agrees that Federal funds available for reimbursement will be limited to the amounts obligated by the Federal Highway Administration.

D. Award information shall be submitted by the ADMINISTERING AGENCY to the District Local Assistance Engineer within 60 days of project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract.

Failure to do so will cause a delay in the State processing invoices for the construction phase. Attention is directed to Section 15.7 "Award Package" of the Local Assistance Procedures Manual.

E. ADMINISTERING AGENCY agrees, as a minimum, to submit invoices at least once every six months commencing after the funds are encumbered for each phase by the execution of this Project Program Supplement Agreement, or by STATE's approval of an applicable Finance Letter. STATE reserves the right to suspend future authorizations/obligations for Federal aid projects, or encumbrances for State funded projects, as well as to suspend invoice payments for any on-going or future project by ADMINISTERING AGENCY if PROJECT costs have not been invoiced by ADMINISTERING AGENCY for a six-month period.

If no costs have been invoiced for a six-month period, ADMINISTERING AGENCY agrees to submit for each phase a written explanation of the absence of PROJECT activity along with target billing date and target billing amount.

ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current Local Assistance Procedures Manual.

- F. Administering Agency shall not discriminate on the basis of race, religion, age,

SPECIAL COVENANTS OR REMARKS

disability, color, national origin, or sex in the award and performance of any Federal-assisted contract or in the administration of its DBE Program Implementation Agreement. The Administering Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of Federal-assisted contracts. The Administering Agency's DBE Implementation Agreement is incorporated by reference in this Agreement. Implementation of the DBE Implementation Agreement, including but not limited to timely reporting of DBE commitments and utilization, is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the Administering Agency of its failure to carry out its DBE Implementation Agreement, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

G. Any State and Federal funds that may have been encumbered for this project are available for disbursement for limited periods of time. For each fund encumbrance the limited period is from the start of the fiscal year that the specific fund was appropriated within the State Budget Act to the applicable fund Reversion Date shown on the State approved project finance letter. Per Government Code Section 16304, all project funds not liquidated within these periods will revert unless an executed Cooperative Work Agreement extending these dates is requested by the ADMINISTERING AGENCY and approved by the California Department of Finance.

ADMINISTERING AGENCY should ensure that invoices are submitted to the District Local Assistance Engineer at least 75 days prior to the applicable fund Reversion Date to avoid the lapse of applicable funds. Pursuant to a directive from the State Controller's Office and the Department of Finance; in order for payment to be made, the last date the District Local Assistance Engineer can forward an invoice for payment to the Department's Local Programs Accounting Office for reimbursable work for funds that are going to revert at the end of a particular fiscal year is May 15th of the particular fiscal year. Notwithstanding the unliquidated sums of project specific State and Federal funding remaining and available to fund project work, any invoice for reimbursement involving applicable funds that is not received by the Department's Local Programs Accounting Office at least 45 days prior to the applicable fixed fund Reversion Date will not be paid. These unexpended funds will be irrevocably reverted by the Department's Division of Accounting on the applicable fund Reversion Date.

H. As a condition for receiving federal-aid highway funds for the PROJECT, the Administering Agency certifies that NO members of the elected board, council, or other key decision makers are on the Federal Government Exclusion List. Exclusions can be found at www.sam.gov.

2. In the event that right of way acquisition for or construction of this project of the initial federal authorization for preliminary engineering is not started by the close of the tenth fiscal year following the fiscal year in which the project is authorized, the

11-SD-0-SNT
HSIPL-5429(026)

12/22/2015

SPECIAL COVENANTS OR REMARKS

ADMINISTERING AGENCY shall repay the Federal Highway Administration through Caltrans the sum of Federal funds paid under the terms of this agreement.

PROGRAM SUPPLEMENT NO. N015
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR FEDERAL-AID PROJECTS NO 11-5429R

Adv Project ID Date: December 22, 2015
1115000080 Location: 11-SD-0-SNT
Project Number: HSIPL-5429(026)
E.A. Number:
Locode: 5429

This Program Supplement hereby adopts and incorporates the Administering Agency-State Agreement for Federal Aid which was entered into between the Administering Agency and the State on 07/17/08 and is subject to all the terms and conditions thereof. This Program Supplement is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. _____ approved by the Administering Agency on _____ (See copy attached).

The Administering Agency further stipulates that as a condition to the payment by the State of any funds derived from sources noted below obligated to this PROJECT, the Administering Agency accepts and will comply with the special covenants or remarks set forth on the following pages.

PROJECT LOCATION:

On Mission Gorge Rd between Riverview Parkway and 1st Ave

TYPE OF WORK: Install raised median

LENGTH: 0.0(MILES)

Estimated Cost	Federal Funds		Matching Funds	
	MS30		LOCAL	OTHER
\$97,000.00		\$97,000.00	\$0.00	\$0.00

CITY OF SANTEE

STATE OF CALIFORNIA
Department of Transportation

By _____
Title _____
Date _____
Attest _____

By _____
Chief, Office of Project Implementation
Division of Local Assistance
Date _____

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer *Terrence Chaney* Date 12/24/15 \$97,000.00

Chapter	Statutes	Item	Year	Program	BC	Category	Fund Source	AMOUNT

SPECIAL COVENANTS OR REMARKS

1. A. The ADMINISTERING AGENCY will advertise, award and administer this project in accordance with the current published Local Assistance Procedures Manual.

B. ADMINISTERING AGENCY agrees that it will only proceed with work authorized for specific phase(s) with an "Authorization to Proceed" and will not proceed with future phase(s) of this project prior to receiving an "Authorization to Proceed" from the STATE for that phase(s) unless no further State or Federal funds are needed for those future phase(s).

C. STATE and ADMINISTERING AGENCY agree that any additional funds which are made available for any new phase(s) of work by future Federal obligations will be encumbered on this PROJECT by use of a Federal Highway Administration-approved "Authorization to Proceed" (E-76) and STATE Finance Letter. ADMINISTERING AGENCY agrees that Federal funds available for reimbursement will be limited to the amounts obligated by the Federal Highway Administration.

D. Award information shall be submitted by the ADMINISTERING AGENCY to the District Local Assistance Engineer within 60 days of project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract.

Failure to do so will cause a delay in the State processing invoices for the construction phase. Attention is directed to Section 15.7 "Award Package" of the Local Assistance Procedures Manual.

E. ADMINISTERING AGENCY agrees, as a minimum, to submit invoices at least once every six months commencing after the funds are encumbered for each phase by the execution of this Project Program Supplement Agreement, or by STATE's approval of an applicable Finance Letter. STATE reserves the right to suspend future authorizations/obligations for Federal aid projects, or encumbrances for State funded projects, as well as to suspend invoice payments for any on-going or future project by ADMINISTERING AGENCY if PROJECT costs have not been invoiced by ADMINISTERING AGENCY for a six-month period.

If no costs have been invoiced for a six-month period, ADMINISTERING AGENCY agrees to submit for each phase a written explanation of the absence of PROJECT activity along with target billing date and target billing amount.

ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current Local Assistance Procedures Manual.

F. Administering Agency shall not discriminate on the basis of race, religion, age,

SPECIAL COVENANTS OR REMARKS

disability, color, national origin, or sex in the award and performance of any Federal-assisted contract or in the administration of its DBE Program Implementation Agreement. The Administering Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of Federal-assisted contracts. The Administering Agency's DBE Implementation Agreement is incorporated by reference in this Agreement. Implementation of the DBE Implementation Agreement, including but not limited to timely reporting of DBE commitments and utilization, is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the Administering Agency of its failure to carry out its DBE Implementation Agreement, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

G. Any State and Federal funds that may have been encumbered for this project are available for disbursement for limited periods of time. For each fund encumbrance the limited period is from the start of the fiscal year that the specific fund was appropriated within the State Budget Act to the applicable fund Reversion Date shown on the State approved project finance letter. Per Government Code Section 16304, all project funds not liquidated within these periods will revert unless an executed Cooperative Work Agreement extending these dates is requested by the ADMINISTERING AGENCY and approved by the California Department of Finance.

