



CITY COUNCIL  
HOUSING AUTHORITY AND  
SUCCESSOR AGENCY TO THE EL CAJON  
REDEVELOPMENT AGENCY

Council Chamber  
200 Civic Center Way  
El Cajon, CA 92020

## Agenda

JUNE 23, 2020, 3:00 p.m.

**Please note that, pursuant to the State of California Governor's Executive Order N-29-20, and in the interest of the public health and safety, members of the City Council and Staff may attend the meeting telephonically.**

**Further, Orders from the San Diego County Health Officer prevent persons other than City officials and essential employees to be physically present.**

**In accordance with the Executive Order, and in compliance with the County Health Officer's Orders, the public may view the meeting on the City's website. Please visit <https://www.cityofelcajon.us/videostreaming> for more details.**

**To submit comments on an item on this agenda, or a Public Comment, please visit the City's website at <https://www.cityofelcajon.us/videostreaming>. Comments will be accepted up to the conclusion or the vote of each item. Comments will be limited to 300 words and will be entered into the official Council Meeting Record. The City Council will endeavor to include all comments prior to taking action.**

**If you find that you are unable to submit a comment through the website, please contact the City Clerk's Office at (619) 441-1763, not later than 2:30 p.m. prior to the start of the City Council Meeting.**

**Should technical difficulties arise, they will be resolved as soon as possible.**

Bill Wells, Mayor  
Phil Ortiz, Deputy Mayor  
Steve Goble, Councilmember  
Gary Kendrick, Councilmember  
Bob McClellan, Councilmember

Graham Mitchell, City Manager  
Vince DiMaggio, Assistant City Manager  
Morgan Foley, City Attorney  
Angela Cortez, City Clerk

**CALL TO ORDER: Mayor Bill Wells**

**ROLL CALL: City Clerk Angela Cortez**

**PLEDGE OF ALLEGIANCE TO FLAG AND MOMENT OF SILENCE**

**POSTINGS:** The City Clerk posted Orders of Adjournment of the June 9, 2020, Meeting and the Agenda of the June 23, 2020, Meeting in accordance to State Law and Council/Authority/Successor Agency to the Redevelopment Agency Policy.

**PRESENTATIONS:**

**AGENDA CHANGES:**

**CONSENT ITEMS:**

Consent Items are routine matters enacted by one motion according to the RECOMMENDATION listed below. With the concurrence of the City Council, a Council Member or person in attendance may request discussion of a *Consent Item* at this time.

1. Minutes of the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Meetings

RECOMMENDATION:

That the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency approves Minutes of the June 9, 2020, Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

2. Warrants

RECOMMENDATION:

That the City Council approves payment of Warrants as submitted by the Finance Department.

3. Approval of Reading Ordinances by Title Only

RECOMMENDATION:

That the City Council approves the reading by title and waives the reading in full of all Ordinances on the Agenda.

4. Wells Park Improvements - Parking Lot Lighting Project Acceptance

RECOMMENDATION:

That the City Council:

1. Accepts the Wells Park Improvements - Parking Lot Lighting project, PK3610; and
2. Authorizes the City Clerk to record a Notice of Completion and release the bonds in accordance with the contract terms.

5. Community Event – Dinner and a Concert

RECOMMENDATION:

That the City Council approves the 2020 “Dinner and a Concert” series, subject to conditions.

6. Purchasing Division Policies and Procedures Manual

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, approving the Purchasing Policies and Procedures Manual.

7. Award of Bid No. 006-21 – Herbicide Application in the Public Right-of-Way and Flood Channels (Various Locations)

RECOMMENDATION:

That the City Council adopts the next Resolutions, in order, to:

1. Approve Plans and Specifications for the Herbicide Application in the Public Right-of-Way and Flood Channels (Various Locations), Bid No. 006-21; and
2. Award the bid to the sole responsive, responsible bidder, DeAngelo Brothers, LLC., in the amount of \$136,518.16 for the initial one-year term, with up to four additional one-year renewal options.

8. Rejection of RFQ/P No. 002-21 Design-Build Public Safety Solar Photo-Voltaic (PV) and Battery Storage

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, to reject RFQ/P No. 002-21 due to the absence of proposal submissions and authorize an open market purchase.

9. Contract Amendment for Mechanical Door and Gate Repair

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, to increase the contract for mechanical door and gate repair in the annual not-to-exceed amount of \$45,000.

10. Community Event in the Right-of-Way – Cajon Classic Cruise

RECOMMENDATION:

That the City Council approves the use of the public right-of-way for the 2020 “Cajon Classic Cruise” series, subject to conditions.

**PUBLIC COMMENT:**

At this time, any person may address a matter within the jurisdiction of the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency that is not on the Agenda. Comments relating to items on today’s docket are to be taken at the time the item is heard. State law prohibits discussion or action on items not on the Agenda; however, Council, Authority and Agency Members may briefly respond to statements or questions. An item may be placed on a future Agenda.

**WRITTEN COMMUNICATIONS:**

**PUBLIC HEARINGS:**

11. Fiscal Year 2020-21 Annual City, Housing Authority, and Successor Agency Budgets

RECOMMENDATION:

That the City Council, Housing Authority, and the City of El Cajon as Successor Agency to the former Redevelopment Agency holds a joint public hearing to consider the Fiscal Year 2020-21 Proposed Budgets. After closing the public hearing, staff recommends the following:

1. Acting as the City Council, individually adopt the following:
  - a. Resolution of the City of El Cajon Adopting the Fiscal Year 2020-21 Annual Budget.
  - b. Resolution Approving and Adopting the Annual Appropriations Limit for Fiscal Year 2020-21.
  - c. Resolution Approving Designation of General Fund Balances.
2. Acting as the Housing Authority Board of Directors, adopt Resolution titled: Resolution of the El Cajon Housing Authority Adopting the Fiscal Year 2020-21 Budget.
3. Acting as the Successor Agency to the former Redevelopment Agency Board of Directors, adopt Resolution titled: Resolution of the City Council of the City Of El Cajon as the Successor Agency to the former El Cajon Redevelopment Agency Adopting the Fiscal Year 2020-21 Budget.

12. Adoption of New Fees; Modification and Elimination of Existing Fees; and Amendment of Schedule of Miscellaneous Fees

RECOMMENDATION:

That the City Council:

1. Opens the Public Hearing and receives testimony;
2. Closes the Public Hearing; and
3. Adopts the next Resolution, in order, to modify certain existing fees, add and delete certain fees, and amend the City's Schedule of Miscellaneous Fees.

13. Public Hearing to Consider the Vacation of a Walkway Easement between Mona Place and Benjamin Place

RECOMMENDATION:

That the City Council:

1. Opens the Public Hearing and receives testimony;
2. Closes the Public Hearing; and
3. Adopts the next Resolution, in order, to approve the Vacation of a walkway easement between Mona Place and Benjamin Place, established by Council Resolution No.7724 and recorded on May 23, 1966, Map No. 5738.

**ADMINISTRATIVE REPORTS:**

14. Early Lease Termination Agreement with Crisis House

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, approving an early lease termination agreement with Crisis House and authorizes the City Manager to execute the agreement.

15. Approval of a Voluntary Early Retirement Incentive Program

RECOMMENDATION:

That the City Council approves and authorizes the City Manager to implement a Voluntary Early Retirement Incentive Program for eligible City employees.

16. Compensation for Executive and Unrepresented Employees (A-29), City Manager and the City Attorney

RECOMMENDATION:

That the Mayor provide an oral report summarizing recommended changes in compensation for the City's "local agency executives"; and following the report that the City Council:

1. Approves the changes to City Council Policy A-29 described below and reflected on the attachment; and
2. Adopts the next Resolutions, in order, to approve the amendments to the employment contracts with the city manager and city attorney, and authorizing the Mayor to execute the amendments, substantially in the forms as presented.

**COMMISSION REPORTS:**

**ACTIVITIES REPORTS/COMMENTS OF MAYOR WELLS:**

SANDAG (San Diego Association of Governments) Board of Directors; SANDAG – Audit Committee, San Diego Division; Heartland Fire Training JPA – Alternate; LAFCO.

- 17. Council Activity Report
- 18. Legislative Report

**ACTIVITIES REPORTS/COMMENTS OF COUNCILMEMBERS:**

- 19. **COUNCILMEMBER GARY KENDRICK**  
METRO Commission/Wastewater JPA; Heartland Communications; Heartland Fire Training JPA.; East County Advanced Purification JPA.
- 20. **COUNCILMEMBER BOB MCCLELLAN**  
MTS (Metropolitan Transit System Board); Harry Griffen Park Joint Steering Committee; Heartland Communications – Alternate.
- 21. **COUNCILMEMBER STEVE GOBLE**  
SANDAG – Board of Directors – Alternate; SANDAG Public Safety Committee – Alternate; METRO Commission/Wastewater JPA – Alternate; Chamber of Commerce – Government Affairs Committee; MTS (Metropolitan Transit System Board) – Alternate; East County Advanced Purification JPA - Alternate.
- 22. **DEPUTY MAYOR PHIL ORTIZ**  
East County Economic Development Council; League of California Cities, San Diego Division.

**JOINT COUNCILMEMBER REPORTS:**

**GENERAL INFORMATION ITEMS FOR DISCUSSION:**

- 23. Animal Shelter Donations for May 2020

**RECOMMENDATION:**

In accordance with City Council Policy B-2, staff informs the City Council about receiving the following donations for the El Cajon Animal Shelter for the month of May:

Roberta Ann Carmichael	\$100
<b>Total</b>	<b>\$100</b>

## **ORDINANCES: FIRST READING**

## **ORDINANCES: SECOND READING AND ADOPTION**

24. Amendment of Chapter 12.09 of the El Cajon Municipal Code - Temporarily Eliminate the need for a Conditional Use Permit for Sidewalk Dining

### **RECOMMENDATION:**

That Mayor Wells requests the City Clerk to recite the title.

An Ordinance of the City Council for the City of El Cajon, California, Amending Sections 12.09-030 and 12.09-060 of the El Cajon Municipal Code to Temporarily Eliminate the need for a Conditional Use Permit for Sidewalk Dining in the City.

## **CLOSED SESSIONS:**

**ADJOURNMENT:** The Adjourned Regular Joint Meeting of the El Cajon City Council/ El Cajon Housing Authority/Successor Agency to the El Cajon Redevelopment Agency held this 23rd day of June 2020, is adjourned to Tuesday, July 14, 2020, at 3:00 p.m.



City Council  
Agenda Report

Agenda Item 1.

**DATE:** June 23, 2020

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Angela Cortez, City Clerk

**SUBJECT:** Minutes of the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Meetings

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**RECOMMENDATION:**

That the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency approves Minutes of the June 9, 2020, Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

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Attachments

06-09-20 DRAFT Minutes - 3PM

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# JOINT MEETING OF THE EL CAJON CITY COUNCIL/HOUSING AUTHORITY/SUCCESSOR AGENCY TO THE EL CAJON REDEVELOPMENT AGENCY



## MINUTES

### CITY OF EL CAJON EL CAJON, CALIFORNIA

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**June 9, 2020**

A Regular Joint Meeting of the El Cajon City Council/Housing Authority/ Successor Agency to the El Cajon Redevelopment Agency, held Tuesday, June 9, 2020, was called to order by Mayor/Chair Bill Wells at 3:03 p.m., in the Council Chambers, 200 Civic Center Way, El Cajon, California.

#### **ROLL CALL**

Council/Agencymembers via virtual platform: Goble, Kendrick, and McClellan  
Council/Agencymembers absent: None  
Deputy Mayor/Vice Chair via virtual platform: Ortiz  
Mayor/Chair present via virtual platform: Wells  
Other Officers present via virtual platform: Mitchell, City Manager/Executive Director  
DiMaggio, Assistant City Manager  
Foley, City Attorney/General Counsel  
Cortez, City Clerk/Secretary

**PLEDGE OF ALLEGIANCE TO FLAG led by Mayor Wells and MOMENT OF SILENCE.** (The Courts have concluded that sectarian prayer, as part of City Council Meetings, is not permitted under the Constitution).

**POSTINGS:** The City Clerk posted Orders of Adjournment of the May 26, 2020, Meeting and the Agenda of the June 9, 2020, Meeting in accordance with State Law and El Cajon City/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Policy.

**PRESENTATIONS:**

Commendation: Deputy Director of Community Development, Building and Fire Safety Official - Dan Pavao

**AGENDA CHANGES:** None

**CONSENT ITEMS: (1 – 11)**

1. Minutes of El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Policy

Approves Minutes of the May 26, 2020 Meeting, and the Joint Special Meeting of May 31, 2020, of the El Cajon City Council/ Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

2. Warrants

Approves payment of Warrants as submitted by the Finance Department.

3. Approval of Reading Ordinances by Title only

Approves the reading by title and waives the reading in full of all Ordinances on the Agenda.

4. Approval of a Reimbursement Agreement for Broadway Earthen Channel Improvements

1. Adopts Resolution No. 053-20, approving the City's Intent to Vacate a Walkway Easement between Mona Place and Benjamin Place; and
2. Directs the City Clerk to set a Public Hearing on June 23, 2020, at 3:00 p.m., to receive testimony regarding the intent to Vacate said Walkway Easement.

*Remainder of page intentionally left blank.*

**CONSENT ITEMS: (Continued)**

5. 2019 Office of Emergency Services (CalOES) - Coverdell Forensic Science Improvement Grant

1. Authorizes the City Manager, or designee, to accept the 2019 Coverdell Forensic Science Improvement Grant in the amount of \$52,792, and execute any grant documents and agreements necessary for the receipt and use of these funds; and
2. Appropriates funding of \$42,032 for the sole source purchase of a Foster & Freeman DCS5 crime-lite 8X4 MK2 white light and VIS fluorescence INC View FILT (accessory for DCS5), FLS Light source with adaptors for use with DCS5, CSU-2 cylindrical surface un-wrapper (accessory for DCS5), DCS5 crime-lite 8X4 MK4 for IR powders NAT 1 and 2 INC view filters (accessory for DCS5), three Canon EOS M6 Mark II cameras and lenses for \$3,421 and overtime funding of \$7,339 for our three Forensic Evidence Technicians.

6. FY 2020 Regional Analysis of Impediments to Fair Housing

1. Reviews and accepts the proposed FY 2020 Regional Analysis of Impediments to Fair Housing Choice; and
2. Authorizes the City Manager or designee to certify its completion.

7. Time Extension of Tentative Subdivision Map (TSM) 667; 999 Bostonia Street, Engineering Job No. 3591

Grants a one-year time extension for TSM 667 (999 Bostonia Street) and set the new expiration date to June 12, 2021; in accordance with Municipal Code Section 16.12.110.

8. Time Extension of Tentative Subdivision Map (TSM) 666; 1044 South Mollison Avenue, Engineering Job No. 3574

Grants a one-year time extension for TSM 666 (1044 South Mollison Avenue) and sets the new expiration date to be July 26, 2021, in accordance with Municipal Code Section 16.12.110.

*Remainder of page intentionally left blank.*

**CONSENT ITEMS: (Continued)**

9. General Municipal Election - November 3, 2020

Adopts the following Resolutions in connection with the November 3, 2020, General Municipal Election:

1. Resolution No. 054-20, Calling and Giving notice of the November 3, 2020, General Municipal Election for the election of three Members of the City Council of the City of El Cajon: one member each for District No. 2, District No. 3, and District No. 4, each serving a full four-year term to expire December 2024;
2. Resolution No. 055-20, requesting the Board of Supervisors to consolidate the General Municipal Election with the Statewide General Election on November 3, 2020;
3. Resolution No. 056-20, adopting regulations for candidates calling for prepayment for a 200-word Candidate's Statement; and
4. Resolution No 057-20, adopting regulations to resolve a tie vote for the City Council Election by lot.

10. Board of Supervisors Appointment to Gillespie Field Development Council

Ratifies the Board of Supervisors appointment of Barry Bardack to the Gillespie Field Development Council for a term to expire June 25, 2024.

11. Shared Streets Pilot Program SANDAG Grant

That the City Council accepts, appropriates, and expends \$8,636 from SANDAG for the shared Streets Pilot Program Grant.

**MOTION BY WELLS, SECOND BY McCLELLAN, to APPROVE  
Consent Items 1 to 11.**

**MOTION CARRIED BY UNANIMOUS VOTE.**

*Remainder of page intentionally left blank.*

**PUBLIC COMMENT:**

An online comment submitted by David Chenoweth in reference to the California Senate Bill SB-1421 (Peace Officers: Release of Records) documents and the El Cajon Police Department training program.

Councilmember Kendrick shared a comment received from Stephanie Harper. Ms. Harper thanked the citizens of El Cajon for staying calm during the civil unrest incidents in the community. Ms. Harper praised the work of the police department.

**WRITTEN COMMUNICATIONS:** None

**PUBLIC HEARINGS:** None

**ADMINISTRATIVE REPORTS:**

12. FY 2020/2021 General Fund Budget Discussion

**RECOMMENDATION:**

That the City Council considers updated information related to the City of El Cajon's Fiscal Year 2020/2021 budget and provides feedback to City staff on various proposals.

**DISCUSSION**

City Manager Mitchell and Finance Director, Clay Schoen, provided detailed information of the Item.