ADMINISTERING AGENCY should ensure that invoices are submitted to the District Local Assistance Engineer at least 75 days prior to the applicable fund Reversion Date to avoid the lapse of applicable funds. Pursuant to a directive from the State Controller's Office and the Department of Finance; in order for payment to be made, the last date the District Local Assistance Engineer can forward an invoice for payment to the Department's Local Programs Accounting Office for reimbursable work for funds that are going to revert at the end of a particular fiscal year is May 15th of the particular fiscal year. Notwithstanding the unliquidated sums of project specific State and Federal funding remaining and available to fund project work, any invoice for reimbursement involving applicable funds that is not received by the Department's Local Programs Accounting Office at least 45 days prior to the applicable fixed fund Reversion Date will not be paid. These unexpended funds will be irrevocably reverted by the Department's Division of Accounting on the applicable fund Reversion Date.

H. As a condition for receiving federal-aid highway funds for the PROJECT, the Administering Agency certifies that NO members of the elected board, council, or other key decision makers are on the Federal Government Exclusion List. Exclusions can be found at www.sam.gov.

2. In the event that right of way acquisition for or construction of this project of the initial federal authorization for preliminary engineering is not started by the close of the tenth fiscal year following the fiscal year in which the project is authorized, the

11-SD-0-SNT
HSIPL-5429(026)

12/22/2015

SPECIAL COVENANTS OR REMARKS

ADMINISTERING AGENCY shall repay the Federal Highway Administration through Caltrans the sum of Federal funds paid under the terms of this agreement.

City of Santee
COUNCIL AGENDA STATEMENT

5A

MEETING DATE October 25, 2017

AGENDA ITEM NO.

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA AWARDING THE CONSTRUCTION CONTRACT FOR THE MISSION GORGE ROAD - EDGEMOOR DRIVE SIGNAL MODIFICATION PROJECT (CIP2018-04) TO T & M ELECTRIC, INC. DBA PERRY ELECTRIC, APPROPRIATING FUNDS, AND DETERMINING A CATEGORICAL EXEMPTION PURSUANT TO SECTION 15301(C) OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

DIRECTOR/DEPARTMENT Melanie Kush, Development Services 

SUMMARY This item requests City Council award the construction contract for the Mission Gorge Road – Edgemoor Drive Signal Modification Project (CIP 2018-04) to T & M Electric, Inc., DBA Perry Electric in the amount of \$134,750.00. This project will install protected left turn signals on Mission Gorge Road at Edgemoor Drive and upgrade the pedestrian ramps.

On October 5, 2017, six (6) bids were received and opened, with a low bid of \$134,750.00 submitted by T & M Electric, Inc. DBA Perry Electric. Upon review by staff, the bid submitted by T & M Electric, Inc. DBA Perry Electric has been deemed a responsive and responsible bid and is 3% lower than the Engineer's Estimate of \$138,727.50. Staff recommends awarding the contract to T & M Electric, Inc. DBA Perry Electric for the bid amount of \$134,750.00. Staff also requests authorization for the Director of Development Services to approve change orders in a total amount not to exceed \$13,475.00 (10%) for unforeseen items and additional work.

ENVIRONMENTAL REVIEW Categorically Exemption from the provisions of the California Environmental Quality Act (CEQA) Section 15301(c) - Class 1 Exemption 

FINANCIAL STATEMENT The project is included in the adopted FY 2017-18 Capital Improvement Program Budget. An appropriation from the available balance of Traffic Mitigation funds will be required for the estimated project cost of \$171,000.00.

Design & Bidding	\$ 11,672.85
Construction Contract	134,750.00
Construction Change Orders	13,475.00
Construction Engineering/Management	11,102.15
Total Anticipated Project Cost	<u>\$ 171,000.00</u>

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION 

Adopt the attached Resolution:

1. Approving a categorical exemption pursuant to the California Environmental Quality Act; and
2. Approving an appropriation of \$171,000.00 from the Traffic Mitigation Fund available balance; and
3. Awarding the construction contract to T & M Electric, Inc. DBA Perry Electric, Inc. for a total amount of \$134,750.00 and authorizing the City Manager to execute the contract; and
4. Authorizing the Director of Development Services for approving change orders in an amount not to exceed \$13,475.00.

ATTACHMENTS

Resolution

Bid Summary

RESOLUTION NO. 115-2017

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
AWARDING THE CONSTRUCTION CONTRACT FOR THE MISSION GORGE ROAD
- EDGEMOOR DRIVE SIGNAL MODIFICATION PROJECT (CIP2018-04) TO T & M
ELECTRIC, INC. DBA PERRY ELECTRIC, APPROPRIATING FUNDS, AND
DETERMINING A CATEGORICAL EXEMPTION PURSUANT TO SECTION 15301(C)
OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

WHEREAS, the City Clerk, on October 5, 2017, publicly opened and examined sealed bids for the Mission Gorge Road – Edgemoor Drive Signal Modification Project (CIP 2018-04) (“Project”); and

WHEREAS, the lowest received bid was submitted by T & M Electric, Inc. DBA Perry Electric in the amount of \$134,750.00; and

WHEREAS, T & M Electric, Inc. DBA Perry Electric was found to be the lowest responsive and responsible bidder with their total bid amount of \$134,750.00; and

WHEREAS, the project is included in the adopted Capital Improvement Program Budget for FY 2017-18 as funded with Regional Transportation Congestion Improvement Program funds in the amount of \$136,000.00; and

WHEREAS, the total cost of the project is estimated to be \$ 171,000.00; and

WHEREAS, the project was inadvertently not included in the Council and SANDAG approved Regional Transportation Improvement Program, and as such cannot be funded with RTCIP funds, thereby requiring an appropriation from the available balance of Traffic Mitigation funds; and

WHEREAS, staff recommends awarding the construction contract to T & M Electric, Inc. DBA Perry Electric in the amount of \$134,750.00; and

WHEREAS, staff requests authorization for the Director of Development Services to expend a total amount not to exceed \$13,475.00 for unforeseen change orders and additional work; and

WHEREAS, the project is categorically exempt from environmental review by Section 15301(c) of the Guidelines to the California Environmental Quality Act.

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

SECTION 1. The construction contract for the Mission Gorge Road – Edgemoor Drive Signal Modification Project (CIP 2018-04) is awarded to T & M Electric, Inc. DBA Perry Electric as the lowest responsive and responsible bidder in the amount of \$134,750.00, and the City Manager is authorized to execute the contract on behalf of the City.

SECTION 2. The Director of Development Services is authorized to approve change orders in an amount not to exceed \$13,475.00 for unforeseen items and additional work.

RESOLUTION NO. 115-2017

SECTION 3. An appropriation from the Traffic Mitigation Fund available balance in the amount of \$171,000.00 is hereby approved.

SECTION 4. This project is exempt from the requirements of the California Environmental Quality Act pursuant to Section 15301(c) of the State CEQA Guidelines. Staff is directed to file a Notice of Exemption as provided by law.

SECTION 5. The Clerk is directed to certify the adoption of this Resolution.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 25th day of October, 2017, by the following roll call vote to wit:

AYES: HALL, HOULAHAN, JONES, MCNELIS, MINTO

NOES: NONE

ABSENT: NONE

APPROVED:



JOHN W. MINTO, MAYOR

ATTEST:



PATSY BELL, CMC, CITY CLERK



CITY OF SANTEE

MAYOR
John W. Minto

CITY COUNCIL
Ronn Hall
Stephen Houlahan
Brian Jones
Rob McNelis

MISSION GORGE RD - EDGEMOOR DR SIGNAL MODIFICATION PROJECT CIP 2018-04

Bid Opening: October 5, 2017, 10:00 a.m.

<u>Contractor Name</u>	<u>Total Bid</u>
T & M Electric, Inc. DBA Perry Electric	\$ 134,750.00
Lekos Electric, Inc.	\$ 148,000.00
LNR Engineering & Construction, Inc.	\$ 162,750.00
Select Electric, Inc.	\$ 172,894.00
HMS Construction Inc.	\$ 175,140.00
DBX, Inc	\$ 194,409.00

Apparent Low Bidder Information

T & M Electric, Inc. DBA Perry Electric
10765 Woodside Ave Suite B
Santee, CA 92071
(619) 449-0045

<u>Apparent Low Bidder Subcontractors</u>	<u>Item of Work</u>
1. Ramona Paving and Construction	Concrete, Sidewalk, Ped Ramps
2. Statewide Stripes, Inc.	Striping

City of Santee
COUNCIL AGENDA STATEMENT

MEETING DATE January 10, 2018

AGENDA ITEM NO.

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AUTHORIZING THE EXECUTION OF A REVISED PROGRAM SUPPLEMENT AGREEMENT WITH THE STATE OF CALIFORNIA TO RECEIVE HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) FUNDS FOR THE MISSION GORGE ROAD EAST MEDIAN INSTALLATION PROJECT CIP 2015-13 AND APPROPRIATING ADDITIONAL TRAFFIC MITIGATION FEES

DIRECTOR/DEPARTMENT *S For* Melanie Kush, Development Services

SUMMARY A Program Supplement Agreement to the Master Agreement for federal-aid projects between the City of Santee and Caltrans is required in order to be reimbursed for each specific grant funded project the City is awarded. Caltrans requires that the program supplement agreement be executed for each project with authorization by a resolution of the City Council.

The City Council authorized the execution of a Program Supplement Agreement at its March 23, 2016 meeting. Subsequently, Caltrans has issued a revision to the previously executed Program Supplement Agreement. This item requests City Council to authorize the City Manager to execute a Revised Program Supplement Agreement with Caltrans for the Mission Gorge Road East Median Installation project CIP 2015-13, partially funded by the HSIP grant. The project is currently projected to be in construction by June 2018 to meet grant funding deadlines.

This item also requests the appropriation of additional Traffic Mitigation fees in the amount of \$421,282.00 to provide landscaping and lighting in the median. The additional funding is consistent with the Revised Program Supplement Agreement.

ENVIRONMENTAL REVIEW N/A

FINANCIAL STATEMENT *pm*

This project is funded with a HSIP Grant, Developer Contributions and Traffic Mitigation fees. The adopted FY17/18-FY21/22 CIP Budget originally allocated \$220,000 in Traffic Mitigation fees for this project; an additional \$421,282.00 is necessary and available from the Traffic Mitigation fee account.

The proposed budget for this project is as follows:

HSIP Grant	\$ 711,700.00
Developer in-lieu Contributions	48,475.00
Traffic Mitigation Fees	641,282.00
Total	<u>\$ 1,401,457.00</u>

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

Adopt the resolution:

1. Authorizing the City Manager to execute the Revised Program Supplement Agreement with the State of California for the Highway Safety Improvement Program grant for the Mission Gorge Road East Median Installation project CIP 2015-13; and
2. Appropriating additional traffic mitigation fees in the amount of \$421,282.00.

ATTACHMENTS

Resolution Revised Program Supplement Agreement

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
AUTHORIZING THE EXECUTION OF A REVISED PROGRAM SUPPLEMENT
AGREEMENT WITH THE STATE OF CALIFORNIA TO RECEIVE HIGHWAY SAFETY
IMPROVEMENT PROGRAM (HSIP) FUNDS FOR THE MISSION GORGE ROAD EAST
MEDIAN INSTALLATION PROJECT CIP 2015-13 AND APPROPRIATING ADDITIONAL
TRAFFIC MITIGATIONS FEES**

WHEREAS, on May 10, 2017 the City approved the Master Agreements between the City and the State of California for receiving State and Federal Funds, respectively; and

WHEREAS, Caltrans requires that a Program Supplement Agreement for grant funds be executed by the City in order for the City to receive reimbursement for project related costs in addition to any Master Agreement with the State of California; and

WHEREAS, the City applied for, and received a HSIP Grant for the Mission Gorge Road East Median Installation Project to construct raised concrete medians on Mission Gorge Road between First Street and Riverview Parkway; and

WHEREAS, the City Manager executed a Program Supplement Agreement for the Mission Gorge Road Median Installation on March 26, 2016; and

WHEREAS, Caltrans subsequently issued a Revised Program Supplement Agreement; and

WHEREAS, Caltrans requires that the Revised Program Supplement Agreement to be executed in order for the City to receive reimbursement for project-related costs; and

WHEREAS, additional funding in the amount of \$421,282.00 is needed to provide landscaping and lighting for the project.

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

SECTION 1: The City Manager is authorized to execute the Revised Program Supplement Agreement with the State of California for the Highway Safety Improvement Program grant for the Mission Gorge Road East Median Installation project CIP 2015-13.

SECTION 2: An additional \$421,282.00 in Traffic Mitigation fees is appropriated for the Mission Gorge Road East Median Installation project, CIP 2015-13.

RESOLUTION NO.

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 24th day of January, 2018, by the following vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

PEGGY JOHNS, MMC, INTERIM CITY CLERK

DEPARTMENT OF TRANSPORTATION

Division of Local Assistance
1120 N STREET
P.O. BOX 942874, MS# 1
Sacramento, CA 94274-0001
TTY 711
(916) 654-3883
Fax (916) 654-2408



October 19, 2017

File : 11-SD-0-SNT

HSIPL-5429(026)

On Mission Gorge Rd between
Riverview Parkway and 1st Ave**RECEIVED**

OCT 23 2017

Dept. of Development Services
City of Santee

Ms. Marlene Best
City Manager
City of Santee
10601 Magnolia Avenue
Santee, CA 92071-1266

Attn: Taylor Carrico

Dear Ms. Best:

Enclosed are two originals of the Program Supplement Agreement No. 015-N1 to Administering Agency-State Agreement No. 11-5429R and an approved Finance Letter for the subject project. Please retain the signed Finance Letter for your records.

Please note that federal funding will be lost if you proceed with future phase(s) of the project prior to getting the "Authorization to Proceed" with that phase.

Please review the covenants and sign both copies of this Agreement and return both to this office, Office of Project Implementation - MS1 within 90 days from the receipt of this letter. If the signed Agreements are not received back in this office within 90 days, funds will be disencumbered and/or deobligated. Alterations should not be made to the agreement language or funding. ATTACH YOUR LOCAL AGENCY'S CERTIFIED AUTHORIZING RESOLUTION THAT CLEARLY IDENTIFIES THE OFFICIAL AUTHORIZED TO EXECUTE THE AGREEMENT ON THE AGENCY'S BEHALF. A fully executed copy of the agreement will be returned to you upon ratification by Caltrans. No invoices for reimbursement can be processed until the agreement is fully executed.

The State budget authority supporting the encumbered funds is only available for liquidation up to specific deadlines. These deadlines are shown on the attached Finance letter as the "Reversion Date". Please ensure that your invoices are submitted at least 60 days prior to the reversion date to avoid any lapse of funds. If your agency is unable to seek reimbursement by this date you may request an extension through a Cooperative Work Agreement (CWA). A CWA is subject to the final approval of the State Department of Finance. If approved, the CWA may extend the deadline for up to two years.

Your prompt action is requested. If you have questions, please contact your District Local Assistance Engineer.