*Recess called at 3:24 p.m.  
Meeting called back to order at 3:35 p.m.*

Discussion ensued among Council and Staff, and feedback and direction was provided by Council to Staff regarding:

- Hiring Freeze;
- Freeze on new vehicles purchases;
- Scale back on community events and cancel the 2021 America on Main Street event;
- No cost of living adjustment to executive staff;
- Using the Information Technologies reserve fund for one-time purchases;
- Contract out landscape services;
- Suspend the apartment inspection program;
- Reduction of one position in the Community Development;
- Reduce purchases of supplies, materials, and services;

## ADMINISTRATIVE REPORTS: (Item 12 – Continued)

- Revenue opportunities;
- Voluntary furlough program;
- Early retirement program;
- Implement a fee for the 911 abuse program;
- Installation of an electronic bulletin board;
- Maintain morale and employment by not considering employee concessions;
- Plans for the City's 92020 event; and
- Retain the Crime Free Multi-Housing Program.

### 13. Coronavirus Relief Fund Subgrant with County of San Diego

#### RECOMMENDATION:

That the City Council adopts the next Resolution, in order, authorizing approval of the Coronavirus Relief Fund Subgrant Agreement between the City and the County of San Diego, authorizing the City Manager to execute said agreement, and providing feedback regarding the recommendation allocation of CARES funds.

#### DISCUSSION

Assistant City Manager DiMaggio provided detailed information of the Item.

Discussion ensued among Council and Staff concerning the following:

- Assistance for family businesses, franchises, car dealers and hotels; and
- Creation of a committee to determine how the CARES funds will be allocated.

**MOTION BY McCLELLAN, SECOND BY KENDRICK, to ADOPT Resolution No. 058-20, to approve the Coronavirus Relief Fund Subgrant Agreement between the City and the County of San Diego, authorizing the City Manager to execute said agreement, and providing feedback regarding the recommendation allocation of CARES funds.**

**MOTION CARRIED BY UNANIMOUS VOTE.**

**COMMISSION REPORTS:** None

**ACTIVITIES REPORTS/COMMENTS OF MAYOR WELLS:**

SANDAG (San Diego Association of Governments) Board of Directors; SANDAG – Audit Committee; League of California Cities, San Diego Division; Heartland Fire Training JPA – Alternate; LAFCO.

14. Council Activities Report/Comments

Report as stated.

15. Legislative Update: As Reported

Assistant City Manager DiMaggio advised that legislative information is being produced in regards to the limit of actions by police officers.

**ACTIVITIES REPORTS OF COUNCILMEMBERS:**

16. COUNCILMEMBER GARY KENDRICK  
METRO Commission/Wastewater JPA; Heartland Communications; Heartland Fire Training JPA; East County Advance Water Purification Joint Powers Authority Board.

Council Activities Report/Comments.

Report as stated.

17. COUNCILMEMBER BOB MCCLELLAN  
MTS (Metropolitan Transit System Board); Harry Griffen Park Joint Steering Committee; Heartland Communications – Alternate.

Council Activities Report/Comments.

Report as stated.

18. COUNCILMEMBER STEVE GOBLE  
SANDAG – Board of Directors – Alternate; SANDAG Public Safety Committee – Alternate; METRO Commission/Wastewater JPA – Alternate; Chamber of Commerce – Government Affairs Committee; MTS (Metropolitan Transit System Board) – Alternate; East County Advance Water Purification Joint Powers Authority Board – Alternate.

Council Activities Report/Comments.

Report as stated.

**ACTIVITIES REPORTS OF COUNCILMEMBERS: (Continued)**

19. DEPUTY MAYOR PHIL ORTIZ  
East County Economic Development Council; League of California Cities, San Diego Division.

Council Activities Report/Comments.

Report as stated.

**JOINT COUNCILMEMBER REPORTS:** None

**GENERAL INFORMATION ITEMS FOR DISCUSSION:** None

**ORDINANCES: FIRST READING**

20. Urgency Ordinance and Standard Ordinance to Temporarily Eliminate the Need for a Conditional Use Permit for Sidewalk Dining

**RECOMMENDATION:**

That the City Council first adopts Ordinance No. 5100, An Urgency Ordinance Amending Sections 12.09.030 and 12.09.060 of the El Cajon Municipal Code to Temporarily Eliminate the Need for a Conditional Use Permit for Sidewalk Dining in the City and, if adopted, requests the City Clerk to read the ordinance by title; following the adoption of Ordinance No. 5100, approve the introduction of Ordinance No. 5101, An Ordinance Amending Sections 12.09.030 and 12.09.060 of the El Cajon Municipal Code to Temporarily Eliminate the Need for a Conditional Use Permit for Sidewalk Dining in the City and, if approved and introduced, requests the City Clerk to read the ordinance by title.

**DISCUSSION**

City Attorney Foley provided information about the Item.

**MOTION BY McCLELLAN, SECOND BY KENDRICK to ADOPT Urgency Ordinance No. 5100, to temporarily eliminate the need for a Conditional Use Permit for Sidewalk Dining.**

**MOTION CARRIED BY UNANIMOUS VOTE.**



**ORDINANCES: FIRST READING (Continued)**

The City Clerk recited the title of the ordinance.

An Urgency Ordinance of the City Council for the City of El Cajon, California, amending Sections 12.09.030 and 12.09.060 of the El Cajon Municipal Code to Temporarily Eliminate the Need for a Conditional Use Permit for Sidewalk Dining in the City.

**MOTION BY KENDRICK, SECOND BY McCLELLAN, to INTRODUCE the Ordinance.**

**MOTION CARRIED BY UNANIMOUS VOTE.**

The City Clerk recited the title of the ordinance for a first reading.

An Ordinance of the City Council for the City of El Cajon, California, amending Sections 12.09.030 and 12.09.060 of the El Cajon Municipal Code to Temporarily Eliminate the Need for a Conditional Use Permit for Sidewalk Dining in the City.

**ORDINANCES: SECOND READING AND ADOPTION – None**

**CLOSED SESSIONS:**

21. Closed Session - Public Employee Performance Evaluation: City Manager
22. Closed Session - Conference with Legal Counsel - Anticipated Litigation - pursuant to paragraph (4) of subdivision (d) of Government Code section 54956.9: One (1) potential case

**MOTION BY WELLS, SECOND BY KENDRICK, to ADJOURN to Closed Session at 4:30 p.m.**

**MOTION CARRIED BY UNANIMOUS VOTE.**

RECONVENE TO OPEN SESSION AT 5:02 p.m.

City Attorney Foley reported the following actions:

- Item 21: No report given.
- Item 22: Direction given to legal counsel.

**Adjournment: Mayor Wells adjourned the Regular Joint Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency held this 9<sup>th</sup> day of June 2020, at 5:03 p.m., to Tuesday, June 23, 2020, at 3:00 p.m.**

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ANGELA L. CORTEZ, CMC  
City Clerk/Secretary

DRAFT



## City Council Agenda Report

**Agenda Item 4.**

**DATE:** June 23, 2020  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Dirk Epperson, Director of Public Works  
**SUBJECT:** Wells Park Improvements - Parking Lot Lighting Project Acceptance

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### RECOMMENDATION:

That the City Council:

1. Accepts the Wells Park Improvements - Parking Lot Lighting project, PK3610; and
2. Authorizes the City Clerk to record a Notice of Completion and release the bonds in accordance with the contract terms.

### BACKGROUND:

On October 22, 2019, the City Council awarded a contract for the Wells Park Improvements - Parking Lot Lighting project to Express Energy Services, Inc. This project installed fourteen (14) 25-foot high LED light poles and approximately 1,100 feet of underground electrical conduit. The LED fixtures are equipped with motion sensing technology, which increases the brightness of each light when motion is detected. During periods of inactivity, reduced brightness will increase energy efficiency, producing cost savings for the City and extend the life of the LED fixtures. Express Energy Services, Inc. successfully completed the project on May 15, 2020.

### CALIFORNIA ENVIRONMENTAL QUALITY ACT:

The parking lot lighting project was categorically exempt from the provisions of the California Environmental Quality Act (CEQA) according to Section 15301 (Class 1)(c) of the CEQA guidelines. Section 15301 provides an exemption for the maintenance of public facilities.

### FISCAL IMPACT:

The project is budgeted in Parks Projects (505000-PK3610) and includes Community Development Block Grant Funding (C0922). Total construction expenditures for the subject project is \$146,336.08.

Prepared By: Dirk Epperson, Director of Public Works  
Reviewed By: Vince DiMaggio, Assistant City Manager  
Approved By: Graham Mitchell, City Manager

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City Council  
Agenda Report

**DATE:** June 23, 2020  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Frank Carson, Director of Parks & Recreation  
**SUBJECT:** Community Event – Dinner and a Concert

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**RECOMMENDATION:**

That the City Council approves the 2020 “Dinner and a Concert” series, subject to conditions.

**BACKGROUND:**

Downtown El Cajon Business Partners, (PBID) requests approval for the 2020 Dinner and a Concert series. The intent of the concert series is to provide economic enhancements in the Downtown district. PBID acknowledges that no public special events can take place until the City of El Cajon receives guidance from the County of San Diego Public Health Officer that is specific about expanded public gathering. Dinner and a Concert is a multi-week, free concert series and will be held at the Prescott Promenade on Friday evenings from 6:00 to 8:00 p.m., July 10 through September 25, 2020.

The Dinner and a Concert events will include amplified music, inflatables, promotional banners, food, and informational booths. These events will be open to the public with over 700 attendees anticipated weekly. Organizers have additionally requested closure of the adjacent Prescott Promenade alley from 3:00 to 8:00 p.m.

Staff recommends the City Council approve the proposed 2020 Dinner and a Concert series, pending State and County health regulations are met. The event is not for the sole purpose of advertising products, goods, or for private profit. Instead the event will provide a central venue to promote community involvement, City awareness, and public camaraderie.

Upon approval, the Special Event Committee will notify the Downtown El Cajon Business Partners of any additional conditions that need to be met to include approved certificates of insurance and any necessary permits or licenses.

**CALIFORNIA ENVIRONMENTAL QUALITY ACT:**

The proposed project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) according to Section 15061 (b)(3) the “General Rule,” which states that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The temporary use of the City’s right-of-way for a community event and the detouring of other modes of transportation within City streets will not have a significant effect on the environment.

**FISCAL IMPACT:**

Applicable fees to be paid by the applicants.

Prepared By: Frank Carson, Director of Parks & Recreation

Reviewed By: Vince DiMaggio, Assistant City Manager

Approved By: Graham Mitchell, City Manager

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## City Council Agenda Report

**Agenda Item 6.**

**DATE:** June 23, 2020  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Nahid Razi, Purchasing Agent  
**SUBJECT:** Purchasing Division Policies and Procedures Manual

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### RECOMMENDATION:

That the City Council adopts the next Resolution, in order, approving the Purchasing Policies and Procedures Manual.

### BACKGROUND:

Government Code sections 54201, et seq., govern purchasing by local governmental bodies and require that every local agency adopt policies and procedures to govern their purchases of supplies and equipment.

The City of El Cajon's Purchasing Division, a division of the Finance Department, is committed to providing high quality procurement standards and practices. On June 11, 2019, the City Council approved amendments to the purchasing ordinance related to bidding and written contracts (Chapter 3.20 of the El Cajon Municipal Code).

Such changes were incorporated into the attached Purchasing Policies and Procedures Manual, in accordance with El Cajon Municipal Code Title 3 and the City Charter. The attached manual will be distributed to city staff in an effort to increase accountability and clarify procurement procedures.

The City Manager is authorized to make such changes to the requirements and procedures of this Manual deemed necessary from time to time to properly implement and interpret the Manual, provided that such changes do not conflict with applicable state or federal laws, or the City's Municipal Code.

### FISCAL IMPACT:

None.

Prepared By: Nahid Razi, Purchasing Agent  
Reviewed By: Clay Schoen, Director of Finance  
Approved By: Graham Mitchell, City Manager

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#### Attachments

Resolution  
Purchasing Manual

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RESOLUTION NO. \_\_\_-20

A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF EL CAJON APPROVING THE  
PURCHASING POLICIES AND PROCEDURES MANUAL

WHEREAS, Government Code sections 54201 et seq. govern purchasing by local governmental bodies, and require that every local agency adopt policies and procedures to govern their purchases of supplies and equipment; and

WHEREAS, the City of El Cajon (the "City") Purchasing Division, a division of the Finance Department, is committed to providing high quality procurement standards and practices; and

WHEREAS, on June 11, 2019, the City Council approved amendments to the purchasing ordinance related to bidding and written contracts (Chapter 3.20 of the El Cajon Municipal Code (the "ECMC")); and

WHEREAS, such changes have been incorporated into the Purchasing Policies and Procedures Manual (the "Manual"), in accordance with Title 3 of the ECMC and the City Charter, and will distributed to City staff in an effort to increase accountability and clarify procurement procedures; and

WHEREAS, it is recognized that the Manual cannot possibly address each and every issue that arises in the City's day-to-day operations, and that the City Manager should be allowed to provide interpretations and changes to the Manual, so long as those changes are consistent with state and federal laws and regulations, and the ECMC; and

WHEREAS, the City Council believes it to be in the City's best interests to approve the Manual.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The above recitals are true and correct, and are the findings of the City Council.
2. The Purchasing Policies and Procedures Manual is hereby approved.
3. The City Manager is authorized to make such changes to the requirements and procedures of this Manual deemed necessary from time to time to properly implement and interpret the Manual, provided that such changes do not conflict with applicable state or federal laws, or the City's Municipal Code.



**City of El Cajon  
Purchasing Division**

**Purchasing Policies and  
Procedures Manual**

**Purchasing Division  
Finance Department  
200 Civic Center Way  
El Cajon, CA 92020**



**Email: [purchasing@cityofelcajon.us](mailto:purchasing@cityofelcajon.us)  
Phone: (619) 441-1715**

**Adopted \_\_\_\_\_, 2020**

I.	GENERAL INFORMATION .....	4
	Introduction .....	4
	Centralized Procurement System .....	5
	Purchasing Authority .....	5
	Standards for Purchasing .....	5
	Funding and Appropriation .....	6
II.	PURCHASING PROCESS AND THRESHOLDS.....	7
	Grant-funded Purchases .....	8
	Purchases Less Than Established Thresholds.....	8
	Split Purchases.....	9
	Purchasing Thresholds.....	9
	Prevailing Wage .....	11
	Bid Bonds.....	11
	Performance and Labor and Material (Payment) Bonds .....	12
III.	PURCHASE ORDER TYPES.....	13
	One-time Purchase Order.....	13
	Blanket Purchase Order .....	13
IV.	COMPETITIVE BIDDING .....	13
	Type of Solicitation .....	13
	Development of Specifications .....	13
	Notice Inviting Bids.....	14
	Receipt of Bids .....	15
	Contact with City Staff during Bid Process .....	15
V.	PROTEST PROCEDURES .....	15
VI.	SOLE SOURCE REQUESTS.....	16
	Standardization .....	17
VII.	COOPERATIVE PURCHASING AND “PIGGYBACKS” .....	18
VIII.	EMERGENCY PURCHASE .....	18
IX.	INSURANCE REQUIREMENTS.....	19
X.	MODIFICATION OF A PURCHASE ORDER.....	19
	Cancellation of a Purchase Order .....	20

Return or Exchange of Goods.....21

XI. MODIFICATION OF A PUBLIC WORKS PROJECT.....21

XII. UNAUTHORIZED PURCHASES.....22

XIII. SURPLUS PROPERTY.....22

    Grant-funded Surplus Items.....23

XIV. ENVIRONMENTALLY PREFERABLE PURCHASING POLICY .....23

XV. VENDOR RELATIONS.....23

    Making Contact with Vendors and Vendor Registration List.....23

    Making Commitments to Purchase.....23

    Complaints about Vendors.....23

    Accepting Deliveries from Vendors.....24

    Inspection.....24

    Making Payment to Vendors.....25

XVI. APPENDICES.....25

    Appendix A: Purchase Requisition Form.....25

    Appendix B: Purchasing Division Matrix.....

    Appendix C: Insurance Checklist and Samples.....

    Appendix D: Inventory Transaction Record Form.....

    Appendix E: Environmentally Preferable Purchasing Policy.....

## **I. GENERAL INFORMATION**

### **Introduction**

Welcome to the City of El Cajon Purchasing Policies and Procedures Manual ("Manual"). This Manual is intended to be a working document for the purpose of implementing City procurement policies, establishing guidelines and defining standard practices, procedures, and clarifying issues relevant to the purchasing function.

The Purchasing Division attempts to serve you in a professional and expeditious manner. From time to time we may offer possible alternatives to items you have requested, or suggest how the cost of doing business may be minimized.

This Manual complements the El Cajon Municipal Code (the "ECMC") to address the majority of procurement-related transactions one is likely to encounter in the course of normal business. When you encounter situations not specifically addressed in the ECMC or this Manual, please contact the Purchasing Division.

The City utilizes a cooperative, collaborative approach to resolving procurement-related issues. Such an approach works best when parties are thoughtful, comprehensive, and forthright in communicating their needs on a proactive basis, as well as conducting research in support of its issues so meaningful analyses can be performed.

This Manual may be updated and/or revised as needed. All stated and referenced monetary limits are current as of the revision date printed in this document footer. Limits are subject to change in accordance with Chapter 3.20 of the ECMC. Updates to this Manual will be posted on the City's intranet site, Employee Connect (<http://ecch-intranet.ecpd.local/home>).

It is our hope that this Manual will answer common purchasing questions and enable all departments to buy goods and services in a timely manner.