Sincerely,


JOHN HOOLE, Chief
Office of Project Implementation - South
Division of Local Assistance

Enclosure

c: DLA AE Project Files
(11) DLAE - Bing Luu

Date: 10/17/2017 EA No:
 D_CO_RT: 11-SD-0-SNT
 Project No: HSIPL-5429(026)
 Adv Project Id: 1115000080
 Period of Performance End Date: 01/25/2019
 Agreement End Date: 10/25/2020

Attention: City of Santee

FINANCE ITEMS	PRO RATA OR LUMP SUM	TOTAL COST OF WORK	FEDERAL PART. COST	FED. REIMB %	FEDERAL MS30	FEDERAL ZS30	LOCAL	OTHER (NON-PARTICIPATING)						
Agency Preliminary Engineering	Lump Sum	\$97,000.00	\$97,000.00	100.00%	\$97,000.00	\$0.00	\$0.00	\$0.00						
<table border="1" style="width: 100%;"> <tr> <td><u>Contract Items:</u></td> <td>\$1,185,870</td> </tr> <tr> <td><u>Contingencies:</u></td> <td>\$118,587</td> </tr> <tr> <td><u>Total:</u></td> <td>\$1,304,457</td> </tr> </table>									<u>Contract Items:</u>	\$1,185,870	<u>Contingencies:</u>	\$118,587	<u>Total:</u>	\$1,304,457
<u>Contract Items:</u>	\$1,185,870													
<u>Contingencies:</u>	\$118,587													
<u>Total:</u>	\$1,304,457													
Construction	Lump Sum	\$1,304,457.00	\$751,300.00	81.82%	\$0.00	\$614,700.00	\$138,600.00	\$553,157.00						
Totals:		\$1,401,457.00	\$848,300.00	0.00%	\$97,000.00	\$614,700.00	\$138,600.00	\$553,157.00						

Participation Ratio: 60.53%

This Finance Letter was created based on specific financial information provided by the responsible local agency. The following encumbrance history is prepared by Local Assistance Accounting Office and is provided here for local agency's information and action.

Signature: _____



Title: HQ Sr. Area Engineer

For questions regarding finance letter, contact:

Printed Name : Nahed Abdin

Telephone No: 916-653-7928

Remarks: RFA for Con

ACCOUNTING INFORMATION									HSIPL-5429(026)		Cooperative Work Agreement	
ADV. PROJECT ID	APPROP. UNIT	STATE PROG.	FED/STATE	ENCUMBRANCE AMOUNT	APPROP YEAR	EXPENDITURE AMOUNT	ENCUMBRANCE BALANCE	REVERSION DATE	APPROVED AMOUNT	EXPIRATION DATE		
1115000080	16102F	2030010550	F	\$97,000.00	1516	\$25,153.11	\$71,846.89	06/30/21				
1115000080	17102F	2030010550	F	\$614,700.00	1617	\$0.00	\$614,700.00	06/30/22				

PROGRAM SUPPLEMENT NO. N015 Rev. 1
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR FEDERAL-AID PROJECTS NO 11-5429R

Adv Project ID **Date:** October 5, 2017
 1115000080 **Location:** 11-SD-0-SNT
 Project Number: HSIPL-5429(026)
 E.A. Number:
 Locode: 5429

This Program Supplement hereby adopts and incorporates the Administering Agency-State Agreement for Federal Aid which was entered into between the Administering Agency and the State on 07/17/08 and is subject to all the terms and conditions thereof. This Program Supplement is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. _____ approved by the Administering Agency on _____ (See copy attached).

The Administering Agency further stipulates that as a condition to the payment by the State of any funds derived from sources noted below obligated to this PROJECT, the Administering Agency accepts and will comply with the special covenants or remarks set forth on the following pages.

PROJECT LOCATION:

On Mission Gorge Rd between Riverview Parkway and 1st Ave

TYPE OF WORK: Install raised median

LENGTH: 0.0(MILES)

Estimated Cost	Federal Funds		Matching Funds	
	ZS30	MS30	LOCAL	OTHER
\$1,401,457.00	\$614,700.00	\$97,000.00	\$136,600.00	\$553,157.00

CITY OF SANTEE

STATE OF CALIFORNIA
Department of Transportation

By _____
Title _____
Date _____
Attest _____

By _____
Chief, Office of Project Implementation
Division of Local Assistance
Date _____

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer  **Date** 10/5/2017 \$711,700.00

Chapter	Statutes	Item	Year	Program	BC	Category	Fund Source	AMOUNT

SPECIAL COVENANTS OR REMARKS

1. A. The ADMINISTERING AGENCY will advertise, award and administer this project in accordance with the current published Local Assistance Procedures Manual.

B. ADMINISTERING AGENCY agrees that it will only proceed with work authorized for specific phase(s) with an "Authorization to Proceed" and will not proceed with future phase(s) of this project prior to receiving an "Authorization to Proceed" from the STATE for that phase(s) unless no further State or Federal funds are needed for those future phase(s).

C. STATE and ADMINISTERING AGENCY agree that any additional funds which might be made available by future Federal obligations will be encumbered on this PROJECT by use of a STATE-approved "Authorization to Proceed" and Finance Letter. ADMINISTERING AGENCY agrees that Federal funds available for reimbursement will be limited to the amounts obligated by the Federal Highway Administration.

D. Award information shall be submitted by the ADMINISTERING AGENCY to the District Local Assistance Engineer within 60 days of project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract.

Failure to do so will cause a delay in the State processing invoices for the construction phase. Attention is directed to Section 15.7 "Award Package" of the Local Assistance Procedures Manual.

E. ADMINISTERING AGENCY agrees, as a minimum, to submit invoices at least once every six months commencing after the funds are encumbered for each phase by the execution of this Project Program Supplement Agreement, or by STATE's approval of an applicable Finance Letter. STATE reserves the right to suspend future authorizations/obligations for Federal aid projects, or encumbrances for State funded projects, as well as to suspend invoice payments for any on-going or future project by ADMINISTERING AGENCY if PROJECT costs have not been invoiced by ADMINISTERING AGENCY for a six-month period.

If no costs have been invoiced for a six-month period, ADMINISTERING AGENCY agrees to submit for each phase a written explanation of the absence of PROJECT activity along with target billing date and target billing amount.

ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current Local Assistance Procedures Manual.

F. Administering Agency shall not discriminate on the basis of race, religion, age, disability, color, national origin, or sex in the award and performance of any Federal-

SPECIAL COVENANTS OR REMARKS

assisted contract or in the administration of its DBE Program Implementation Agreement. The Administering Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of Federal-assisted contracts. The Administering Agency's DBE Implementation Agreement is incorporated by reference in this Agreement. Implementation of the DBE Implementation Agreement, including but not limited to timely reporting of DBE commitments and utilization, is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the Administering Agency of its failure to carry out its DBE Implementation Agreement, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

G. Any State and Federal funds that may have been encumbered for this project are available for disbursement for limited periods of time. For each fund encumbrance the limited period is from the start of the fiscal year that the specific fund was appropriated within the State Budget Act to the applicable fund Reversion Date shown on the State approved project finance letter. Per Government Code Section 16304, all project funds not liquidated within these periods will revert unless an executed Cooperative Work Agreement extending these dates is requested by the ADMINISTERING AGENCY and approved by the California Department of Finance.

ADMINISTERING AGENCY should ensure that invoices are submitted to the District Local Assistance Engineer at least 75 days prior to the applicable fund Reversion Date to avoid the lapse of applicable funds. Pursuant to a directive from the State Controller's Office and the Department of Finance; in order for payment to be made, the last date the District Local Assistance Engineer can forward an invoice for payment to the Department's Local Programs Accounting Office for reimbursable work for funds that are going to revert at the end of a particular fiscal year is May 15th of the particular fiscal year. Notwithstanding the unliquidated sums of project specific State and Federal funding remaining and available to fund project work, any invoice for reimbursement involving applicable funds that is not received by the Department's Local Programs Accounting Office at least 45 days prior to the applicable fixed fund Reversion Date will not be paid. These unexpended funds will be irrevocably reverted by the Department's Division of Accounting on the applicable fund Reversion Date.

H. As a condition for receiving federal-aid highway funds for the PROJECT, the Administering Agency certifies that NO members of the elected board, council, or other key decision makers are on the Federal Government Exclusion List. Exclusions can be found at www.sam.gov.

2. A. ADMINISTERING AGENCY shall conform to all State statutes, regulations and procedures (including those set forth in the Local Assistance Procedures Manual and the Local Assistance Program Guidelines, hereafter collectively referred to as "LOCAL ASSISTANCE PROCEDURES") relating to the federal-aid program, all Title 23 Code of

SPECIAL COVENANTS OR REMARKS

Federal Regulation (CFR) and 2 CFR Part 200 federal requirements, and all applicable federal laws, regulations, and policy and procedural or instructional memoranda, unless otherwise specifically waived as designated in the executed project-specific PROGRAM SUPPLEMENT.

B. Invoices shall be submitted on ADMINISTERING AGENCY letterhead that includes the address of ADMINISTERING AGENCY and shall be formatted in accordance with LOCAL ASSISTANCE PROCEDURES.

C. ADMINISTERING AGENCY must have at least one copy of supporting backup documentation for costs incurred and claimed for reimbursement by ADMINISTERING AGENCY. ADMINISTERING AGENCY agrees to submit supporting backup documentation with invoices if requested by State. Acceptable backup documentation includes, but is not limited to, agency's progress payment to the contractors, copies of cancelled checks showing amounts made payable to vendors and contractors, and/or a computerized summary of PROJECT costs.

D. Indirect Cost Allocation Plan/Indirect Cost Rate Proposals (ICAP/ICRP), Central Service Cost Allocation Plans and related documentation are to be prepared and provided to STATE (Caltrans Audits & Investigations) for review and approval prior to ADMINISTERING AGENCY seeking reimbursement of indirect costs incurred within each fiscal year being claimed for State and federal reimbursement. ICAPs/ICRPs must be prepared in accordance with the requirements set forth in 2 CFR, Part 200, Chapter 5 of the Local Assistance Procedural Manual, and the ICAP/ICRP approval procedures established by STATE.

E. STATE will withhold the greater of either two (2) percent of the total of all federal funds encumbered for each PROGRAM SUPPLEMENT or \$40,000 until ADMINISTERING AGENCY submits the Final Report of Expenditures for each completed PROGRAM SUPPLEMENT PROJECT.

F. Payments to ADMINISTERING AGENCY for PROJECT-related travel and subsistence (per diem) expenses of ADMINISTERING AGENCY forces and its contractors and subcontractors claimed for reimbursement or as local match credit shall not exceed rates authorized to be paid rank and file STATE employees under current State Department of Personnel Administration (DPA) rules. If the rates invoiced by ADMINISTERING AGENCY are in excess of DPA rates, ADMINISTERING AGENCY is responsible for the cost difference, and any overpayments inadvertently paid by STATE shall be reimbursed to STATE by ADMINISTERING AGENCY on demand within thirty (30) days of such invoice.

G. ADMINISTERING AGENCY agrees to comply with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards.

H. ADMINISTERING AGENCY agrees, and will assure that its contractors and subcontractors will be obligated to agree, that Contract Cost Principles and Procedures,

SPECIAL COVENANTS OR REMARKS

48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual PROJECT cost items.

I. Every sub-recipient receiving PROJECT funds under this AGREEMENT shall comply with 2 CFR, Part 200, 23 CFR, 48 CFR Chapter 1, Part 31, Local Assistance Procedures, Public Contract Code (PCC) 10300-10334 (procurement of goods), PCC 10335-10381 (non-A&E services), and other applicable STATE and FEDERAL regulations.

J. Any PROJECT costs for which ADMINISTERING AGENCY has received payment or credit that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, 23 CFR, 48 CFR, Chapter 1, Part 31, and other applicable STATE and FEDERAL regulations, are subject to repayment by ADMINISTERING AGENCY to STATE.

K. STATE reserves the right to conduct technical and financial audits of PROJECT WORK and records and ADMINISTERING AGENCY agrees, and shall require its contractors and subcontractors to agree, to cooperate with STATE by making all appropriate and relevant PROJECT records available for audit and copying as required by the following paragraph:

ADMINISTERING AGENCY, ADMINISTERING AGENCY'S contractors and subcontractors, and STATE shall each maintain and make available for inspection and audit by STATE, the California State Auditor, or any duly authorized representative of STATE or the United States all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts and ADMINISTERING AGENCY shall furnish copies thereof if requested. All of the above referenced parties shall make such AGREEMENT, PROGRAM SUPPLEMENT, and contract materials available at their respective offices at all reasonable times during the entire PROJECT period and for three (3) years from the date of submission of the final expenditure report by the STATE to the FHWA.

L. ADMINISTERING AGENCY, its contractors and subcontractors shall establish and maintain a financial management system and records that properly accumulate and segregate reasonable, allowable, and allocable incurred PROJECT costs and matching funds by line item for the PROJECT. The financial management system of ADMINISTERING AGENCY, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles, enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices set to or paid by STATE.

M. ADMINISTERING AGENCY is required to have an audit in accordance with the Single Audit Act of 2 CFR 200 if it expends \$750,000 or more in Federal Funds in a single fiscal year of the Catalogue of Federal Domestic Assistance.

N. ADMINISTERING AGENCY agrees to include all PROGRAM SUPPLEMENTS adopting the terms of this AGREEMENT in the schedule of projects to be examined in

SPECIAL COVENANTS OR REMARKS

ADMINISTERING AGENCY's annual audit and in the schedule of projects to be examined under its single audit prepared in accordance with 2 CFR, Part 200.

O. ADMINISTERING AGENCY shall not award a non-A&E contract over \$5,000, construction contracts over \$10,000, or other contracts over \$25,000 [excluding professional service contracts of the type which are required to be procured in accordance with Government Code sections 4525 (d), (e) and (f)] on the basis of a noncompetitive negotiation for work to be performed under this AGREEMENT without the prior written approval of STATE. Contracts awarded by ADMINISTERING AGENCY, if intended as local match credit, must meet the requirements set forth in this AGREEMENT regarding local match funds.

P. Any subcontract entered into by ADMINISTERING AGENCY as a result of this AGREEMENT shall contain provisions B, C, F, H, I, K, and L under Section 2 of this agreement.

Accident Locations on Mission Gorge Road in Past Five Years



City of Santee
COUNCIL AGENDA STATEMENT

MEETING DATE

January 24, 2018

AGENDA ITEM NO.**ITEM TITLE**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA APPROVING A REVISED TRAVEL EXPENSE POLICY

DIRECTOR/DEPARTMENTTim K. McDermott, Finance *TKM***SUMMARY**

It is the City's policy to control the cost of travel, training, and meetings, and to fairly reimburse City personnel for reasonable and necessary expenses incurred while on authorized City business. The City's current Travel and Mileage Expense Reimbursement Policy was last amended by the City Council on November 10, 2004. The attached Resolution and revised Travel Expense Policy are presented for City Council consideration.

The revised Travel Expense Policy reflects the following changes from the current policy.

- Provides for the use of either the "per diem" or "actual expense" method for claiming reimbursement for meals and incidental expenses. Under the "per diem" method receipts are not submitted to substantiate costs incurred. Rather, reimbursement is based on the Federal per diem rates as published by the United States General Services Administration which currently range from \$51 to \$74 per day based on location.
- Aligns the daily limit for meals and incidental expenses to the Federal per diem rate for the location of travel (current daily limit is \$60).
- Includes specific authorization requirements for out of state travel that are currently reflected in a separate Administrative Policy Memorandum (APM 02-02).
- Increases to \$1,000 the threshold for which City Manager approval is required on travel expense reports (current threshold is \$500).
- Reflects the current practice and requirement under State law for City Council members to provide a brief verbal report on meetings attended at the City's expense at the next regular City Council meeting.

FINANCIAL STATEMENT *TKM*

Adoption of the revised Travel Expense Policy will continue the City's practice of controlling the cost of travel while fairly reimbursing City personnel for reasonable and necessary expenses incurred while on authorized City business and is not expected to have any material fiscal impact.

CITY ATTORNEY REVIEW N/A Completed**RECOMMENDATION** *MSB*

Adopt resolution approving a revised Travel Expense Policy.