## Centralized Procurement System

The City of El Cajon has adopted a centralized procurement system under the authority of the City Purchasing Agent. Centralized procurement exists to save money and ensure conformance to generally accepted business principles, City of El Cajon procurement rules and regulations, and public law. The Purchasing Agent, or his/her designee, is the only person, outside of the City Manager or City Council, authorized to commit the City to purchases greater than the thresholds established in this Manual.

All employees that are required to make procurements of goods and services must do so in accordance with state law, the ECMC, the City Charter, and this Manual.

## Purchasing Authority

The Purchasing Division derives its authority from two sources: local and state laws.

El Cajon Municipal Code: Chapters 3.16, 3.20 and 3.22 were adopted to govern the procurement activities of the City. In general, it establishes that the Purchasing Agent shall have the duties and powers prescribed by the laws of the State of California relating to City Purchasing Agents, and by the City Council.

City Charter: Article 4 Fiscal Matters, Section 400. Purchasing and Contracts of the City Charter are applicable to procurements paid for in whole with tax revenue paid by residents of the City of El Cajon. The Charter states in part: ..."Public Works Contracts having a total value less than or equal to \$50,000 shall be exempt from public bidding..."

State and Federal Laws: State laws that are applicable to various City procurement activities can be found in the Government Code, Civil Code, Business and Professions Code, Labor Code, and Public Contract Code. Federal law is applicable to City procurement activities any time federal funds are used.

## Standards for Purchasing

The Purchasing Division subscribes to, and accepts as its own, the Standards of Purchasing Practice adopted by the California Association of Public Procurement Officials (CAPPO):

- To regard public service as a sacred trust, giving primary consideration to the interests of the public agency that employs us.
- To purchase without prejudice, seeking to obtain the maximum value for each

- To avoid unfair practices, giving all qualified vendors an equal opportunity to do business with the City of El Cajon.
- To honor our obligations and require that obligations to our public agency be honored.
- To accord vendor representatives courteous treatment, remembering that these representatives are important sources of information and assistance in solving our purchasing needs.
- To refuse to accept any form of commercial bribery and prevent any appearance of so doing.
- To receive counsel from colleagues and cooperate with them to promote a spirit of teamwork and unity.
- To conduct ourselves with fairness and dignity, and demand honesty and truth in the purchasing process.
- To strive for greater knowledge of purchasing methods and of the materials and services purchased.
- To cooperate with all organizations and individuals involved in activities designed to enhance the development of the purchasing profession, remembering that our actions reflect on the entire profession.

The following ethics statements are applicable to all City employees who participate in the procurement process:

- City employees shall neither obligate nor attempt to obligate the City of El Cajon, financially or otherwise, by any means, including, but not limited to, purchase orders and contracts, when the employee has a personal, material, financial, or other interest in the obligation.
- Employees are prohibited from directly or indirectly soliciting or accepting any rebate, kickback, gift, gratuity or favor for personal gain from any individual, corporation or group.

### **Funding and Appropriation**

The budget appropriation is the authorization by the City Council to purchase specified equipment, supplies, services and materials for City operations during a specific fiscal year, July 1 through June 30. Goods and services should be included in the approved fiscal year budget for the requesting department. It is the department's responsibility to ensure that expenditures are applied to the appropriate existing account codes and that adequate funding exists within the department's service and supply budget.

## II. PURCHASING PROCESS AND THRESHOLDS

A Purchase Requisition is an internal document generated to notify the Purchasing Division of goods or services needed. The Purchase Requisition provides a record for auditing purposes that the requirement was budgeted and properly approved before the procurement process began.

When ready to initiate the procurement process, the requesting department must submit an approved Purchase Requisition form (Appendix A) to the Finance Department for funding approval, along with the following supporting documentation:

- Copy of approved budget sheet.
- Vendor quote(s) – in accordance with purchasing threshold.
- Capital Improvement Project documentation (if applicable).
- Capital Outlay documentation (if applicable).
- Bid Documentation Form (if applicable).
- Proposed Bid Schedule (if applicable).
- Updated fee schedules for contract renewals (if applicable).
- Grant procurement documentation (if applicable).
- Sole Source Justification/Memo (if applicable).
- If a contract is requested, include information such as description of services and amount and term of the contract.
- Any other supporting documentation.

A Purchase Requisition is an internal document generated to notify the Purchasing Division of goods or services needed. The Purchase Requisition provides a record for auditing purposes that the requirement was budgeted and properly approved before the procurement process began.

Purchase Requisitions must include the appropriate account and activity funding information. Proposals, quotations, scopes of work, agreements, or non-competitive justification documentation, as appropriate, must be provided before staff will initiate the procurement process. Please note the following:

1. An authorized individual from the requesting department must provide signature approval on the Purchase Requisition.
2. All supporting documents (budget page, quotes, specifications, scopes of work, order forms, contracts, etc.) must be submitted with the Purchase Requisition.
  - *Purchase Requisitions that do not have complete information or lack necessary approvals will be returned for revisions.*
3. Purchase Requisition and supporting documents shall be submitted to the Finance Department for funding/budgetary approval.
4. Upon Finance approval, the Purchase Requisition is forwarded to the Purchasing Division for processing.

5. If the service or product request requires proof of insurance and/or a business license, the Purchasing Division will send notification to the vendor requesting the necessary documentation. Purchase orders will not be released to the vendor until all the necessary documentation is obtained.
6. Completed purchase orders are electronically distributed to the following:
  - a. Vendor;
  - b. Requesting Department; and
  - c. Accounts Payable.

### **Grant-funded Purchases**

Grant-funded purchases must follow the same purchasing process as detailed above, and must specify grant-fund usage on the Purchase Requisition and include all grant procurement requirements with the submission.

### **Purchases Less Than Established Thresholds**

Purchases less than the limits established in this Manual (under \$1,000 for services/public projects and under \$5,000 for supplies) do not require a contract. An informal procurement process may be used when procuring such goods and services. These purchases may be completed at the department level and do not need to be approved by the Purchasing Division prior to the procurement process.

Departments shall not circumvent purchasing procedures by splitting orders to remain below the threshold; this limit is not intended for repetitive purchases, which shall be acquired through a Blanket Purchase Order. (See, "Split Purchases" below.)

Purchases below the limits established in this Manual may be handled through any of the following methods, in order of preference:

1. Procurement Card. CAL-Card cardholders who have received CAL-Card training may make purchases of goods and services using a City of El Cajon Procurement Card. All purchases of goods and services shall be made within the limits and in accordance with the City of El Cajon Procurement Card Program Manual.
2. Direct Invoice Processing. The requestor may have the vendor submit an invoice directly to the City for payment.
3. Petty Cash. Petty cash is used for small, incidental expenditures that would be impractical to process through the Purchasing Division. Petty cash may also be used when the item is needed immediately and costs less than \$50.

Procurement Card Request forms, and detailed information on proper use can be found in the "Purchasing Card Program Guide" located on the Finance page of the City intranet, Employee Connect.



For purchases completed at the department level, if a service is performed on-site within City limits, insurance and business license information must be obtained at the department level.

### **Split Purchases**

A split purchase occurs when the quantity of a required item or service is known prior to the initial purchase, and is divided into multiple purchases in order to avoid the requirement for obtaining bids or proposals. **Split purchases are prohibited**, and are considered fraud, waste, and/or abuse by auditors and in violation of best practices standards. Multiple purchases with the same vendor within the same month for the same goods or services are typically considered a split purchase.

Splitting purchases does not allow for a competitive market among vendors, increases the administrative workflow, and evades risk mitigation procedures.

### **Purchasing Thresholds**

Procurements greater than the limits established in this Manual must be processed by the Purchasing Division. Requirements for the procurements of materials, equipment, supplies, services, and capital equipment shall be submitted on a properly completed and approved Purchase Requisition form before the procurement process may begin. Procurement actions that will result in binding the City financially, whether competitive, non-competitive, or a modification to an existing contract or purchase order, require a Purchase Requisition to initiate the procurement process. Please see the Purchasing Division Matrix for a visual representation (Appendix B).

#### **+ Supplies**

Supplies include materials, equipment, capital equipment, and software licenses.

#### **\$5,000 to \$25,000 – One (1) Written Quote**

Competitive bidding is not required. One (1) quote shall be obtained. The Purchasing Division may solicit informal or formal quotations depending on the item(s) to be purchased and the total dollar amount of the purchase to assure the best value to the City.

#### **\$25,001 to \$75,000 – Three (3) Written Quotes**

Competitive bidding is recommended but not required. A minimum of three (3) comparable quotes shall be obtained. The Purchasing Division may solicit informal proposals or issue a Request for Quotation (RFQ). The number of vendors contacted varies depending on the dollar amount of the purchase and the time available. Award is made to the lowest responsive and responsible bidder.

### **Over \$75,000 – Formal Bid/RFP**

Competitive bidding is required. The Purchasing Division issues either a formal Invitation for Bids (Bid) or Request for Proposals (RFP), depending on the type of procurement. Formal Bids and RFPs will be posted to the City's online bidding system for notification to all registered vendors. Award is made to the lowest responsive and responsible bidder, in the case of Bids. In the case of RFPs, award is made in accordance with the evaluation criteria, terms, and conditions stated therein. Typically, commodities are procured using a Bid process where an award is made to the lowest responsive and responsible bidder. However, in some instances a RFP may be used. For more information regarding when to use a RFP, please contact the Purchasing Division.

#### Services

Services include professional services (requiring a professional certification or license in order to offer customized and specialized services) and non-professional services.

### **\$1,000 to \$25,000 – One (1) Written Quote**

Competitive bidding is not required. One (1) quote shall be obtained. The Purchasing Division may solicit informal proposals depending on the service and the total dollar amount of the purchase to assure the best value to the City.

### **\$25,001 to \$75,000 – Three (3) Written Quotes**

Competitive bidding is recommended. A minimum of three (3) comparable quotes shall be obtained. The Purchasing Division may solicit informal proposals or issue a RFP, depending on the service and the total contract amount to assure the best value to the City. Award is made to the lowest responsive and responsible bidder, in the case of bids. In the case of RFPs, award is made in accordance with the evaluation criteria, terms, and conditions stated therein.

### **Over \$75,000 – Formal Bid/RFP**

Competitive bidding is required. The Purchasing Division may issue either a formal Invitation for Bids or RFP, depending on the type of service. Formal Bids and RFPs may be posted to the City's online bidding system for notification to all registered vendors. Award is made to the lowest responsive and responsible bidder, in the case of Bids. In the case of RFPs, award is made in accordance with the evaluation criteria, terms, and conditions stated therein. For more information regarding when to use a RFP, please contact the Purchasing Division.

- ❖ Departments may directly solicit proposals for Professional Services [services requiring a professional license or certification (e.g. architects, accountants, engineers, land surveyors, etc.), in accordance with ECMC Chapter 3.22 – Professional Services Contract.

### Public Projects

In accordance with the Department of Industrial Relations (DIR), a public works project is defined as the construction, alteration, demolition, installation, or repair work done under contract and paid in whole or in part out of public funds. This can include preconstruction (e.g. soils/material testing, surveying, etc.) and post-construction (e.g. final clean-up of construction project, etc.) activities related to a public works project.

#### **\$1,000 to \$50,000 – One (1) Written Quote**

Competitive bidding is not required. One (1) quote shall be obtained. The requesting department **must** utilize the most current RFQ template located on the City's common drive: I:\Purchasing Division\Templates.

- ❖ Public projects exceeding \$25,000 require a Performance Bond and a Labor and Material Bond.

#### **\$50,001 to \$200,000 – Three (3) Written Proposals**

Competitive bidding is highly recommended but not required. The requesting department **must** utilize the most current RFQ template located on the City's common drive: I:\Purchasing Division\Templates. Award is made to the lowest responsive and responsible bidder, in the case of bids. In the case of RFPs, award is made in accordance with the evaluation criteria, terms, and conditions stated therein.

#### **Over \$200,000 – Formal Bid/RFP**

Competitive bidding is required. The Purchasing Division will solicit a formal solicitation (bid or RFP) depending on the type of procurement. Formal bids and RFPs will be posted to the City's online bidding system for notification to all registered vendors, as well as advertised in a newspaper of general circulation as required by California Public Contract Code section 20164. Award is made to the lowest responsive and responsible bidder, in the case of bids. In the case of RFPs, award is made in accordance with the evaluation criteria, terms, and conditions stated therein. For more information regarding when to use a RFP, please contact the Purchasing Division.

For alternate procurement options (e.g. design-build) see ECMC Chapter 2.80 – Alternate Public Construction Project Procurement.

### **Prevailing Wage**

In accordance with California Labor Code sections 1770 and following, prevailing wages must be paid to all workers on a public works project when the project is over \$1,000.

Under the law, when bidding on public works projects that exceed \$1,000, all bidders are expected to use the same wage rates. The California Department of Industrial Relations

determines the prevailing rate of wages for specific geographic areas. Additional information is available at [www.dir.ca.gov/dlsr/pwd/index.htm](http://www.dir.ca.gov/dlsr/pwd/index.htm).

- ❖ In accordance with California Labor Code, section 1782, if a project is funded in whole by local tax dollars, prevailing wage is not required if:
  - < \$25,000 for construction work
  - < \$15,000 for alteration, demolition, repair, or maintenance work

### **Bid Bonds**

The bid bond or bid security guarantees the City that the bidder will enter into the contract if it is awarded. Bid security shall be required for all “public projects” as defined in section 20161 of the Public Contract Code, when the cost is estimated to exceed \$200,000. Bids must be accompanied by a bid security in the amount of not less than 10% of the bid amount, and provided in one of the following forms:

- A bidder's bond executed by an admitted surety, made payable to the City of El Cajon
- A cashier's check made payable to the City of El Cajon
- A certified check made payable to the City of El Cajon
- Cash

Bid bonds guaranteeing proposals rejected by the City of El Cajon shall become null and void and will not be returned.

A bid received and not accompanied by cash, cashier's check, certified check, or approved bid bond will result in the bidder deemed as non-responsive.

When no public project is involved, bidder's security is not required except when deemed necessary by the Purchasing Agent.

### **Performance and Labor and Material (Payment) Bonds**

The performance bond guarantees that the contractor will perform the duties assumed by entering the contract. The labor and material bond guarantees that the contractor will pay all suppliers and subcontractors who assist in the performance of the work.

One hundred percent (100%) performance and labor and material bonds are required on all public projects awarded in excess of \$25,000.

When no public project is involved, performance and labor and material bonds are not required except when deemed necessary by the Purchasing Agent.

### III. PURCHASE ORDER TYPES

A purchase order authorizes the vendor to deliver materials or services in accordance with the terms and conditions specified thereon (or incorporated from a bid or other document by reference). It also acknowledges the obligation of the City to pay for the goods or services ordered upon their receipt and proper invoice. Unless a separate contract document is executed, the purchase order establishes the contractual relationship between the City and the vendor. A purchase order is a legally binding contract; it is the City's commitment for the value of the material or service ordered.

#### One-time Purchase Order

"One-time" purchase orders are generally issued for a finite quantity of products or services.

#### Blanket Purchase Order

A blanket purchase order (BPO) is a contractual agreement for the furnishing of goods and/or services on an "as-needed" basis with a stipulated maximum (or estimated) dollar amount. An order issued against a BPO is used to obtain goods or services purchased from certain vendors at a fixed price, or under fixed terms and conditions. Only items, or services, that are described on a BPO may be purchased. Control of the use of BPOs is the responsibility of the department, and as such, departments must verify invoices against the pricing listed on the BPO.

The advantages of using BPOs are:

- Fewer purchase orders. They allow departments to order as-needed throughout the fiscal year without having to request a new purchase order for each purchase.
- Consolidation and cost savings. They often enable the City to qualify for lower prices by consolidating many small purchases into one annual supply contract. Where conditions permit, prices or pricing formulas are firmly established.

When processing payments, the BPO number shall still be referenced.

### IV. COMPETITIVE BIDDING

#### Types of Solicitation

A Request for Information (RFI) educates when more information is needed, particularly when the approach for the scope of work is unknown. A RFI is a preliminary fact-finding document that poses general questions designed to inform. This is an informational solicitation and will not result in an award. It is usually followed by a Request for Proposal.

A Request for Quotation (RFQ) is a call to bidders for a specific product or service. A RFQ is commonly used when the good or service is well defined and you are simply asking for bidders' pricing on the requested good or service. This is an informal solicitation that does not exceed the formal bidding threshold. Award is made to the lowest, responsive and responsible bidder.

An Invitation to Bid (Bid) is a call to bidders for a specific product or service. Like an RFQ, this type of solicitation is commonly used when the good or service is well defined and you are simply asking for bidders' pricing on the requested good or service. A Bid is a formal solicitation that is required when the good or service exceeds the formal bidding threshold. Award is made to the lowest, responsive and responsible bidder.

A Request for Proposal (RFP) evaluates many factors and asks vendors to propose solutions, such as qualifications, technical experience, methodology, etc. A RFP is a formalized and structured way of getting specific vendor information. It should contain much more specificity in terms of what the City's needs are by outlining the goals for the project and identifying necessary requirements. Award is made based on the best value to the City based on the evaluation criteria.

For more information on which type of solicitation to use for a procurement need, please contact the Purchasing Division.

### **Development of Specifications**

The requesting department shall develop the technical specifications and the remainder of the bid packet in accordance with the most current templates located on the City's common drive: I:\Purchasing Division\Templates. There are multiple templates available depending on the type of service and solicitation. Please visit the City's common drive to select the appropriate template.