ATTACHMENTS (Listed Below)

Resolution (w/ revised Travel Expense Policy)

RESOLUTION NO. 2018-

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
APPROVING A REVISED TRAVEL EXPENSE POLICY**

WHEREAS, it is necessary for City personnel to attend meetings, travel outside the City to conduct City business, attend conferences, seminars and training sessions; and

WHEREAS, the City Council desires to control costs and to fairly reimburse City personnel for reasonable and necessary expenses incurred while on authorized City business; and,

WHEREAS, on November 10, 2004 the City Council adopted Resolution No. 117-2004 which approved the current Travel and Mileage Expense Reimbursement Policy; and,

WHEREAS, the City Council now desires to amend the Travel and Mileage Expense Reimbursement Policy.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Santee, California, that the Travel Expense Policy attached to this Resolution as Attachment A is hereby approved.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 24th day of January, 2018, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED

JOHN W. MINTO, MAYOR

ATTEST

**PEGGY JOHNS, MMC, INTERIM CITY
CLERK**

Attachment A – Travel Expense Policy

<p style="text-align: center;">CITY OF SANTEE TRAVEL EXPENSE POLICY</p>
--

1. PURPOSE

The City has adopted this policy to control the cost of travel, training, and meetings, and to fairly reimburse elected and appointed officials, officers and employees of the City (hereinafter referred to as “Traveler(s)”) for reasonable and necessary expenses while on authorized City business.

2. GENERAL

- a. Travelers are expected to exercise good judgment in the use of City funds while on official business and to always seek to be economical in order to minimize the total cost to the taxpayer.

- b. Travel and reimbursement is limited to situations in which the City benefits from the attendance of a representative. City funds, equipment, supplies, titles and staff time must only be used for authorized City business. The following types of occurrences qualify for reimbursement of expenses incurred in connection with the activities and generally constitute authorized expenses as long as the other requirements of this policy are met:
 - 1. Communicating with representatives of regional, state and national government on City-adopted policy positions;
 - 2. Attending educational seminars designed to improve skill and information levels on topics important to City policy and/or operations;
 - 3. Participating in regional, state and national organizations whose activities affect the City’s interests;
 - 4. Attending City events or events in performance of official duties for the City; and
 - 5. Engaging in other business-related activities with a direct connection to the implementation of adopted City plans, policies, goals or programs.

- c. The City will advance money and reimburse claims for *reasonable* expenses incurred while traveling or performing City business within the guidelines of this policy. If the Traveler is an authorized Pro-Card cardholder, all authorized travel related expenses may be paid with the Traveler's assigned Pro-Card.

Examples of personal expenses that the City will not reimburse include, but are not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including partner's expenses when accompanying Traveler on City-related business, as well as children or pet-related expenses;
4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf-related expenses), or cultural events;
5. Laundry, cleaning and pressing of clothing;
6. Certain personal automobile expenses, including repairs, traffic citations or insurance; and
7. Personal losses incurred while on City business.

Such personal expenses shall not be charged on City Pro-Cards. Any questions regarding the propriety of a particular type of expense should be resolved by the Department Director or Finance Department before the expense is incurred.

- d. This policy shall apply to City Council, all City employees and to any person who serves on any City Committee, Commission, Board or other such body established by action of the City Council.
- e. Non-local travel involves at least one overnight absence from the normal place of duty or is outside the San Diego County limits.

3. AUTHORIZATIONS

- a. All travel and meetings must be approved in advance by the employee's Department Director or designee.
- b. The basic authorization for all employee travel is the approved operating budget for the current fiscal year. The Department Director or designee will verify availability of funds in the budget. While it is recognized that travel and meeting plans/destinations may change during the year, the total travel budget may not be exceeded, absent a City Manager and Finance Director approved budget adjustment in advance of the travel.

- c. Out of state travel shall be specifically identified by each Department Director in the proposed operating budget submitted to the City Manager. The request shall specify the purpose, location, date and estimated total cost for the travel. If approved by the City Manager for inclusion in the budget, and if funds are appropriated by the City Council, the travel shall be deemed authorized.

There may be instances when out of state travel is deemed necessary or beneficial, but has not been specifically identified and approved as part of the adopted operating budget. In such instances, the Department Director shall submit a request in writing to the City Manager specifying the purpose, location, date, estimated cost, and a statement verifying the availability of budget to cover the total cost for the travel. If approved by the City Manager, the travel will be deemed authorized.

No costs shall be incurred by any City employee for out of state travel without first having received advance authorization as specified herein.

4. PAYMENT/ADVANCE AMOUNTS

- a. Payments - The *preferred* method of payment for registration, transportation, and lodging expenses is either through direct vendor payment or the use of a City Pro-Card. An employee's personal credit card may be used with the consent of the Department Director or designee.
- b. Transportation - The method of travel (air, train, personal auto) should be selected on the basis of least total cost to the City. This determination should take into account any employee wages paid during travel or consideration of a City Council member or appointed Official/Officer's time.
- c. Automobiles and Mileage - Whenever practical, City owned vehicles shall be used for travel. City personnel may use a City Pro-Card to purchase gasoline or request reimbursement upon return when using a City vehicle. If a City vehicle is not available, or if there is another reason why a privately owned vehicle should be used, the City shall reimburse the Traveler the cost of the most appropriate means of transportation (such as airfare and ground transportation) or the actual mileage involved in the travel, whichever is the lesser of the two. In such situations the Traveler's reimbursement request must include information estimating the cost of the lowest airfare and ground transportation that was used as the basis for the request for mileage reimbursement. The reimbursed mileage rate is the Standard Federal Mileage Rate set by the Internal Revenue Service which is adjusted annually.

Employees who receive a mileage allowance will only receive reimbursement when travel is outside San Diego County. Reimbursable mileage for personal vehicle use includes only that mileage in excess of an individual's normal commute to and from his or her regular workplace. For questions regarding the application of this section contact the Finance Department.

- d. Air Travel - The lowest fare available a minimum of two weeks before the event should be utilized, unless a shorter time frame is required. Airfare may be charged using a City Pro-card or a personal credit card with the consent of the Department Director. In all cases, copies of the ticket or ticketless voucher documenting the cost must be attached to the Travel Expense Report. Only coach class will be reimbursed, consistent with 4.b. above. Early bird boarding may be reimbursed if justified based on business needs and circumstances. Upgrades in class will be at the Traveler's expense.
- e. Ground Transportation & Parking - Courtesy shuttle service, buses or public transportation should be used between airports and meeting locations. Taxis may be used when other modes of transportation are not reasonably available or practical. Car rentals should only be used in special situations where the aforementioned services are not practical and require preapproval by the Department Director.
- f. Lodging - Travelers should always seek to stay at the hotel hosting an event or where the sponsor recommends a preferred or discounted hotel. For other events, or where this is not possible, government rates should be requested when available and the Transient Occupancy Tax (TOT) waived when appropriate in accordance with a local agencies TOT ordinance/policy. Overnight accommodations for conferences, meetings or training sessions *within* San Diego County require the prior approval of the City Manager. Accommodations should be identified at the earliest opportunity to allow the City to pay for these expenses directly and to obtain the most favorable rates.
- g. Meals & Incidental Expenses – Reimbursement of necessary expenses while on official business may be provided on a per diem basis or by reimbursement of actual expenses. Expenses eligible for reimbursement include meals that are not included as part of an event. The term “incidental expenses” means fees and tips given to porters, baggage carriers, and hotel staff.

1. Per Diem Method

- Travelers may receive a per diem daily allowance for meals and incidental expenses while on non-local travel on approved City business.
- It is not required to submit receipts for per diem expenses.
- Per diem allowances shall be in accordance with the most current Federal per diem rates for "Meals and Incidental Expenses" as published by the United States General Services Administration (GSA) at www.gsa.gov/perdiemrates. These rates are published annually, effective October 1 of each year, and differ based on the location of travel. These rates include any applicable tax and gratuity. The per diem dollar amount for the first and last days of travel, if not full days of travel, shall be at 75% of the full day per diem rate.
- Per diem adjustments are necessary when meals are included as part of an event, conference or by any other party. In such cases, refer to the GSA “Meals and Incidental Expense Breakdown” for specific meal allowance deductions.
- If assistance is needed in determining the proper per diem rate for the location involved or the deduction for a provided meal, please contact the Finance Department.
- Pro-Card should not be used for meals and incidental expenses which are being claimed on a per diem basis.

2. Actual Expense Method

- Travelers may be reimbursed for the actual cost of meals and incidental expenses while on non-local travel on approved City business with the submittal of detailed receipts.
 - Meals and incidental expenses are reimbursable up to a daily maximum based on the most current Federal per diem rates for "Meals and Incidental Expenses" as published by the United States General Services Administration (GSA) at www.gsa.gov/perdiem. These rates are published annually, effective October 1 of each year, and differ based on the location of travel. These rates include any applicable tax and gratuity. As a guide, meal tips should be 15% to 20% of the pretax amount.
 - When a meal is included as part of an event, conference or by any other party, the City will not provide additional reimbursement for that same meal.
 - No reimbursement will be made for the purchase of alcoholic beverages. If alcoholic beverages are purchased with a meal, the cost must be deducted, including tax and tip, from the request for reimbursement.
 - Meals and incidental expenses necessary while on local one-day travel on approved City business are eligible for either per diem or actual expense reimbursement with receipts when the event hours fall within standard meal times (approximately 7:00 a.m. to 9:00 a.m., 12:00 p.m. to 1:00 p.m. and 5:00 p.m. to 7:00 p.m.).
 - In general Travelers will not be reimbursed for purchasing meals for third parties.
- h. Business-related expenses – Other reasonable business-related expenses not specifically addressed in this policy may be reimbursable according to the specific business circumstances.
- i. Telephone/Fax/Cellular/Internet - Reimbursement may be authorized for actual and necessary telephone, fax, and short-term Internet expenses incurred on City business when not otherwise covered under a pre-existing plan or service arrangement. Telephone or other bills should identify which services were used on City business. To the extent possible, Travelers should make every effort to use complimentary Internet access provided by the conference or hotel rather than paying daily access charges.
- j. Cash Advances – Cash advances for travel expenses may be requested when necessary up to the applicable per diem maximum per day, with a \$300 maximum per event. Unused advanced funds are to be returned along with a copy of the Travel Expense Report within ten (10) business days of the Traveler's return to work.
- k. Any exceptions to the provisions of this Section #4 of this policy must be approved by the City Manager or his/her designee.

5. REIMBURSEMENT REQUEST AND TRAVEL EXPENSE REPORTS

- a. Travel Expense Reports are to be submitted within ten (10) days of completion of the business trip. These materials will be reviewed and approved by the Department Director before submission to the Finance Department. Department Directors approving expense reports are responsible for ensuring that:
 - All expenses are reasonable, necessary, and consistent with these guidelines.
 - Required receipts are attached, except for per diem allowances.
 - The final disposition is correct (e.g., balance due employee; balance due City).
 - Any amounts due to the City are reimbursed.
 - Final accounting of all expenses is submitted to Finance.
- b. Receipts are to be attached to the Travel Expense Report for *each* expenditure, except for per diem expenses claimed. The City will deny reimbursement unless accompanied by a proper receipt. Each receipt must have the pre-printed name of the business, the date of the expenditure, and cost per item.

If a Traveler has lost a receipt for a travel-related item, a memo is required. The memo must include the following:

- Include all receipt information such as place of business, amount, date, description of item.
 - The Traveler must sign it.
 - The Department Director must sign it.
- c. Petty cash should not be used for travel expense reimbursements unless the total cost of the meeting, mileage and/or parking is \$50 or less.
 - d. Employees using City issued Pro-Cards for trip expenses must submit detailed receipts of the kind mentioned above for all such transactions.
 - e. Business-related telephone charges will be reimbursed for Travelers who are not provided a phone allowance. The Travel Expense Report must clearly document that the expense meets the requirements of this policy.
 - f. All Travel Expense Reports reflecting a total cost to the City in excess of \$1,000 will require the approval of the City Manager.
 - g. The Finance Department will receive and review all documentation prior to the issuance of reimbursement.

6. OTHER AREAS

- a. To drive a privately owned vehicle on City business the individual must be enrolled in the City DMV Pull Program per APM 92-4 which states the individual must:
 - Possess a valid and appropriate California driver's license.
 - Provide proof of vehicle insurance.
 - Realize that receipt of mileage reimbursement includes liability for accidents while driving his/her personal vehicle while driving on City business.
- b. When an employee is required to report to work on a call-back or unscheduled overtime basis, then mileage is reimbursable from "door to door". Call-back or unscheduled overtime refers to the instances when an employee is off work and is contacted by his/her supervisor to report to work on short notice. "Door to door" refers to the location from which the employee leaves and then returns at the end of the overtime, usually home.
- c. Reimbursement for travel time will be made in accordance with Fair Labor Standards Act guidelines. Contact the Human Resources Department for questions regarding these guidelines.

7. CITY COUNCIL MEMBER REPORTS

At the next regular meeting, City Council members shall briefly report on meetings attended at the City's expense. If multiple City Council members attended, a joint report may be made.

8. COMPLIANCE WITH LAWS

Recipients of reimbursement should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act.

9. VIOLATION OF THIS POLICY

Misuse of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of travel privilege, 2) a demand for restitution to the City, 3) the City reporting the expenses as income to the Traveler to State and Federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, 5) prosecution for misuse of public resources, or 6) termination.

CDC SUCCESSOR AGENCY AGENDA STATEMENT

MEETING DATE January 24, 2018

AGENDA ITEM NO.

ITEM TITLE RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION
SUCCESSOR AGENCY APPROVING THE RECOGNIZED OBLIGATION PAYMENT
SCHEDULE FOR THE PERIOD FROM JULY 1, 2018 TO JUNE 30, 2019 ("ROPS 18-19")

DIRECTOR/DEPARTMENT

Tim K. McDermott, Treasurer 

SUMMARY

On December 29, 2011, the California Supreme Court issued its decision in the case of *California Redevelopment Association v. Matosantos*, which addressed the constitutionality of Assembly Bills 1x26 and 1x27 ("AB 26" and "AB 27"). In accordance with this decision, all redevelopment agencies in the state of California were dissolved effective February 1, 2012. On January 11, 2012 the City Council elected to become the Successor Agency to the Santee Community Development Commission ("CDC"). As the Successor Agency, the City has certain administrative and other responsibilities for the winding down of redevelopment activities.

One such requirement is the preparation of Recognized Obligation Payment Schedules ("ROPS"). The ROPS lists all of the "enforceable obligations" of the CDC Successor Agency, the amounts and due dates of payments required for each enforceable obligation and the source of funding for each required payment. The attached resolution adopts the ROPS covering the period from July 1, 2018 through June 30, 2019 ("ROPS 18-19"). The primary enforceable obligation reflected on ROPS 18-19 is debt service on the CDC Successor Agency Tax Allocation Refunding Bonds 2016 Series A and B.

The Successor Agency Oversight Board will meet on January 25, 2018 to review and approve the ROPS and related resolution in order to meet the February 1, 2018 filing deadline with the County Auditor-Controller, State Controller's Office and the State Department of Finance.

FINANCIAL STATEMENT

Adoption of the attached resolution along with the January 25, 2018 approval by the CDC Successor Agency Oversight Board will provide for the receipt of \$3,359,295 in property tax revenue in order to satisfy the enforceable obligations listed on the ROPS 18-19 for fiscal year 2018-19.

CITY ATTORNEY REVIEW

N/A

Completed

RECOMMENDATION 

Adopt the attached resolution.

ATTACHMENTS (Listed Below)

Resolution (with attached ROPS 18-19)

Resolution No. CDCSA _____

A RESOLUTION OF THE CDC SUCCESSOR AGENCY OF THE CITY OF SANTEE, CALIFORNIA APPROVING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE FOR THE PERIOD FROM JULY 1, 2018 TO JUNE 30, 2019 (“ROPS 18-19”)

WHEREAS, pursuant to the Community Redevelopment Law (Health and Safety Code Sections 33000 et seq.), the City Council of the City of Santee (“City”) created the Community Development Commission of the City of Santee (“CDC”); and

WHEREAS, the CDC was responsible for implementing the Amended and Restated Redevelopment Plan for the Santee Community Redevelopment Project covering certain properties within the City (“Project Areas”); and

WHEREAS, as part of the 2011-12 State budget bill, the California State Legislature enacted, and the Governor signed, companion bills AB 1X26 and AB 1X27; and

WHEREAS, on December 29, 2011, the California Supreme Court upheld, in large part, AB 1x26 and overturned AB 1x27, which dissolved all redevelopment agencies as of February 1, 2012; and

WHEREAS, on January 11, 2012 the City Council elected to become the successor agency to the CDC (“CDC Successor Agency”); and

WHEREAS, in accordance with Health and Safety Code section 34177 (o) (1) the ROPS for the period from July 1, 2018 through June 30, 2019 (“ROPS 18-19”) must be approved by the Successor Agency and Successor Agency Oversight Board and submitted to the State Department of Finance, State Controller and County Auditor-Controller for review by February 1, 2018; and

WHEREAS, on January 25, 2018 the Successor Agency Oversight Board is scheduled to meet and approve ROPS 18-19.