Technical specifications shall be as concise and exact as possible without being ambiguous or proprietary. The specification shall be written to solicit as many bids as possible from vendors who can deliver a product meeting the spirit and intent of the specification. City employees developing technical specifications may contact potential vendors to obtain technical data or industry standards, but are cautioned against accepting technical data that would result in a proprietary specification. Vendors cannot bid on supplies or equipment if they prepared a substantial part of the specification.

### **Notice Inviting Bids**

Notice Inviting Bids may be posted in a newspaper of general circulation, on the City's website, and/or distributed through the electronic bid notification system used by the City. The

Purchasing Division will determine which notification method best suits the solicitation based on the goods or services to be procured.

### **Receipt of Bids**

All bids (paper or electronic submissions) will be stamped upon receipt with the date and time. No bids will be accepted after the bid opening date and time.

### **Contact with City Staff during Bid Process**

From the time a bid is released until an award or rejection of all bids is made, no direct contact shall be made with potential bidders by City staff without the Purchasing Agent's specific authorization. All inquiries shall be referred to the Purchasing Division.

## **V. PROTEST PROCEDURES**

Prospective bidders may submit in writing, within five (5) business days of the opening date of the bid, grievances in connection with any bid information which they feel does not comply with the specifications and/or the requirements stated in the bid. Only those vendors furnishing a bid may protest a bid.

In order to be considered, a protest shall be in writing, addressed to the Purchasing Agent, and include:

1. The date, name, address, and phone number of the bidder protesting, or the authorized representative of the bidder;
2. The signature of the bidder or bidder's representative;
3. The Bid or RFP Number and Title under which the protest is submitted;
4. A detailed description of the legal and/or factual grounds for protest and all supporting documentation. It is the responsibility of the Protesting Bidder to supplement its protest with any subsequently discovered documents prior to the Purchasing Agent's decision; and
5. The specific ruling or relief requested.

The Purchasing Division will review such protest letter and issue a written decision within ten (10) working days of receipt of the written protest. During this procedure the City shall not proceed with an award until such time that the decision is given in writing to the aggrieved bidder.

If it is determined the bid or proposed award of a contract is in violation of any law, policy, procedure, specification or requirements, the bid award shall be revised, canceled and/or a new bid solicited. The bidder(s) whose bid is in violation shall be rejected or ratified, whichever is in the best interest of the City. If the bidder acted fraudulently or in violation of the law, the bid will be declared null and void and the City may seek damages as may be appropriate. Provided there

was no violation of law, the bidder may be given the opportunity to ratify and affirm said bid if such action is in the best interest of the City, without prejudice to the City's right to such damages as may be appropriate.

Protest requests that do not follow these procedures shall not be considered so long as no laws are violated. By filing a written protest, the aggrieved bidder agrees that any decision to uphold and proceed with an award or not shall be the sole decision of the City and shall be accepted by the bidder without any further action against the City so long as no laws were violated. Protest letters are to be emailed to [purchasing@cityofelcajon.us](mailto:purchasing@cityofelcajon.us) or hand delivered in a form requiring proof of delivery to the attention of the Purchasing Agent at the following address:

Attn: Purchasing Agent  
City of El Cajon  
200 Civic Center Way  
El Cajon, CA 92020

It is the protesting bidder's sole responsibility to verify their protest letter was received by the Purchasing Division.

In no event shall a protest letter be considered if all bids are rejected and/or after the award of a contract. Failure to comply with the procedures set forth herein may render a protest untimely or inadequate and may result in rejection thereof by the City.

## **VI. SOLE SOURCE REQUESTS**

When a department wishes to purchase a product or service from a "sole source" without competitive procedures when competitive procedures are required, the following must be submitted for approval: Sole Source Justification Transmittal form, memorandum, and Purchase Requisition. The following statements and findings must be made and set forth in the memorandum:

- A statement describing the unique or specialized features of the product or service.
- A statement of why the department requires that the product or service has such unique or specialized features (e.g. a statement of why a product or service without such features would not meet the department's needs).
- A description of the department's efforts to locate all possible suppliers of such product or service.
- A statement that, in spite of its efforts, the department has been able to locate only one supplier of the product or service in question.



An exception may be granted based on two premises:

- Only a single company or organization can supply the needed product or service. For example, in the case of proprietary software maintenance, only the licensor of the product can provide support.
- Only a “no substitute” brand/model will meet the department’s technical/functional requirements. For example, only the Brand X antimicrobial disinfectant meets OSHA requirements. Brand X is available through several distributors. Brand X would be considered a “no substitute” but not a “sole source” since it is available from many sources (distributors).

Sole source requests should not be made unless the department is confident that the request is reasonable, appropriately justified to meet the City’s requirements, and can withstand a possible audit. Sole source procurement minimizes or eliminates competition and should be avoided whenever possible.

### Standardization

The Purchasing Agent, with the approval of the City Manager, or designee, may determine that it is in the best interest of the City to waive the competitive procurement process in order to standardize with existing equipment or goods, when doing so would save time, resources, or provide a significant cost savings. Factors that may be considered in determining standardization include, but are not limited to, the following:

- Repair and maintenance costs would be reduced;
- Training of repair and maintenance personnel would be minimized;
- The amount of supplies or spare parts required would be reduced;
- Modifications to existing equipment would not be necessary, or would be minimized;
- Matching existing supplies, materials, or equipment required for proper operation of a function or program.
- Compatibility issues between differing technologies will also be considered for exception.

When a department wishes to purchase supplies without competitive procedures when competitive procedures are normally required, a Sole Source Justification form and memorandum detailing the justification for standardization must be prepared and submitted to the Purchasing Agent for approval. The following statements and findings must be made and set forth in the memorandum.

- A statement describing the goods or equipment to be purchased.
- A statement describing the benefit of standardization to the City.
- If the required goods or equipment are supplied by a single vendor, or if goods may be competitively solicited through distribution for a single brand or trade name.

The Purchasing Agent will review the standardization justification, and if accepted, will forward a request for approval to waive the competitive procurement process to the City Manager, or designee, for approval. If granted, written approval will be issued by the Purchasing Division to the department, which shall become backup documentation when the purchase requisition is processed. If the request is not granted, the department shall be required to follow the normal competitive procurement process.

## **VII. COOPERATIVE PURCHASING AND “PIGGYBACKS”**

Cooperative purchasing and “piggybacking” are types of intergovernmental purchases in which an agency is extended the same pricing and terms of a competitively-bid contract entered into by another agency.

The Purchasing Division may recommend a cooperative or "piggyback" purchase for services or equipment, entered into by other governmental agencies (municipality, county, or state) through a competitive bid process – provided the products or equipment requested meet the technical specifications of the awarded bid.

The Purchasing Division will obtain documentation to verify the contract and competitive bid process. All products or equipment purchased under this provision must substantially meet the technical specifications of the bid. Major deviations from the product specification will not be allowed; however, minor modifications that do not materially alter the originally bid equipment or products are authorized.

## **VIII. EMERGENCY PURCHASE**

An emergency purchase results when a situation arises in which compliance with the City’s procurement and bidding practice is impracticable or contrary to the public interest. An emergency purchase may be warranted to prevent a hazard to life, health, safety, welfare, property, or upon a natural disaster. An emergency need is one that could not have been foreseen. Failure to submit a purchase requisition on time does NOT constitute a valid emergency.

In accordance with El Cajon Municipal Code section 2.04.145, the City Manager is authorized, in an emergency, to repair or replace a public facility and take any directly related and immediate action required by that emergency, without giving notice for bids.

If the City Manager orders any such action, it must be reported to the City Council not later than seven days after the action, or at its next regularly scheduled meeting if that meeting will occur

not later than fourteen days after the action. The City Council's approval is required for emergency repairs or replacements to a public facility. The City Manager shall continue to report the action at every regularly scheduled meeting thereafter until the action is terminated.

Except for emergencies or other authorized exceptions, no purchases can be made or are authorized until funds have been encumbered by the Finance Department on a City purchase order/contract.

For assistance with an emergency purchase, contact the Purchasing Agent.

## **IX. INSURANCE REQUIREMENTS**

The City requires that vendors maintain certain types of insurance coverage when conducting business. Proof of insurance must be provided prior to the start of any work.

Insurance requirements vary depending on the type/scope of services provided. In certain cases, the vendor will need to provide insurance coverage, whether or not the contract requires the vendor to enter City property. Please refer to City Council Policy D-3 – Insurance Requirements.

For purchases that are not processed by the Purchasing Division, departments are responsible for obtaining compliant insurance documentation and business license requirements prior to commencement of work.

An insurance checklist with samples is attached to this Manual (Appendix C); however, not all projects require the same level of insurance. For further insurance clarification, please contact the City's Risk Management Division.

## **X. MODIFICATION OF A PURCHASE ORDER (NON-PUBLIC WORKS PROJECT)**

A purchase order is a legal document that represents, or forms the basis of, the contractual relationship between the City and a vendor. As such, changes to that contract must be in writing and approved by the Purchasing Division.

When changes are made without prior authorization of the Purchasing Division, payment to the vendor will be delayed while proper documentation is completed. Furthermore, the contractual rights of the City and the vendor are jeopardized by such unauthorized changes.

When the dollar amount of a purchase order needs to be increased or decreased, the purchase order shall be modified to reflect these changes. Modification of a purchase order must be coordinated through the Purchasing Division.

### **Changes less than \$1,000**

Changes may be requested via email with the following information:

- Reason for change
- Addition, deletion, or change of items
- Change in prices
- Activity/account number changes to be charged/credited
- Additional documentation, e.g. vendor quote, correspondence noting changes

### **Changes greater than \$1,000**

The requesting department must submit the request via a Purchase Requisition and must include the following information:

- Reason for change
  - Addition, deletion, or change of items
  - Change in prices
  - Activity/account number changes to be charged/credited
  - Additional documentation, e.g. vendor quote, correspondence noting changes
  - Signature of authorized personnel from the requesting department
- ❖ If the requested change exceeds the threshold required for competitive bidding, the Purchasing Division will process accordingly.

Submit adjustment documentation to the Finance Department for budgetary approval. The Purchasing Division will review and process the modification request and update the purchase order, retaining the information as supporting documentation.

If there is a contract associated with the purchase order, appropriate changes shall be processed to the contract. Please allow sufficient processing time for contract modifications.

### **Cancellation of a Purchase Order**

Cancellation of a purchase order must be coordinated through the Purchasing Division. The requesting department must submit a request for cancellation using a copy of the purchase order, with a memorandum detailing the following information:

- Purchase Order number
- Date
- Reason for cancellation
- Signature of authorized personnel from the requesting department.

### Return or Exchange of Goods

A return or exchange of goods will be coordinated by the requesting department with the vendor.

- a. Returns. A purchase order adjustment shall be submitted by the requesting department to the Purchasing Division for any goods returned. The invoice, with the appropriate documentation indicating the return, shall be forwarded to the Finance Department, Accounts Payable.
- b. Exchanges. If there is a substantial price difference due to an exchange, a purchase order adjustment shall be submitted by the requesting department to the Purchasing Division. The invoice, with the appropriate documentation indicating the exchange, shall be forwarded to the Finance Department, Accounts Payable.

## **XI. MODIFICATION OF A PURCHASE ORDER (PUBLIC WORKS PROJECT)**

When a public works project requires revision due to a change in quantity or minor design/structural modifications (related to original scope of work), City Council Policy B-4 authorizes the following:

- City Manager has the authority to authorize change orders up to 25% of the initial contract amount, but not to exceed \$100,000.
  - For contracts in excess of \$2,000,000, City Manager may authorize change orders up to 10% of the initial contract amount.

For modifications within the City Manager's authorization threshold, the City Manager's approval is required prior to commencing work. For modifications greater than the City Manager's authorization threshold, the City Council's approval is required prior to commencing work. The requesting department shall submit a Construction Change Order (CCO) form along with a Purchase Requisition and memorandum (or agenda report) with the following information:

- a. The reason for the modification.
- b. The specific line item to adjust or modify (if applicable).
- c. The activity/account of the modification being requested.
- d. The starting balance of the contract, the dollar amount of the adjustment or modification, and the ending balance of the contract with the adjustment.

Submit modification documentation to the Finance Department for budgetary approval. The Purchasing Division will review the documentation, process the CCO request, and update the purchase order/contract – retaining the information as supporting documentation.

- ❖ If the requested change exceeds the threshold required for competitive bidding, the Purchasing Division will process accordingly.

## **XII. UNAUTHORIZED PURCHASE**

For purchases of supplies, services, or public projects that did not follow the purchasing procedures specified in this Manual, the Finance Department will provide an Unauthorized Procurement form to be filled out by the department and detail why the purchase was made outside of the established procedures.

Procurement of goods and services by any means other than approved procurement procedures are in violation of City policy. Employees who fail to comply with procurement regulations run the risk of becoming personally liable for their purchases.

## **XIII. SURPLUS PROPERTY**

In order to dispose of surplus supplies and equipment that are no longer used or that have become obsolete or worn out, departments shall submit an Inventory Transaction Record form (Appendix D) for surplus items with an initial value over \$1,000. This form may be located on the City's intranet site, Employee Connect.

The Purchasing Division will review the request and determine whether the item is still required for public use. One of the following will occur:

- Transfer item to another department, if possible. Accountability for the item is transferred to the department receiving the item.
- Dispose of the item. If it is determined that the surplus item no longer has value, the Purchasing Agent may dispose of the item by any appropriate means, including:
  - Auction: Engage the City's designated third-party auction services for the disposal of surplus property.
  - Exchange/Trade: Trade-in the obsolete equipment for a credit against the same new item.
  - Donation: The City Council's approval is required for all donations of surplus items and the following must be completed:
    - Donee must provide a letter to the department requesting the donation of item(s).
    - Department Director submits a memo to the Purchasing Agent, via the City Manager, stating the value of item(s) and recommendation of donation. A copy of the donee's letter must be attached to the memo.

- Purchasing Agent submits an agenda report to the City Council citing the request and agreement by the department to donate the item(s) to the donee.
- Upon the City Council's approval, the Purchasing Agent will facilitate the donation process.

### **Grant-funded Surplus Property**

Property purchased with grant funds may have inherent disposal requirements. It is the department's responsibility to review grant documents to identify any specific restrictions related to the disposal of the item. Absent any restrictions, property purchased with grant funds will be handled in the same manner as other surplus property.

## **XIV. ENVIRONMENTALLY PREFERABLE PURCHASING**

It is the policy of the City of El Cajon to promote the purchase of products and services that minimize environmental and health impacts, toxics, pollution, and hazards to worker and community safety and to the larger global community to the greatest extent practicable. Please see City Council Policy B-16 – Environmentally Preferable Purchasing Policy for details (Appendix E).

## **XV. VENDOR RELATIONS**

### **Making Contact with Vendors and Vendor Registration List**

Vendors sometimes call on City staff; although they may offer helpful information, they may also subject City employees to high-pressure sales pitches. Departments should refer all vendors to the City website under Doing Business – Business within the City – Bidding Opportunities. Vendors may register to receive notifications for upcoming solicitations.

### **Making Commitments to Purchase**

Because the City, like all public agencies, buys goods on an open competitive basis, employees must not promise any vendor future business. Employees may, however, designate a vendor as a recommended source on their Purchase Requisition.

### **Complaints about Vendors**

It is the department's responsibility to resolve minor issues with vendors as they occur. During this time period, the department should document dates, issues, and results. If the department is unable to resolve the issue(s) with the vendor, submit an email to the Purchasing Division

outlining the chain of events. The Purchasing Division will not be able to cure the situation without proper documentation.

### Accepting Deliveries from Vendors

Special delivery instructions, when applicable, are noted on the purchase order.

Deliveries are usually made as follows:

1. Received at User Location: When goods are received directly by the department, the following procedures should be observed:
  - a. Avoid accepting delivery of any merchandise until adequate identification from the packaging or delivery documents (carrier's receipt) is obtained. A purchase order number or other suitable identification indicating the merchandise should be delivered to the department must be in evidence before the shipment is accepted.
  - b. Sign only for the number of boxes or parcels received from that carrier and listed on the delivery documents that accompany the delivery.
  - c. The receiver is not signing as to the condition of the merchandise inside the box or parcel. However, the receiver should note any exterior damage, including unsealed packaging, on the delivery documents before signing.
  - d. In cases of known damage (apparent at time of delivery):
    - Note on both copies of delivery documents "case damaged in shipment" and, if the item is visible and the damage is visible, also include "item visibly damaged."
    - Obtain signature from carrier on both copies of delivery documents before signing for receipt.
    - Return one copy of receipt to carrier.
    - Contact the vendor immediately.

### Inspection

Thorough inspection of goods is the responsibility of the receiving department. This includes inspection for conformance to specifications and ordered quantity as well as inspection for damage. The department has the ultimate responsibility for determining whether the items have been received in good order.

- Goods received should be checked against the packing slip and the purchase order. Partial deliveries should be noted.
- If goods are damaged or incorrect, the vendor should be notified immediately. Do not destroy or discard any damaged items or packing materials.



- Departments receiving incorrect shipments or damaged goods may contact the vendor for remedy. If the vendor is unresponsive (10 days from receipt of order), an email documenting steps taken should be sent to the Purchasing Division.
- The requisitioning department is obligated to accept delivery of any goods that have been ordered. If there is a change regarding need for the items, the department should immediately contact the Purchasing Division to make other arrangements. Only the Purchasing Division has the authority to cancel purchase orders. It should be understood that there might be a restocking fee if items must be returned through no fault of the vendor. The City's failure to accept and pay for ordered goods is a breach of contract.

### **Making Payment to Vendors**

Payments should be made within the terms of the purchase order. Customary payment terms for goods/services rendered is Net 30 days from receipt of invoice.

Questions regarding payment of invoices should be addressed to Accounts Payable.

## **XVI. APPENDICES**

- Appendix A: Purchase Requisition Form
- Appendix B: Purchasing Division Matrix
- Appendix C: Insurance Checklist and Samples
- Appendix D: Inventory Transaction Record Form
- Appendix E: Environmentally Preferable Purchasing Policy



APPENDIX B



City of El Cajon – Purchasing Division Matrix

	1 Written Quote	3 Written Quotes	Formal Bid	Comments
<p><b>SUPPLIES</b> <i>Goods/Equipment</i></p>	\$5,000 - \$25,000	\$25,001 - \$75,000	>\$75,000	<ul style="list-style-type: none"> <li>Purchases less than \$1,000 (or \$5,000 for Supplies) do not require processing by the Purchasing Division.</li> <li>For purchases that are <u>not</u> processed by the Purchasing Division, <b>departments are responsible</b> for obtaining compliant insurance documentation and business license requirements prior to commencement of work.</li> <li>Departments may directly solicit for Professional Services (<b>services requiring a professional license or certification</b>), as permitted by ECMC 3.22.</li> </ul>
<p><b>SERVICES</b> <i>Professional and Non-Professional Services</i></p>	\$1,000 - \$25,000	\$25,001 - \$75,000	>\$75,000	
<p><b>PUBLIC PROJECTS</b> <i>Construction, alteration, demolition, installation, or repair work done under contract and paid in whole or in part out of public funds. It can include preconstruction and post-construction activities related to a public works project.</i></p>	\$1,000 - \$50,000	<p>\$50,001 - \$200,000</p> <p>Dept. must use current RFQ template on "I" Drive.</p>	>\$200,000	<p><i>Prevailing Wage Requirements</i> CA Labor Code, Sec. 1782</p> <p>&gt; \$1,000 – If not 100% local tax dollars, prevailing wage is required</p> <p><i>Note: Certified Payroll Process required regardless of funding source.</i></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>If 100% local tax dollars, prevailing wage is <u>NOT</u> required if:</b></p> <ul style="list-style-type: none"> <li>&lt; \$25,000 – Construction work</li> <li>&lt; \$15,000 – Alteration, demolition, repair, or maintenance work</li> </ul> </div> <p><i>Local Tax Dollars: (Gen Fund, Gas Tax, Wastewater)</i></p>

**SOLE SOURCE PURCHASE**

Submit Purchase Requisition and Sole Source Justification forms to the Purchasing Division.

- \$25,001 - \$75,000: City Manager Approval Memo
- \$75,000+: City Council Approval



## **City of El Cajon – Purchasing Division**

### **Insurance Checklist**

*The following is a checklist of commonly required insurance requirements. For detailed information regarding the City of El Cajon's insurance requirements, please see City Council Policy D-3 – Insurance Requirements and/or contact the City's Risk Management Division.*

#### **General Liability:**

- ❑ If Admitted Carrier: A.M. Best's rating of A VII or better.
  - If Non-admitted Carrier: A.M. Best's rating of A XII or better.
  - If a Carrier is not licensed in California, they must be listed as a Surplus Carrier on the California Department of Insurance's List of Approved Surplus Line Insurers (LASLI) website (<http://www.insurance.ca.gov/01-consumers/120-company/07-lasli/lasli.cfm>).
    - A current print out of the LASLI website is required with Carrier's information listed.
      - If Carrier is not licensed in California and is not listed on the LASLI website, Carrier must submit additional proof as requested in City Council Policy D-3. Documents will require City approval.
- ❑ Aggregate amount of \$2,000,000.
- ❑ Certificate Holder: City of El Cajon, Attn: Purchasing Division (or name of requesting dept.), 200 Civic Center Way, El Cajon, CA 92020.
- ❑ Description of Operations: Specific description of project or job requiring coverage (e.g. security services, plumbing services, etc.)
- ❑ Original signature.
- ❑ Additional Insured (AI) Endorsements:
  - AI Endorsement for the duration of the **ongoing operations** (e.g. Acord form CG 20 10 07 04). AI Endorsement must specifically name the City as an additional insured and include the following language: "City of El Cajon, its elected and appointed officials, officers, employees and volunteers," with the policy number listed. Blanket AI Endorsements are not acceptable.
    - *NOTE: Ongoing operations applies to work considered in progress. This means it provides coverage to the contractor and the additional insureds for work actively underway on a contract.*
  - AI Endorsement for the duration of the **completed operations** (e.g. Acord form CG 20 37 07 04). AI Endorsement must specifically name the City as an additional insured and include the following language: "City of El Cajon, its elected and appointed officials, officers, employees and volunteers," with the policy number listed. Blanket AI Endorsements are not acceptable.
    - *NOTE: Completed operations extends coverage beyond the contract's conclusion. This means it provides coverage to the contractor and the additional insureds for any issues that occurs as a result of the work after a contractor has finished the work.*

#### **Workers' Compensation:**

- ❑ Workers' compensation insurance shall meet the minimum limits required by law.
- ❑ Waiver of Subrogation Endorsement (Blanket endorsements acceptable).
  - Note: If you are exempt from workers' compensation, please provide documentation on company letterhead, dated and signed, with the following verbiage: "I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct."



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Name and Address of the Producer	CONTACT NAME:	Must include NAIC # for each Insurer		
		PHONE (A/C, No, Ext):			
INSURED	Name and Address of the Insured	E-MAIL ADDRESS:			
		INSURER(S) AFFORDING COVERAGE		NAIC #	
		INSURER A : NAME OF INSURER			
		INSURER B :			
		INSURER C :			
		INSURER D :			
INSURER E :					
INSURER F :					

**COVERAGES**

CERTIFICATE NUMBER: 14

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X					EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N N / A If yes, describe under DESCRIPTION OF OPERATIONS below		X				<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Must provide description of work to be performed

**CERTIFICATE HOLDER**

CITY OF EL CAJON  
 ATTN: \_\_\_\_\_  
 200 CIVIC CENTER WAY  
 EL CAJON, CA 92020

City must be listed as Certificate Holder and in attention to the requesting department

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Must be signed

POLICY NUMBER: General liability policy # must be referenced

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - SCHEDULED PERSON OR ORGANIZATION**

This separate additional insured endorsement is required is Ongoing Operations

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
**SCHEDULE**

**Name Of Additional Insured Person(s) Or Organization(s):**

City of El Cajon its elected and appointed officials, officers, employees and volunteers.

This specific language must be included.

**Location(s) Of Covered Operations**

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.



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280

of 24

17

- C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance**:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement;  
or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

SAMPLE



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

This separate additional insured endorsement is required is Completed Operations

**SCHEDULE**

**Name Of Additional Insured Person(s) Or Organization(s)**

City of El Cajon its elected and appointed officials, officers, employees and volunteers.

This specific language must be included.

**Location And Description Of Completed Operations**

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance**:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



57503393

002862

280

of 24

19

Waiver of Subrogation must be a separate endorsement for the Workers' Compensation policy

(Ed. 8-00)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - BLANKET

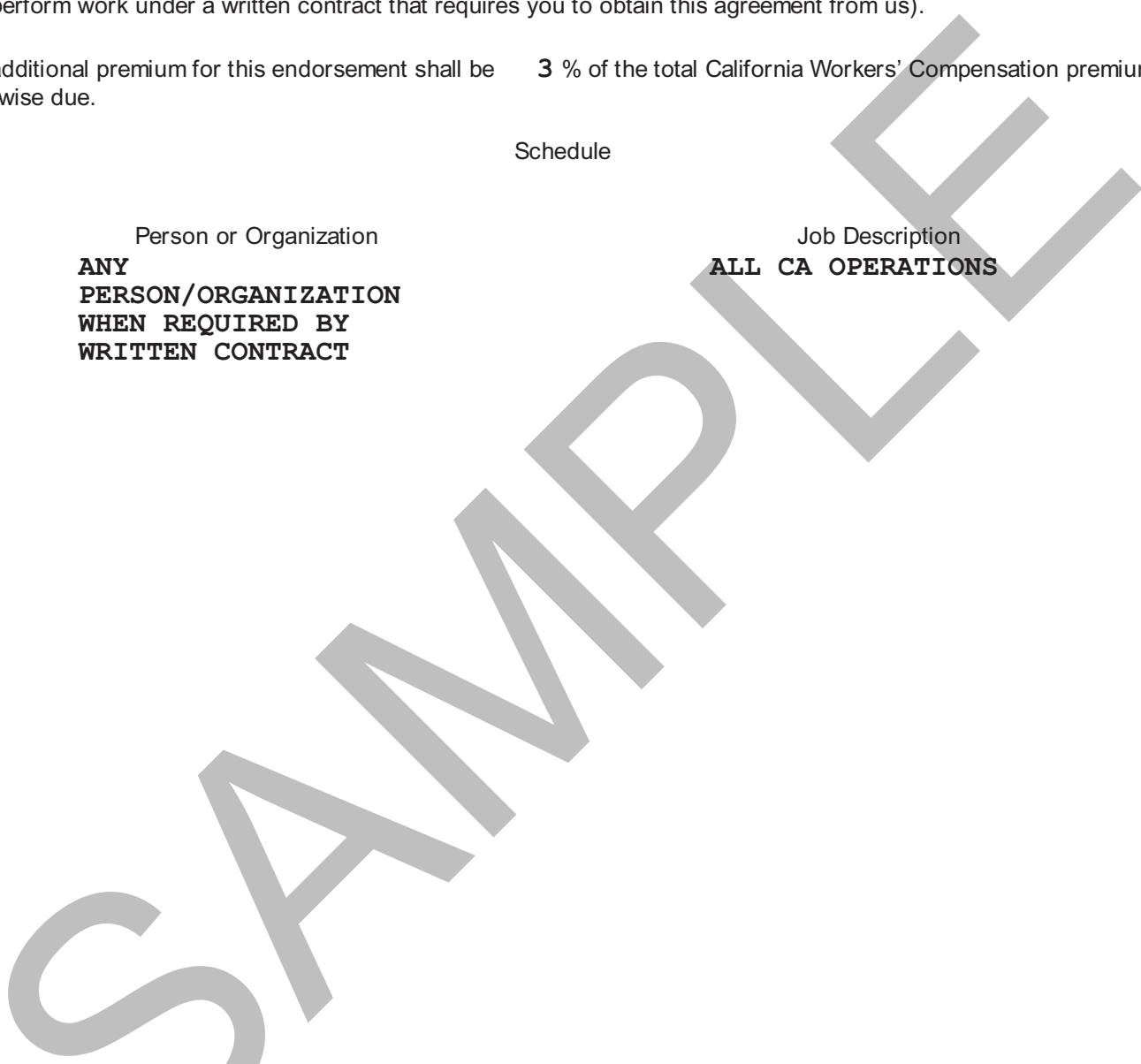
We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us).

The additional premium for this endorsement shall be 3 % of the total California Workers' Compensation premium otherwise due.

Schedule

Person or Organization  
ANY  
PERSON/ORGANIZATION  
WHEN REQUIRED BY  
WRITTEN CONTRACT

Job Description  
ALL CA OPERATIONS



This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated. (The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective

Policy No.

Endorsement No.

Insured

Premium \$

Insurance Company

Countersigned By \_\_\_\_\_

Workers' Compensation Policy # must match Certificate of Liability Insurance



**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Environmentally Preferable Purchasing Policy

**POLICY  
B-16**

**REFERENCE:** Adopted 10/22/19

**EFFECTIVE  
10/22/19**

**PAGE**

**PURPOSE**

To provide information and tools to encourage City of El Cajon departments to actively research and purchase recycled and other environmentally preferable products and services whenever they meet the price and performance requirements of the City and have the lowest lifecycle cost.

**BACKGROUND**

Purchasing decisions can affect the environment. This policy is designed to avoid or reduce environmental impacts, where feasible, by encouraging City of El Cajon (City) staff to consider environmental impacts when making purchasing decisions, in addition to the traditional factors of price, performance, and availability. However, it is not the intent of this policy to take any action that conflicts with local, state or federal requirements or to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

**POLICY**

It is the policy of the City of El Cajon to promote the purchase of products and services that minimize environmental and health impacts, toxics, pollution, and hazards to worker and community safety and to the larger global community to the greatest extent practicable.

In support of the City's environmental and sustainability objectives and whenever reasonable, the City will take into account environmental considerations in procurement decisions; along with traditional concerns of price, performance, and availability; selecting environmentally preferable products and services. Nothing in this Policy shall be construed as requiring the City to procure products or services that do not perform adequately for their intended use or are not available at a reasonable price in a reasonable period of time.

To achieve this, the City of El Cajon shall make every best effort to purchase and use products that will:

- Conserve natural resources;
- Minimize environmental impacts such as pollution and use of water and energy;
- Eliminate or reduce toxics that create hazards to workers and the community;
- Support the recycling, refurbishing, and reusing of products;
- Reduce materials that are put into landfills;

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Environmentally Preferable Purchasing Policy

**POLICY  
B-16**

**REFERENCE:** Adopted 10/22/19

**EFFECTIVE  
10/22/19**

**PAGE**

- Increase the use and availability of environmentally preferable products that protect the environment; and
- Encourage manufacturers and vendors to reduce environmental impact in their production and distribution systems.

When making purchasing decisions, City staff shall consider the environmental impacts of alternative products, in addition to price, performance, and availability.

A. Procurement Practices: Where feasible, products should meet the following specifications.

1. Ongoing Consumables
  - a. Printing and writing papers containing a minimum of 30% post-consumer recycled content.
  - b. Recycled content paper products including janitorial supplies, file boxes, hanging file folders and other products composed largely of paper.
  - c. Recycled plastic products such as signs, benches, and posts.
2. Durable Goods
  - a. ENERGY STAR™ labeled or approved electric equipment, including but not limited to computers, monitors, scanners, printers, refrigerators, microwaves, television, and audio-visual equipment.
  - b. LED and low energy use lighting products.
3. Building Materials
  - a. Consider building energy efficiency, building resiliency, and building adaptability in design.
  - b. Consider sustainable material selection and design that allows for a building to adapt to different environments and conditions.
  - c. Consider products that enhance indoor environmental quality (IEQ) and do not impact occupant health, comfort, and productivity.
  - d. Consider design and approach to maximize daylighting, deliver appropriate ventilation and moisture control, optimizes acoustic performance, and avoid the use of materials that emit Volatile Organic Compounds (VOC).

B. Waste Prevention Practices: Where feasible, City staff is encouraged to reduce consumption of resources by incorporating the following practices into their daily activities.

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Environmentally Preferable Purchasing Policy

**POLICY  
B-16**

**REFERENCE:** Adopted 10/22/19

**EFFECTIVE  
10/22/19**

**PAGE**

1. Consider durability and repair ability of products prior to purchase.
2. Conduct routine maintenance on products and equipment to increase the useful life.
3. Use duplex features on laser printer and copiers. Specify duplex on print jobs.
4. Create electronic letterhead for use by City staff.
5. Send and store information electronically whenever possible.
6. Any other waste prevention practices that further the goals of this policy.



City Council  
Agenda Report

Agenda Item 7.

**DATE:** June 23, 2020

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Nahid Razi, Purchasing Agent

**SUBJECT:** Award of Bid No. 006-21 – Herbicide Application in the Public Right-of-Way and Flood Channels (Various Locations)

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**RECOMMENDATION:**

That the City Council adopts the next Resolutions, in order, to:

1. Approve Plans and Specifications for the Herbicide Application in the Public Right-of-Way and Flood Channels (Various Locations), Bid No. 006-21; and
2. Award the bid to the sole responsive, responsible bidder, DeAngelo Brothers, LLC., in the amount of \$136,518.16 for the initial one-year term, with up to four additional one-year renewal options.

**BACKGROUND:**

The Herbicide Application in the Public Right-of-Way and Flood Channel contract provides for the comprehensive annual herbicide application program for public right-of-ways and flood channels. The bid includes an opportunity to renew the contract for up to four optional one-year terms. Funds for the renewal terms will be in accordance with the approved budget for each fiscal year.

This project was advertised on May 7, 2020. One response was received and opened at 2:00 p.m. on May 28, 2020.

The sole bid response was evaluated. As stated on the Bid Form, the estimated quantities in the specifications are for comparison purposes only. During the evaluation process, the estimated quantities for Line Item No. 4 were reduced due to revised City needs. As a result, the bid award amount is less than the bid response received.

Staff recommends award of the bid to the sole responsive, responsible bidder, DeAngelo Brothers, LLC, in the amount of \$136,518.16. The summary of the bid is attached and the complete proposal is on file in the Purchasing Division.

**FISCAL IMPACT:**

The fiscal impact for the initial one-year term is \$136,518.16. Sufficient funds are available for this service in FY2020-21 Public Works, Street Medians (161000) and Wastewater Operations (650720) Annual Budget. Subsequent 4-year costs are estimated to total \$602,909.