NOW THEREFORE BE IT RESOLVED, by the CDC Successor Agency of the City of Santee, California as follows:

Section 1. Recitals. The Recitals set forth above are true and correct and incorporated herein by reference.

Section 2. Approval of ROPS. The Recognized Obligation Payment Schedule for the period from July 1, 2018 to June 30, 2019 (“ROPS 18-19”) is hereby approved, in substantially the form attached hereto as Exhibit A.

Section 3. Posting; Transmittal to Appropriate Agencies. The Director of Finance or his designee is hereby authorized and directed to provide the Recognized Obligation Payment Schedule to the Successor Agency Oversight Board for review and certification, to the State Department of Finance, the State Controller’s Office and the County Auditor-Controller, and post it on the City’s web site.

Resolution No. CDCSA _____

Section 4. Effective Date. This Resolution shall become effective upon its adoption.

ADOPTED by the CDC Successor Agency of the City of Santee, California at a Regular Meeting thereof held this 24th day of January, 2018, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

PEGGY JOHNS, MMC, INTERIM CITY CLERK

Attachments: Exhibit A: Recognized Obligation Payment Schedule for the Period from July 1, 2018 to June 30, 2019 ("ROPS 18-19")

Recognized Obligation Payment Schedule (ROPS 18-19) - Summary

Filed for the July 1, 2018 through June 30, 2019 Period

Successor Agency: Santee
County: San Diego

Current Period Requested Funding for Enforceable Obligations (ROPS Detail)	18-19A Total (July - December)	18-19B Total (January - June)	ROPS 18-19 Total
A Enforceable Obligations Funded as Follows (B+C+D):	\$ -	\$ -	\$ -
B Bond Proceeds	-	-	-
C Reserve Balance	-	-	-
D Other Funds	-	-	-
E Redevelopment Property Tax Trust Fund (RPTTF) (F+G):	\$ 1,680,541	\$ 1,678,754	\$ 3,359,295
F RPTTF	1,662,011	1,660,224	3,322,235
G Administrative RPTTF	18,530	18,530	37,060
H Current Period Enforceable Obligations (A+E):	\$ 1,680,541	\$ 1,678,754	\$ 3,359,295

Certification of Oversight Board Chairman:
Pursuant to Section 34177 (o) of the Health and Safety code, I
hereby certify that the above is a true and accurate Recognized
Obligation Payment Schedule for the above named successor
agency.

Warren H. Savage Jr. Chair
Name Title
/s/ _____ 1/25/2018
Signature Date

Santee Recognized Obligation Payment Schedule (ROPS 18-19) - ROPS Detail

July 1, 2018 through June 30, 2019

(Report Amounts in Whole Dollars)

A Item #	B Project Name/Debt Obligation	C Obligation Type	D Contract/Agreement Execution Date	E Contract/Agreement Termination Date	F Payee	G Description/Project Scope	H Project Area	I Total Outstanding Debt or Obligation	J Retired	K ROPS 18-19 Total	18-19A (July - December)					Q 18-19A Total	18-19B (January - June)					W 18-19B Total	
											Fund Sources						Fund Sources						
											L	M	N	O	P		R	S	T	U	V		
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		
								\$ 62,382,186		\$ 3,359,295	\$ -	\$ -	\$ -	\$ 1,662,011	\$ 18,530	\$ 1,680,541	\$ -	\$ -	\$ -	\$ 1,660,224	\$ 18,530	\$ 1,678,754	
4	Bond trustee fees	Fees	1/25/2005	8/1/2041	U.S. Bank	Bond trustee fees	Santee	41,500	N	\$ 4,500				2,800		\$ 2,800				1,700		\$ 1,700	
5	Arbitrage rebate analysis	Fees	5/11/2005	8/1/2041	BLX Group Inc.	Arbitrage rebate calculations	Santee	43,300	N	\$ -						\$ -						\$ -	
6	Continuing disclosure reporting	Fees	1/18/2012	8/1/2041	KNN Public Finance	Continuing disclosure reporting	Santee	17,250	N	\$ 750						\$ -				750		\$ 750	
10	Successor agency administration	Admin Costs	7/1/2018	6/30/2019	City of Santee	Administrative cost reimbursement	Santee	37,060	N	\$ 37,060					18,530	\$ 18,530					18,530	\$ 18,530	
16	Housing entity administrative cost allowance	Housing Entity Admin Cost	7/1/2017	6/30/2018	Housing Authority of the County of San Diego	Housing entity administrative cost allowance	Santee	-	Y	\$ -						\$ -						\$ -	
18	Tax Allocation Refunding Bonds 2016 Series A	Refunding Bonds Issued After 6/27/12	11/8/2016	8/1/2041	U.S. Bank (trustee)	Provides for the current refunding of all outstanding Tax Allocation Bonds 2005 Series A and for the advance refunding of all outstanding Tax Allocation Bonds 2011 Series A	Santee	59,480,491	N	\$ 1,736,582				868,291		\$ 868,291				868,291		\$ 868,291	
19	Tax Allocation Refunding Bonds 2016 Series B	Refunding Bonds Issued After 6/27/12	11/8/2016	8/1/2020	U.S. Bank (trustee)	Provides for the advance refunding of all outstanding Tax Allocation Bonds 2011 Series B	Santee	2,762,585	N	\$ 1,580,403				790,920		\$ 790,920				789,483		\$ 789,483	
20									N	\$ -						\$ -						\$ -	
21									N	\$ -						\$ -							\$ -
22									N	\$ -						\$ -							\$ -

Santee Recognized Obligation Payment Schedule (ROPS 18-19) - Report of Cash Balances
July 1, 2015 through June 30, 2016
(Report Amounts in Whole Dollars)

Pursuant to Health and Safety Code section 34177 (l), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation. For tips on how to complete the Report of Cash Balances Form, see [\[INSERT URL LINK TO CASH BALANCE TIPS SHEET \]](#)

A	B	C	D	E	F	G	H	I	
		Fund Sources							
		Bond Proceeds		Reserve Balance		Other	RPTTF		
	Cash Balance Information for ROPS 15-16 Actuals (07/01/15 - 06/30/16)	Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS period balances and DDR RPTTF balances retained	Prior ROPS RPTTF distributed as reserve for future period(s)	Rent, grants, interest, etc.	Non-Admin and Admin	Comments	
1	Beginning Available Cash Balance (Actual 07/01/15)		5,416,681			9,966	21,483		
2	Revenue/Income (Actual 06/30/16) RPTTF amounts should tie to the ROPS 15-16 total distribution from the County Auditor-Controller during June 2015 and January 2016.		62,654			375	4,446,832		
3	Expenditures for ROPS 15-16 Enforceable Obligations (Actual 06/30/16)		1,325,412			9,966	4,394,715		
4	Retention of Available Cash Balance (Actual 06/30/16) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)		4,156,373						
5	ROPS 15-16 RPTTF Balances Remaining	No entry required							
6	Ending Actual Available Cash Balance (06/30/16) C to G = (1 + 2 - 3 - 4), H = (1 + 2 - 3 - 4 - 5)	\$ -	\$ (2,450)	\$ -	\$ -	\$ 375	\$ 73,600	Column D: (\$2,450) bond proceeds deficit was funded with accrued interest receivable at 6/30/16 that was received in July 2016 (revenue is not included in line 2 column D). Column G: \$375 balance was included as part of the \$691 Other funding identified on ROPS 16-17 to fund a portion of Item #1 and is thus not available to fund a portion of any items on ROPS 17-18.	