Prepared By: Nahid Razi, Purchasing Agent

Reviewed By: Dirk Epperson, Director of Public Works

Approved By: Graham Mitchell, City Manager

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#### Attachments

Resolution - Plans & Specs

Resolution - Award

Bid Summary

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RESOLUTION NO. \_\_-20

RESOLUTION APPROVING  
PLANS AND SPECIFICATIONS FOR  
HERBICIDE APPLICATION IN THE PUBLIC RIGHT-OF-WAY  
AND FLOOD CHANNELS (VARIOUS LOCATIONS)  
(Bid No. 006-21)

WHEREAS, the Director of Public Works has submitted plans and specifications for Herbicide Application in the Public Right-of-Way and Flood Channels (Various Locations) project (the "Project"); and

WHEREAS, it appears to be in the best interests of the City of El Cajon that the plans and specifications for the Project should be approved.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. That the plans and specifications submitted for the Project by the Director of Public Works are hereby approved and adopted as the official plans and specifications for said Project.

2. Said plans and specifications are directed to be filed in the office of the Director of Public Works of the City of El Cajon.

06/23/20 CC Agenda

Reso - Bid 006-21 – Herbicide in Public ROW and Flood Channels - Approve Plans & Specs 061620

RESOLUTION NO. \_\_-20

RESOLUTION AWARDING BID FOR  
HERBICIDE APPLICATION IN THE PUBLIC RIGHT-OF-WAY  
AND FLOOD CHANNELS (VARIOUS LOCATIONS)  
(Bid No. 006-21)

WHEREAS, the Herbicide Application in the Public Right-of-Way and Flood Channels (Various Locations) project (the "Project") provides a comprehensive annual herbicide application program for public right-of-ways and flood channels of the City of El Cajon (the "City"); and

WHEREAS, the bid includes an opportunity for the City to renew the contract for up to four (4) additional one-year terms, and funds for the renewal terms will be in accordance with the approved budget for each fiscal year; and

WHEREAS, this project was advertised on May 7, 2020, and one (1) response was received and opened at 2:00 p.m. on May 28, 2020; and

WHEREAS, during the evaluation process of the sole bid, the estimated quantities for Line Item No. 4, which were stated on the Bid Form in the specifications for comparison purposes only, were reduced due to revised City needs, and as a result, the bid award amount is less than the bid response received; and

WHEREAS, City staff recommends award of the bid to the sole responsive, responsible bidder, DeAngelo Brothers, LLC, in the amount of \$136,518.16 for the initial one-year term, with up to four (4) additional one-year renewal options; and

WHEREAS, the City Council believes it to be in the best interests of the City to award the bid to the sole responsive, responsible bidder, in the amount of \$136,518.16 for the initial one-year term, with up to four (4) additional one-year renewal options.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The above recitals are true and correct, and are the findings of the City Council.

2. The City Council hereby awards the bid for Project to:

DeAngelo Brothers, LLC

in an amount not to exceed \$136,518.16.

3. The City Manager and City Clerk are authorized and directed to execute a contract for the Project on behalf of the City of El Cajon, with such changes or amendments as maybe approved by the City Manager.



**City of El Cajon Purchasing Division**

**Bid Summary**

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Bid No. 006-21 – Herbicide Application in the Public Right-of-Way and Flood Channels  
(Various Locations)

<b>Bidder</b>	<b>Bid Amount</b>
DeAngelo Brothers, LLC (Hazelton, PA)	\$236,989.24*

\*RECOMMEND AWARD – NOTE: Due to reduced quantities for Line Item No. 4, the award amount is less than the bid amount.

PROJECT MANAGER'S ESTIMATE: \$180,000



## City Council Agenda Report

**Agenda Item 8.**

**DATE:** June 23, 2020  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Nahid Razi, Purchasing Agent  
**SUBJECT:** Rejection of RFQ/P No. 002-21 Design-Build Public Safety Solar Photo-Voltaic (PV) and Battery Storage

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### RECOMMENDATION:

That the City Council adopts the next Resolution, in order, to reject RFQ/P No. 002-21 due to the absence of proposal submissions and authorize an open market purchase.

### BACKGROUND:

On April 28, 2020, the City of El Cajon solicited a Request for Qualifications/Proposals (RFQ/P) for a qualified design-build contractor to provide solar panels with battery storage equipment for City facilities in an effort to maximize cost savings. Approximately 50 prospective bidders downloaded specifications for this project. However, no responses were received by the deadline of 5:00 p.m., May 28, 2020.

City staff issued an inquiry to all prospective bidders to obtain feedback as to why a proposal was not submitted. Responses varied from qualifications, current restrictions, requirements, and budgetary limits.

Pursuant to Public Contract Code section 20166, in its discretion, the legislative body may reject any bids presented and re-advertise. If two or more bids are the same and the lowest, the legislative body may accept the one it chooses. If no bids are received, the legislative body may have the project done without further complying with the Local Agency Public Construction Act (Public Contract Code sections 20100 et seq.).

Staff recommends rejecting the RFQ/P and authorizing an alternative procurement option. City staff proposes that it make an effort to seek a minimum of at least five competitive proposals, which will involve the negotiation of scope and price with a qualified design-build contractor, or such other qualified contractor, for an amount not-to-exceed \$2,744,700. The negotiated contract will then be presented to City Council for final approval.

### FISCAL IMPACT:

None at this time. Staff will return to the City Council for final approval of the negotiated contract.

Prepared By: Nahid Razi, Purchasing Agent  
Reviewed By: Dirk Epperson, Director of Public Works  
Approved By: Graham Mitchell, City Manager

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### Attachments

Resolution

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RESOLUTION NO. \_\_-20

RESOLUTION REJECTING RFQ/P NO. 002-21  
DUE TO ABSENCE OF PROPOSAL SUBMISSIONS AND  
AUTHORIZING AN ALTERNATIVE PROCUREMENT OPTION

WHEREAS, on April 28, 2020, the City of El Cajon (the "City") solicited a Request for Qualifications/Proposals (the "RFQ/P") for a qualified design-build contractor to provide solar panels with battery storage equipment for City facilities in an effort to maximize cost savings; and

WHEREAS, approximately fifty (50) prospective bidders downloaded specifications for this project, but no responses were received by the deadline of 5:00 p.m. on May 28, 2020; and

WHEREAS, pursuant to Public Contract Code section 20166, in its discretion, the legislative body may reject any bids presented and, if no bids are received, the legislative body may have the project done without further compliance with the Local Agency Public Construction Act (Public Contract Code sections 20100, et seq.); and

WHEREAS, as such, City staff recommends rejecting the RFQ/P and authorizing an alternative procurement option, and proposes that it make an effort to seek a minimum of at least five (5) competitive proposals, which will involve the negotiation of scope and price with a qualified design-build contractor, or such other qualified contractor, for an amount not-to-exceed \$2,744,700; and

WHEREAS, the City Council believes it to be in the best interests of the City to reject RFQ/P No. 002-21 due to the absence of proposal submissions, and authorize an alternative procurement option, with the negotiated contract to be presented to City Council for final approval.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The above recitals are true and correct, and are the findings of the City Council.
2. The City Council hereby rejects RFQ/P No. 002-21 due to the absence of proposal submissions, and authorizes an alternative procurement option, with the negotiated contract to be presented to City Council for approval.



## City Council Agenda Report

**Agenda Item 9.**

**DATE:** June 23, 2020  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Nahid Razi, Purchasing Agent  
**SUBJECT:** Contract Amendment for Mechanical Door and Gate Repair

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### RECOMMENDATION:

That the City Council adopts the next Resolution, in order, to increase the contract for mechanical door and gate repair in the annual not-to-exceed amount of \$45,000.

### BACKGROUND:

On January 9, 2018, the City Council authorized the open market purchase for Maintenance and Repair of Mechanical Doors and Gates due to an absence of bid submissions. On June 12, 2018, the City of El Cajon entered into a contract with Vortex Industries, Inc. for maintenance and repairs of mechanical doors and gates in the not-to-exceed annual amount of \$30,000. This solicitation included four optional one-year renewal periods. Since the initial award, the City Council has authorized additional increases in the total amount of \$41,951.52 due to unanticipated repairs to damaged doors.

In an effort to support the increasing cost of annual maintenance needs and the addition of ten (10) mechanical doors which were not previously included in this contract, City staff is requesting an increase to the remaining annual renewal terms in the amount of \$45,000, for a total annual contract not-to-exceed amount of \$75,000 for the current term and for the renewal terms, beginning with the term commencing July 1, 2020.

### FISCAL IMPACT:

Approval of the \$45,000 increase will supplement the renewal contract, for a total annual not-to-exceed amount of \$75,000 for the current term and the renewal terms, beginning with the term commencing July 1, 2020. Sufficient funds are available in Fiscal Year 2020-21 Annual Budget: Public Works Facilities Operations (123000), contingent upon City Council approval.

Subsequent 2-year costs are estimated to total \$157,000.

Prepared By: Nahid Razi, Purchasing Agent  
Reviewed By: Dirk Epperson, Director of Public Works  
Approved By: Graham Mitchell, City Manager

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## Attachments

Resolution

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RESOLUTION NO. \_\_-20

A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF EL CAJON  
APPROVING AMENDMENT OF A CONTRACT  
FOR MECHANICAL DOOR AND GATE REPAIR

WHEREAS, on June 12, 2018, the City of El Cajon (the "City") entered into a public works contract with Vortex Industries, Inc. for maintenance and repairs of mechanical doors and gates, in the not-to-exceed annual amount of \$30,000.00 for a term of one year, with four (4) optional one-year renewal periods; and

WHEREAS, on September 12, 2018, the City entered into an amendment to amend the Scope of Services to include two (2) additional gates at the Public Safety Center located at 100 Civic Center Way; two (2) additional doors and one (1) gate at the Fire Department Headquarters located at 100 E. Lexington Avenue; and one (1) gate at the Animal Shelter, located at 1373 N. Marshall Avenue; and

WHEREAS, on June 5, 2019, the City entered into an amendment to renew the contract for one (1) additional year for the not-to-exceed amount of \$30,000.00, and to include one additional sliding steel gate at 1050 Vernon Way; and

WHEREAS, on January 15, 2020, the City entered into an amendment to revise the Scope of Services to provide an increase of the not-to-exceed amount of \$20,000.00 during the current term for additional electric door operators located at 100 Civic Center Way; and

WHEREAS, on February 14, 2020, the City entered into an amendment to revise the Scope of Services to provide an increase of the not-to-exceed amount of \$21,951.52 during the current term for unanticipated necessary major repairs of mechanical doors and gates, which, together with the renewal on June 5, 2019 and the increase in the current year contract amount, would establish a total contract amount of \$71,951.52 for the period of June 12, 2019 through June 11, 2020; and

WHEREAS, in an effort to support the increasing cost of annual maintenance needs and the addition of ten (10) mechanical doors which were not previously included in this contract, City staff is requesting an increase to the remaining annual renewal terms in the amount of \$45,000, for a total annual contract not-to-exceed amount of \$75,000.00 for the term commencing July 1, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The above recitals are true and correct, and are the findings of the City Council.
2. The City Council hereby approves amendment of the City's contract with Vortex Industries, Inc. to extend the contract for the term of June 12, 2020 through

June 11, 2021 for maintenance of mechanical doors and gates, including the addition of ten (10) mechanical doors not previously included in the contract, in the not-to-exceed annual amount of \$75,000.00.

3. The City Council hereby authorizes the City Manager to execute an amendment to the contract, with such changes as may be approved by the City Manager.

06/23/20 CC Agenda

Reso - Amend Contract for Mechanical Door & Gate Repair 061720



City Council  
Agenda Report

**DATE:** June 23, 2020  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Frank Carson, Director of Parks & Recreation  
**SUBJECT:** Community Event in the Right-of-Way – Cajon Classic Cruise

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**RECOMMENDATION:**

That the City Council approves the use of the public right-of-way for the 2020 “Cajon Classic Cruise” series, subject to conditions.

**BACKGROUND:**

Downtown El Cajon Business Partners, the management company for the Downtown El Cajon Property-Based Improvement District (PBID) requests approval for the 2020 “Cajon Classic Cruise” car show series. PBID acknowledges that no special events of 1,000 or more attendees can take place until the City of El Cajon receives guidance from the County of San Diego Public Health Officer that is specific about expanded public gathering. The weekly shows will be held every Wednesday evening from 5:00 to 8:00 p.m., July 1 through October 28, 2020, subject to compliance with the Public Health Officer orders allowing (or conditionally allowing) public gatherings of this size and nature.

The Cajon Classic Cruise events will include amplified music, inflatables, promotional banners, food/merchandise vendors, and informational booths. These events are open to the public with approximately 2,000 attendees anticipated weekly. In accordance with El Cajon Municipal Code Chapter 12.24, staff recommends that City Council approve the use of the public right-of-way for the proposed 2020 “Cajon Classic Cruise” series.

The event is not for the sole purpose of advertising products, goods, or for private profit. Instead, the event will provide a central venue to promote community involvement, City awareness, and public camaraderie. Traffic management has been approved by the City’s Traffic Engineer, which will be coordinated with Public Works staff and Police to ensure a safe and healthy event.

For the 2020 tentative season, organizers are requesting closure of the following streets.

Partial Street Closures (July 1 or first show – October 28, 2020)

2:30 to 10:00 p.m. Sulzfeld Way: North of East Main Street to south of the alley

2:30 to 10:00 p.m. Orange Avenue: South of West Main Street to north of the alley

2:30 to 10:00 p.m. Sunshine Avenue: South of West Main Street to north of the alley

Full Street Closures (July 1 or first show, July 22, September 23 & Oct 28, 2020)  
2:30 to 10:00 p.m. Sulzfeld Way: North of East Main Street to south of the alley  
2:30 to 10:00 p.m. Orange Avenue: South of West Main Street to north of alley  
2:30 to 10:00 p.m. West Main Street: East of Sunshine Avenue to west of Magnolia Avenue  
2:30 to 10:00 p.m. East Main Street: East of Magnolia Avenue to west of Claydelle Avenue

Upon approval, the Special Event Committee will notify the Downtown El Cajon Business Partners of the additional conditions to be met which include: approved certificates of insurance, a signed petition from a majority of affected businesses and residents, and any necessary permits or licenses. The applicant must meet with City staff to review all conditions before final approval of event.

**CALIFORNIA ENVIRONMENTAL QUALITY ACT:**

The proposed project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) according to Section 15061 (b)(3) the "General Rule," which states that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The temporary use of the City's right-of-way for a community event and the detouring of other modes of transportation within City streets will not have a significant effect on the environment.

**FISCAL IMPACT:**

Applicable fees to be paid by the applicants.

Prepared By: Frank Carson, Director of Parks & Recreation

Reviewed By: Vince DiMaggio, Assistant City Manager

Approved By: Graham Mitchell, City Manager

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## City Council Agenda Report

**Agenda Item 11.**

**DATE:** June 23, 2020  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Clay Schoen, Director of Finance  
**SUBJECT:** Fiscal Year 2020-21 Annual City, Housing Authority, and Successor Agency Budgets

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### RECOMMENDATION:

That the City Council, Housing Authority, and the City of El Cajon as Successor Agency to the former Redevelopment Agency holds a joint public hearing to consider the Fiscal Year 2020-21 Proposed Budgets. After closing the public hearing, staff recommends the following:

1. Acting as the City Council, individually adopt the following:
  - a. Resolution of the City of El Cajon Adopting the Fiscal Year 2020-21 Annual Budget.
  - b. Resolution Approving and Adopting the Annual Appropriations Limit for Fiscal Year 2020-21.
  - c. Resolution Approving Designation of General Fund Balances.
2. Acting as the Housing Authority Board of Directors, adopt Resolution titled: Resolution of the El Cajon Housing Authority Adopting the Fiscal Year 2020-21 Budget.
3. Acting as the Successor Agency to the former Redevelopment Agency Board of Directors, adopt Resolution titled: Resolution of the City Council of the City Of El Cajon as the Successor Agency to the former El Cajon Redevelopment Agency Adopting the Fiscal Year 2020-21 Budget.

### BACKGROUND:

Presented for adoption are the Fiscal Year 2020-21 Budgets for the City, Housing Authority, and the Successor Agency to the former Redevelopment Agency. After today's public hearing, it is recommended that the City Council/Board approve City, Housing Authority, and Successor Agency resolutions to adopt the Fiscal Year 2020-21 Budgets and the City's Annual Appropriations Limit for Fiscal Year 2020-21.

The Successor Agency budget and a Recognized Obligations Payment Schedule (ROPS) must be prepared by the Successor Agency and presented to the Oversight Board and State Department of Finance for approval. The annual budget and ROPS for Fiscal Year 2020-21 was approved by the Oversight Board on January 16, 2020, and subsequently submitted to the State and County Auditor-Controller for allocation of funding. In addition to the resolutions, attached to this report is the City Manager's Transmittal Letter and the FY 2020-21 Budget cover page. A copy of the full budget can be found

at [www.cityofelcajon.us/your-government/departments/finance/budgets-financial-policies](http://www.cityofelcajon.us/your-government/departments/finance/budgets-financial-policies).

**FISCAL IMPACT:**

Appropriations totaling \$149,503,533 will be established for City of El Cajon and Housing Authority funds in addition to \$4,613,927 for the Successor Agency of the former El Cajon Redevelopment Agency.

Prepared By: Clay Schoen, Director of Finance

Reviewed By: N/A

Approved By: Graham Mitchell, City Manager

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**Attachments**

City Manager Budget Message

FISCAL YEAR 2020-2021 PRELIMINARY ANNUAL BUDGET

Resolution - FY 20-21 Budget

Resolution - Annual Appropriations

Resolution - Designate GF Balances

Resolution - Housing Authority Budget

Resolution - Successor Agency Budget

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## City Manager

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June 23, 2020

Honorable Mayor, City Council, and El Cajon Residents:

I am pleased to present the City of El Cajon Fiscal Year 2020-2021 (FY 2020-21) Annual Budget. The annual budget is the financial embodiment of the City Council's goals, policies, and objectives for the coming year. The budget document serves as the City's financial plan based on the Five-Year Business Plan and the Comprehensive Annual Financial Report (CAFR). The City's budget focuses on priorities such as fiscal stability, public safety, public infrastructure, and community (such as recreation, culture, and public events).

Since the adoption of last year's budget, the City has experienced a significant change in local economic conditions, as have most communities around the globe, due to the coronavirus (COVID-19) pandemic. In an effort to curb the spread of this virus, State and County public health officials ordered restrictions on businesses and the movement of people, resulting in a dramatic reduction in General Fund sales tax revenue. In FY 2019-20, it is anticipated that the loss of sales tax due to these orders will be in the magnitude of \$3.6 million. In FY 2020-21, we are anticipating another loss of \$5.8 million from what staff had projected last year. This figure could grow if the health orders bring about a full recession or could end up being less than predicted if the economy bounces back due to pent up demand in consumer spending.

With the loss of General Fund sales tax revenue and the additional negative impacts on other revenue sources, the FY 2020-21 budget relies on an infusion of approximately \$3.6 million in reserve funds, which have been set aside for economic uncertainty. These funds, on top of the \$1.2 million in cuts in expenditures from the previous fiscal year, result in a budget that strives to maintain similar levels of service to the City's residents, businesses, and visitors.

The following points highlight several elements of the FY 2020-21 budget, in addition to the anticipated decline in sales tax revenue:

- Overall revenues total \$74.1 million, \$3.2 million less than last year's budgeted amount.
- Overall expenditures total \$77.7 million, down from last year's total of \$78.9 million.
- One of the most significant increases in FY 2020-21 General Fund expenditures is a pension cost increase of \$1.4 million or 8.3 percent from the previous year.
- At the end of FY 2020-21, the budget anticipates a combined General Fund balance and reserve of \$41.7 million.
- The City's 33 non-General Fund budgets, with combined expenditures of nearly \$60.9 million in FY 2020-21, support many of the City's objectives.

**City of El Cajon • 200 Civic Center Way • El Cajon, CA 92020**

**(619) 441-1716 • Fax (619) 441-1770**

**[www.cityofelcajon.us](http://www.cityofelcajon.us)**

I am proud to say that the FY 2020-21 budget maintains service levels while meeting other priorities, despite the financial impacts facing the City. The following sections demonstrate how community priorities are accomplished through this budget.

#### *Fiscal Stability*

The FY 2020-21 budget maintains a strong General Fund reserve of nearly \$41.7 million, despite the need to use the fund due to the decline in sales tax revenue in FY 2019-20 and FY 2020-21. This reserve balance represents approximately 53.7 percent of the City's General Fund expenditures. This balance will protect the City in the event of an economic or natural disaster and will allow the City to maintain services. During the upcoming fiscal year, the City will continue to seek strategies to reduce costs while augmenting revenue.

#### *Economic Development*

The FY 2020-21 budget includes \$800,000 for economic development activities. A significant amount of this allocation is for development agreements entered into over the past few years to facilitate vital development (Courtyard Marriott and new car dealerships—BMW, Honda, and Mercedes Benz). Other monies have been allocated for business development activities related to the City's five Opportunity Zones and business attraction.

#### *Public Safety*

The FY 2020-21 budget includes compensation increases to public safety employees in order to fill vacancies and retain trained staff. Also, this budget reflects the Police Department's ongoing use of the Special Enforcement Unit to address quality of life issues including the impacts of homelessness on the community. Additional funding toward homeless programs and reacting to homelessness continues to be a budget priority in FY 2020-21.

#### *Public Infrastructure*

Throughout FY 2020-21, the City will continue to implement its aggressive street maintenance program by allocating various transportation funds toward street paving, installation of sidewalks, and improvements to drainage systems. In addition, \$11.8 million in grant funding has been obtained for Citywide vehicle/pedestrian/bicycle safety and ADA improvements. Significant improvements are budgeted for projects on Main Street, El Cajon Boulevard, Marshall Avenue, 2<sup>nd</sup> Street, Jamacha Road, and Madison Avenue.

SANDAG Smart Growth Grant funding in the amount of \$5 million and San Diego River Conservancy Prop 68 Grant funding in the amount of \$500,000 was obtained for improvements along El Cajon Boulevard and Main Street to revitalize the areas surrounding the El Cajon Transit District and the Main Street corridor between Marshall Avenue and El Cajon Boulevard.

Of the \$39.9 million in appropriation for infrastructure improvements in FY 2020-21, \$38.65 million is from non-General Fund sources.

#### *Community (Recreation, Culture, and Public Events)*

The FY 2020-21 budget allocates resources to community events and recreation. The budget funds important community events such as the Fourth of July Celebration, HauntFest, Mother Goose Parade, and movies in the parks. To help reduce costs this fiscal year because of the financial impacts of COVID-19, the City plans to cancel the 2021 American on Main Street event. The FY 2020-21 budget includes allocations of funds to improvements at Wells Park and new playground surfacing at Bill Beck Park.

The City boasts six community centers, which is three times the national average per capita, four with gymnasiums and one with a public swimming pool. Core recreation classes, such as dance,



tumbling, cheer, gymnastics, preschool, swim, youth sports and adult enrichment classes will be expanded to meet the diverse needs of the community.

Through community events, the City anticipates attracting over 200,000 visitors to Downtown. The budget also provides management of The Magnolia. This venue will attract thousands of visitors to El Cajon and will have a significant economic impact on surrounding businesses.

### **Conclusion**

The FY 2020-21 budget represents a fiscally sound plan that effectively addresses the fiscal realities facing cities in California. It allocates scarce resources to meet community needs and priorities. Lastly, it reflects the need to consider budget-tightening measures that will allow the City to continue providing high levels of service in FY 2020-21 and beyond.

Staff recognizes the State's increasing and ongoing efforts to dictate local government spending priorities and increasing the number of unfunded mandates that negatively impact the City's fiscal future. Because of this, the impacts of the COVID-19 pandemic, and rapid shifts occurring in the economy, staff continues to analyze opportunities to provide more efficient services, including modifications to staffing models within the City. I believe that this analysis is important to ensure that customer service levels are sustainable.

This budget document is the result of the dedicated effort of the entire City of El Cajon team, led by the Finance Department. The Finance Department, working with all City departments and the executive team, has prepared a budget that reflects the values and vision set forth by the City Council. The City Council's continued leadership, stability, and foresight continue to be the primary ingredients in El Cajon's success.

Finally, under the direction of the City Council, I am honored to lead a team of committed municipal employees with a passion to serve the El Cajon community.

Respectfully submitted,



Graham Mitchell  
City Manager

PRELIMINARY ANNUAL

# BUDGET SUMMARY



*The Valley of Opportunity*

*Incorporated 1912*



FISCAL YEAR  
2020-2021

[HTTPS://WWW.CITYOFELCAJON.US/YOUR-  
GOVERNMENT/DEPARTMENTS/FINANCE/BUDGETS-  
FINANCIAL-POLICIES](https://www.cityofelcajon.us/your-government/departments/finance/budgets-financial-policies)

RESOLUTION NO. \_\_-20

RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF EL CAJON ADOPTING THE  
FISCAL YEAR 2020-2021 ANNUAL BUDGET

WHEREAS, the City Council of the City of El Cajon reviewed the proposed 2020-2021 annual budget at the June 9, 2020 City Council meeting, and accepted public comments to the proposed budget; and

WHEREAS, on June 23, 2020, the City Council further held a public hearing to accept additional testimony, both oral and written, related to the proposed 2020-2021 annual budget; and

WHEREAS, the annual budget includes all City grants and annual capital improvement budgets; and

WHEREAS, copies of the budget have been provided on the City's website, at various City Hall locations, and made available to the public.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

The City Council does hereby approve and adopt the City of El Cajon budget titled *City of El Cajon Annual Budget 2020-2021*, incorporated herein by reference, and reaffirms all active capital project budgets and related funding transfers.

06/23/20 CC Agenda

Reso - Budget – Adopt City FY 20-21 Budget 061620

RESOLUTION NO. \_\_-20

RESOLUTION APPROVING AND ADOPTING THE  
ANNUAL APPROPRIATIONS LIMIT FOR  
FISCAL YEAR 2020-2021

WHEREAS, Article XIII (B) of the State Constitution places various limitations on the appropriations of the state and local governments; and

WHEREAS, Article XIII (B) provides that the appropriations limit for the fiscal year 2020-2021 is calculated by adjusting the appropriations of the fiscal year 2019-2020 for changes in the price and population; and

WHEREAS, the information necessary for making these adjustments is attached in Exhibit "A," and made a part hereof; and

WHEREAS, the City of El Cajon has complied with all of the provisions of Article XIII (B) in determining the appropriations limit for fiscal year 2020-2021.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

That the appropriations subject to limitations in fiscal year 2020-2021 shall be \$173,575,944 for the City of El Cajon.

06/23/20 CC Agenda

Reso - Budget – Annual Appropriations Limit for FY 20-21 Budget 061620

## EXHIBIT "A"

### DETERMINATION OF 2020-2021 APPROPRIATIONS LIMIT CONSTITUTIONAL SPENDING LIMITS

Article XIII (B) of the California Constitution provides that the City's annual appropriations be subject to certain State limitations. This appropriations limit is often referred to as the Gann Limitation. The City's limitation is calculated each year and is established by a resolution of the City Council as a part of the Annual Operating Budget.

The Article XIII (B) limitation for Fiscal Year 2020-2021 is \$173,575,944. The Gann spending limitation is calculated by taking the prior year's limitation of \$166,883,786 and adjusting it by the growth factor in the California Per Capita Personal Income and change in the population within the County of San Diego.

The Article XIII (B) limitation is not a restricting factor for the City of El Cajon due to the population growth during the past several years.

#### Basic References:

- (1) City of El Cajon Resolution No. 064-19 (established 2019-2020 appropriations limit)
- (2) Article XIII (B), State Constitution, as implemented by SB 1352 of 1980 and amended by Proposition 111 and SB 88 of 1990
- (3) "Price and Population Data for Local Jurisdictions," Department of Finance, State of California, May 2020

#### Raw Data:

California per Capita Personal Income	Non-Residential New Construction	Population Growth County of San Diego	Population Growth City of El Cajon
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3.73%	*	.27%	.28%
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CORRECTED APPROPRIATIONS LIMIT 2019-2020	=	\$166,883,786
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#### Calculation:

2020-2021  $1.0373 \times 1.0027 = 1.0401007 \times \$166,883,756 = \$173,575,944$

\* Unavailable at this time.

RESOLUTION NO. \_\_-20

A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF EL CAJON APPROVING  
DESIGNATION OF GENERAL FUND BALANCES

WHEREAS, maintaining appropriate levels of fund balance, commonly referred to as reserves, is a critical component of sound financial management and fiscal security; and

WHEREAS, the practice of maintaining reserves was formalized by El Cajon City Council adoption of the Fund Balance City Council Policy B-12 ("Policy B-12") on June 14, 2011, and reinforced by the Pension Reform and Fiscal Responsibility Plan Resolution No. 47-13 adopted on April 9, 2013 ("Resolution 47-13"); and

WHEREAS, by implementation of Policy B-12 and Resolution 47-13, as well as subsequent annual budgets, the following reserve accounts have been established and maintained at various levels:

1. Carryover Reserve (Unassigned Fund Balance): Funded by revenues received in excess of expenditures, and available for future appropriation;
2. Designated for Economic Uncertainty (Assigned Fund Balance): Established for the purpose of stabilizing delivery of City services during periods of structural budget deficits and to mitigate the effects of major economic uncertainties resulting from unforeseen changes in revenues and/or expenditures;
3. Designated for Unfunded PERS/Retirement Obligations (Assigned Fund Balance): Due to increasing retirement contribution rates to CalPERS and unfunded pension obligations, the City Council approved the Pension Reform and Fiscal Responsibility Plan, which includes making periodic additional payments to CalPERS, whenever fiscally prudent; and
4. Operating Reserve (Committed Fund Balance): A long-standing reserve established as 20% of annual expenditures for two purposes (1) to provide General Fund cash flow; and (2) to serve as a reserve of last resort against unexpected events or risks outside the City's control; and

WHEREAS, from time to time it becomes necessary to adjust reserve balances to reflect both changing economic conditions, as well as advance the City Council's commitment to sound financial management; and

WHEREAS, at the completion of Fiscal Year 2018-19 the General Fund had reserves totaling \$48.6 million, as detailed below:

<b>Reserve Account</b>	<b>Balance</b>
Carryover Reserve	\$18,295,313
Designated for Economic Uncertainty	6,500,000
Reserve for Unfunded PERS/Retirement Obligations	8,000,000
Operating Reserve (20% of Expenditures)	<u>15,778,655</u>
<b>Total General Fund Reserve Balance</b>	<b>\$48,573,968</b>

WHEREAS, the General Fund Carryover Reserve is currently 20.2% or approximately two (2) months of operating expenditures, which exceeds current requirements, and allows the opportunity to redirect funds to meet future City needs.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The above recitals are true and correct, and are the findings of the City Council.
2. The City Council hereby approves the designation of general fund balances as set forth in the table above, to better prepare the City of El Cajon for future financial challenges.
3. The City Manager and the Director of Finance are hereby authorized to designate general fund balances to balance reserve accounts as herein approved.

06/23/20 CC Agenda

Reso - Budget – Approve Designation of General Fund Balances FY 20-21 061620

RESOLUTION NO. ECHA-\_\_

RESOLUTION OF THE EL CAJON HOUSING AUTHORITY  
APPROVING THE FISCAL YEAR 2020-2021 BUDGET

WHEREAS, on March 9, 2011, the City Council for the City of El Cajon (the "City Council") established the El Cajon Housing Authority (the "Housing Authority") in order to transfer the affordable housing functions of the Agency, to the Housing Authority; and

WHEREAS, the Housing Authority anticipates the periodic return of Low- and Moderate-Income Housing Asset Funds through the repayment of outstanding Agency contracts, loans, other receivables, or other sources borrowed or generated by the Housing Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE EL CAJON HOUSING AUTHORITY BOARD OF DIRECTORS AS FOLLOWS:

1. The foregoing recitals are true and correct and constitute findings of the Housing Authority Board of Directors.

2. The Housing Authority Board of Directors hereby further finds and determines that the planning and administrative costs paid with Low and Moderate Housing Asset Funds or other funds as may be received, as described in the Low- and Moderate-Income Housing Asset Fund Administration and Capital Improvement Budgets are necessary for the production, improvement or preservation of low- and moderate-income housing as required by subdivision (d) of sections 33334.3 or 34200 *et seq.* of the California Health and Safety Code.

3. The Housing Authority Board of Directors hereby further finds and determines that the acquisition/development of properties to be owned by or assisted by the Authority, assistance to Low- and Moderate-Income Households and improvements to properties, including the California Dream First-Time Homebuyer Program, the Rapid Re-housing and Homelessness Project, the Cornerstone Place project, the 812-816 Grossmont project, the Housing Authority Development and Revitalization Project, and the Acquisition/Rehab/New Construction project are of benefit to the project area by helping to eliminate both physical and economic blight by producing and/or replacing affordable housing units, renovating facilities with substandard, defective or obsolete design or construction, and stimulating economic activity.

4. The Housing Authority Board of Directors hereby further finds and determines that no other reasonable means of financing the proposed activities are available to the community to fund these projects at this time.

5. The Fiscal Year 2020-2021 Low and Moderate-Income Housing Asset Fund Budget, including the Administration and Capital Improvement Budget included in the City of El Cajon fiscal year 2020-2021 annual budget, incorporated herein by reference, is hereby approved.



RESOLUTION NO. \_\_-20

RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF EL CAJON  
AS THE SUCCESSOR AGENCY TO THE  
EL CAJON REDEVELOPMENT AGENCY  
ADOPTING THE FISCAL YEAR 2020-2021 BUDGET

WHEREAS, the City of El Cajon formed the El Cajon Redevelopment Agency (the "Agency"), which has continuously engaged in redevelopment activities under the Community Redevelopment Law (Health and Safety Code sections 33000 *et seq.*) (the "Redevelopment Law"); and

WHEREAS, Assembly Bill 1X 26 (the "Dissolution Act") was enacted on June 28, 2011, to significantly modify the Redevelopment Law; and

WHEREAS, the Dissolution Act dissolved all redevelopment agencies in the state of California, including the El Cajon Redevelopment Agency, effective February 1, 2012; and

WHEREAS, section 34173 of the Redevelopment Law, as amended by the Dissolution Act, provides that the City, as the agency authorizing the creation of the Agency, is the successor entity to the Agency upon its dissolution (the "Successor Agency"), and is responsible for those obligations set forth in section 34177 of the Redevelopment Law, which include collecting obligations to the Agency, disposing of assets, winding down the affairs of the Agency, and otherwise performing such functions as required under the Dissolution Act; and

WHEREAS, the San Diego Countywide Redevelopment Successor Agency Oversight Board adopted a Recognized Obligation Payment Schedule ("ROPS") for expenditures for the period of July 1, 2020 through June 30, 2021 on January 16, 2020; and

WHEREAS, in order for the Successor Agency to act as contemplated herein the Agency must adopt an operating budget for the Fiscal Year 2020-2021 of \$4,613,927 for the Successor Agency; and

WHEREAS, the proposed budget is based on the anticipated level of responsibilities transferred to the Successor Agency; and

WHEREAS, the absence of any particular contract or other obligation, from a ROPS does not in any way waive the legal rights of the City of El Cajon to challenge the purported validity of such contracts or obligations under the Dissolution Act.

NOW, THEREFORE, BE IT RESOLVED BY THE EL CAJON CITY COUNCIL AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct.

Section 2. Approval of Budget. The City Council, solely in its capacity as the Successor Agency, hereby approves the operating budget of \$4,613,927 for the Fiscal Year 2020-2021.

Section 3. Appropriations. The appropriations listed in Exhibit "A," establishing the operating and project administrative budgets for the City of El Cajon as Successor Agency to the former El Cajon Redevelopment Agency, consistent with the ROPS for the period of July 1, 2020 through June 30, 2021, are to be made.

06/23/20 CC Agenda

Reso - Budget – Adopt Successor Agency FY 20-21 Budget 061620

EXHIBIT "A"

SUCCESSOR AGENCY TO THE EL CAJON REDEVELOPMENT AGENCY  
PROPOSED BUDGET  
FISCAL YEAR 2020-2021

Activity		Total FY2020-21
<b><u>Other Funds</u></b>		
702000	Hazardous Materials Testing-Park & Ballantyne	\$ 100,000
701110	Successor Agency Administration	45,000
<b><u>RPTTF - Non Administrative</u></b>		
701100	Successor Agency Debt Service	\$ 4,468,927
<b>Total Fiscal Year 2020-21 Budget</b>		<b>\$ 4,613,927</b>



City Council  
Agenda Report

**DATE:** June 23, 2020  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Morgan Foley, City Attorney  
**SUBJECT:** Adoption of New Fees; Modification and Elimination of Existing Fees; and Amendment of Schedule of Miscellaneous Fees

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**RECOMMENDATION:**

That the City Council:

1. Opens the Public Hearing and receives testimony;
2. Closes the Public Hearing; and
3. Adopts the next Resolution, in order, to modify certain existing fees, add and delete certain fees, and amend the City's Schedule of Miscellaneous Fees.

**BACKGROUND:**

City staff annually reviews existing fees and charges, and if needed, proposes changes to the City's Schedule of Miscellaneous Fees (the "Schedule") based on the reasonable anticipation of actual costs to provide City services. The current Schedule was more recently amended on June 11, 2019, by Resolution No. 058-19.

The following generally describes changes in fees recommended by the Building & Fire Safety, and Planning, Divisions of the Community Development Department; as well as the Finance; Fire; Police; Public Works; and Parks & Recreation Departments. Proposed fee changes for the Finance; Fire; Police; and Parks & Recreation Departments will take effect on July 1, 2020. Building & Fire Safety, Planning, and Public Works fee revisions will take effect sixty (60) days following adoption by the City Council, on August 22, 2020.

The Building and Fire Safety Division has requested the addition of new fees and redefinition of an existing fee.

The Planning Division has recommended increases in Planning fees to achieve full cost recovery; the addition of a Substantial Conformance Review fee; and deletion of the Landscaping and Irrigation Plan Review fee. Planning fees were last increased in 2018.

The Finance Department requests the incorporation of existing Finance Department fees that were approved in 2014 by Resolution No. 099-14, but were not previously listed in the Schedule.

The Fire Department has proposed increases in Fire Department emergency medical transport fees.

The Police Department has recommended adding existing Police Department fees previously approved by Resolution No. 167-95 in 1995, and by Resolution No. 099-14 in 2014, to the Schedule, and increasing Animal Control fees.

The Public Works Department has requested the addition of new Public Works fees; the increase of certain existing fees; elimination of the sale of wood and a duplicate fee; and inclusion of a fee previously not included in the Fee Schedule; as well as elimination of the Parks Department (which has now been combined with the Recreation Department).

The Parks & Recreation Department (formerly the Recreation Department) has proposed increases in fees as a result of staff review and analysis of all department fees and the actual amount of staff time required to accomplish each activity.

In calculating the revised fees, except in those cases where (1) the fee is changed due to the terms of a contract with a third party for the provision of services, and (2) the changes in the fee are the result of new federal or state requirements, the changes are based on the amount of time spent by each personnel classification to accomplish the activity for which the fee applies, multiplied by the fully burdened hourly rate for the classification.

Data indicating the amount of cost, or estimated cost, of providing the services for which the fee or service charge is levied, and the source of all revenues anticipated to provide the services, to the extent required, is available for review in the City Clerk's Office.

**FISCAL IMPACT:**

These changes would modestly increase revenue and have a net result in approaching full cost recovery.

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Attachments

Resolution (redlined changes)

Resolution (final - changes accepted)

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RESOLUTION NO. ~~058-19~~ -20RESOLUTION OF THE EL CAJON CITY COUNCIL AMENDING  
RESOLUTION NO. 71-93 PERTAINING TO FEES FOR CITY SERVICES

WHEREAS, at the City Council meeting on ~~June 11, 2019~~ June 23, 2020, staff recommended to the City Council that in an effort to achieve recovery of staff costs, it is necessary to update and revise some of the fees charged by the City of El Cajon to provide City services without adversely impacting the City's general fund; and

WHEREAS, in order to recover these costs, it is necessary to establish new fees and modify current fees by amending the Schedule of Miscellaneous Fees; and

WHEREAS, as required by Article XIII C of the California Constitution and California law, cities can only charge rates or fees that are equal to or less than the reasonably anticipated costs of providing the service, conferring a benefit, granting a privilege, performing regulatory duties, enforcing laws, or as a condition of property development; and

WHEREAS, in order to recover these costs, it is necessary to adopt new fees and modify current fees, and by amending the Schedule of Miscellaneous Fees; and

WHEREAS, the City Council has previously, by Resolution No. 71-93, and amended by numerous prior resolutions, the last of which was Resolution No. ~~059-18~~ 058-19, adopted and maintained a Schedule of Miscellaneous Fees; and

WHEREAS, following a properly noticed public hearing at which oral and written testimony was received and considered, the City Council has determined that it is in the best interest of the City to adjust fees for City services.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The El Cajon City Council hereby approves adjustment of fees for City services pursuant to the Schedule of Miscellaneous Fees attached hereto as Exhibit "A" and made a part hereof by this reference.

2. The Schedule of Miscellaneous Fees, as initially established by Resolution No. 71-93 and amended as set forth in the recitals above, is hereby amended to include said fee adjustments. Except as otherwise provided herein, any fees described on the Schedule of Miscellaneous Fees in conflict with the fees established or increased by this Resolution shall be void and of no force and effect.

3. This Resolution shall take effect immediately upon its adoption, and the fee changes for the ~~City Clerk's Office and~~ Finance, Fire, Police, and Parks & Recreation Departments will take effect on July 1, ~~2019~~ 2020. However, Building & Fire Safety,

Planning, and Public Works fee revisions will take effect 60 days following adoption by the City Council, on August ~~10, 2019~~ 22, 2020.

06/~~23/2019~~ CC Agenda

~~2019—Amend Misc Fee Schedule 051019~~ [Reso – 2020 Amendment of Schedule of Miscellaneous Fees 061520](#)

**SCHEDULE OF MISCELLANEOUS FEES**

Effective 07/01/~~19~~20 = ~~City Clerk~~Finance, Fire, Police, and Parks & Recreation  
Departments

Effective 08/~~10~~19~~22~~20 = Building & Fire Safety, Planning and Public Works  
(Amended by Resolution No. ~~058-19~~ -20)

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
<b>CITY CLERK</b>		
	Attestation fee	\$10.00
	Certification of documents	\$10.00
	Conformed copy of Recorded Document	County Recorder fee
	Copies (Standard size)	\$.04 per page (plus actual cost of employee's time to copy records)
	Copies of FPPC filings	\$.04 per page (plus actual cost of employee's time to copy records)
	+ retrieval fee for copies more than five (5) years old	\$5.00 per request
	DVD / CD	\$15.00
	Municipal Code (CD ROM Version of Quarterly Supplements)	\$100.00
	Municipal Code (hard copy)	\$360.00
	Municipal Code supplements	\$50.00
	Public Hearing (including appeals)	\$945.00
	Recording fee	\$13.00 + County Recorder fees
	Request for Appeal to City Council (non-public hearing)	\$50.00
	Public hearing item that is referred to Planning Commission/City Council for new public hearing	Varies (actual costs of legal advertising and notifying property owners)
<b>COMMUNITY DEVELOPMENT</b>		
Building & Fire Safety		
	<b><u>Copies:</u></b>	
	Building permits	\$2.00 first page
	Additional pages	\$1.00 each additional page
	Blueprint copies	\$2.00 setup
	Per page	\$5.00 each page
	Archive fee	
	Permit documents	\$4.00 (base fee)
	Plans	\$4.00 (base fee)
	Up to 8 ½ " x 14"	\$.50/sheet
	Over 8 ½ " x 14"	\$2.00/sheet
	CD copy of Plans or Permits	\$16.00
	<b><u>Housing Permit Fee:</u></b>	\$6.00/unit (<25)
		\$5.75/unit (26-50)



<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
		\$5.50/unit (51-99)
		\$5.25/unit (100-199)
		\$5.00/unit (200 or more)
	Unsafe, substandard administrative fee to initiate proceeding	\$615.00
	Solicit bids to clear	\$1,690.00
	<b><u>Building Permit Fees:</u></b>	
	Valuation (based on the amended and adjusted 2016 Valuation Schedule as approved by the San Diego Chapter of ICC):	
	\$1.00 to \$500.00	\$27.09
	\$501.00 to \$2,000.00	\$27.09 for first \$500.00 + \$3.61 each add'l \$100.00 or fraction thereof to & including \$2,000.00
	\$2,001.00 to \$25,000.00	\$81.27 for first \$2,000.00 + \$16.25 each add'l \$1,000.00 or fraction thereof to & including \$25,000.00
	\$25,001.00 to \$50,000.00	\$455.11 for first \$25,000.00 + \$11.74 each add'l \$1,000.00 or fraction thereof to & including \$50,000.00
	\$50,001.00 to \$100,000.00	\$748.59 for first \$50,000.00 + \$8.13 each add'l \$1,000.00 or fraction thereof to & including \$100,000.00
	\$100,001.00 to \$500,000.00	\$1,154.94 for first \$100,000.00 + \$6.32 each add'l \$1,000.00 or fraction thereof to & including \$500,000.00
	\$500,001.00 to \$1,000,000.00	\$3,683.34 for first \$500,000.00 + \$5.42 each add'l \$1,000.00 or fraction thereof to & including \$1,000,000.00
	\$1,000,000.00 and up	\$6,392.34 for first \$1,000,000.00 + \$3.61 each add'l \$1,000.00 or fraction thereof
	<b><u>Plan Check Fee:</u></b>	
	65% of Building Permit Fee	
	Technology Maintenance Fee	\$25.00 surcharge on each permit processed
	<b><u>Allocated Fees:</u></b>	
	Building Permit General Plan	\$135.00/building permit
	Maintenance Fee Surcharge	
	Building Permit Code Enforcement Surcharge	
	<u>Valuation</u>	<u>Base Fee Amount</u>
	Up to \$500	\$11.65
	\$501 to \$2,000	\$11.65
	\$2,001 to \$25,000	\$34.95
	\$25,001 to \$50,000	\$195.70
	\$50,001 to \$100,000	\$321.89
	\$100,001 to \$468,000	\$496.62
		<u>Add'l Charge Per Unit</u>
		None
		\$1.55 per unit of 1,000
		\$6.99 per unit of 1,000
		\$5.05 per unit of 1,000
		\$3.50 per unit of 1,000
		\$2.72 per unit of 1,000

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Over \$468,000   \$1,500.00	
	<del>Building Permit Plan Check Fee</del>	<del>\$26.00/building permit</del>
	Planning Division <del>Plan Check</del> <del>Surcharge</del>	
	<a href="#">Residential Addition/Remodel/Accessory Structure/Patio</a>	<a href="#">\$60.00</a>
	<a href="#">New single-family; ADU; duplex; or minor multi-family addition (less than 500 square feet)</a>	<a href="#">\$110.00</a>
	<a href="#">Commercial TI or Minor Commercial Addition (less than 500 sq. ft.)</a>	<a href="#">\$110.00</a>
	<a href="#">Major Commercial Addition or New Commercial Building</a>	<a href="#">\$220.00</a>
	<a href="#">Major Multi-family addition or New Multi-Family Building or Subdivision</a>	<a href="#">\$330.00</a>
	<a href="#">Planning Re-Inspection (after two failed final inspections)</a>	<a href="#">\$110.00 each inspection</a>
	<a href="#">Phased Final Inspection</a>	<a href="#">\$110.00 each inspection</a>
	<b><u>Electrical Fees:</u></b>	
	Issuance Fee without Plans	\$36.00
	Issuance Fee with Plans	\$10.00
	<del>New Residential by Square Foot</del> <a href="#">Electrical devices (switches, lights, outlets, etc.)</a>	<a href="#">\$0.10 per square foot</a>
	Swimming Pool Electrical	\$70.00
	Temporary Power	\$33.00
	Miscellaneous Circuit	\$26.00
	Lighting Fixtures up to 20	\$2.00
	Lighting Fixtures over 20	\$1.00
	Switches, Outlets, Light Outlets up to 20	\$2.00
	Fixed Appliances	\$7.00
	Sign Electrical – 1 <sup>st</sup> circuit	\$34.00
	Additional Sign Circuit	\$7.00
	Meter Upgrade / Services to 200 Amp	\$43.00
	Meter Upgrade / Services 200 to 1000 Amp	\$88.00
	Meter Upgrade / Services over 1000 Amp	\$176.00
	Generators, Transformers, etc.	As per services of same amperage rating
	PV Systems 1.5 hours P.C. & 1.5 hours inspection time per 10,000 kilowatt or portion thereof	
	PV System (up to 50 modules)	\$250.00
	PV System (51 to 100 modules)	\$360.00
	PV System (each block of 100, or portion thereof, over 100)	\$135.00
	Energy Storage System (battery) with PV	\$115.00
	Energy Storage System (battery) without PV	\$230.00
	Commercial Charging Stations (up to 5)	\$230.00
	Commercial Charging Stations (6 and over)	\$430.00
	<b><u>Plumbing Fees:</u></b>	

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>			
	Issuance Fee without Plans	\$47.00			
	Issuance Fee with Plans	\$23.00			
	Fixture, Rainwater System	\$17.00			
	Building Sewer	\$36.00			
	Water Heater	\$17.00			
	Gas Piping to Five Outlets	\$12.00			
	Gas Piping Each Additional Outlet	\$2.00			
	Interceptor	\$17.00			
	Water Pipe /Fill Line	\$17.00			
	Drains/Vents	\$17.00			
	Lawn Sprinkler System	\$17.00			
	Vacuum Breaker	\$12.00			
	Backflow Prevention Device /Vac. Breaker	\$17.00			
	<b><u>Mechanical Fees:</u></b>				
	Issuance Fee without Plan	\$36.00			
	Issuance Fee with Plan	\$10.00			
	Heater /FAU to 100,000 BTU	\$21.00			
	Heater / FAU over 100,000 BTU	\$26.00			
	Wall Heater/Unit Heater	\$21.00			
	Vent	\$10.00			
	Heat Pump	\$39.00			
	Air Conditioner/Compressor to 100,000 psi	\$39.00			
	Air Conditioner/Compressor over 100,000 psi	\$52.00			
	Mechanical Gas System	\$13.00			
	Alter Duct System	\$16.00			
	Exhaust Fans/Hoods/Ducts	\$16.00			
	Miscellaneous Mechanical	\$16.00			
	Variable Air Volume	\$22.00			
	Evaporative Cooler	\$16.00			
	Air Handling Unit	\$21.00			
	Ventilation Fan (Single Duct)	\$10.00			
	<b><u>Fire/Building Permit Fee Schedule</u></b>				
	<u>Description</u>	<u>PC/Admin</u>	<u>Permit Fee</u>	<u>Total</u>	<u>Contracted Services</u>
	Air/Vapor Separator	\$84.00	\$155.00	\$239.00	Actual cost +20%
	A.G. Tank Installation	\$84.00	\$118.00	\$202.00	Actual cost +20%
	A.G. Tank Removal	\$84.00	\$118.00	\$202.00	Actual cost +20%
	Business (General) Fire Insp.	\$0	\$155.00	\$155.00	Actual cost +20%
	Fire Alarm Sys. <25 devices	\$167.00	\$226.00	\$393.00	Actual cost +20%

<u>Department</u>	<u>Fee Description</u>		<u>Current Fee/Unit Basis</u>		
	Fire Alarm Sys. 25-75 devices	\$207.00	\$226.00	\$433.00	Actual cost +20%
	Fire Alarm Sys. >75 devices	\$249.00	\$263.00	\$512.00	Actual cost +20%
	Fire Sprink.<25 heads New	\$167.00	\$226.00	\$393.00	Actual cost +20%
	Fire Sprink. 25-75 heads New	\$207.00	\$226.00	\$433.00	Actual cost +20%
	Fire Sprink. >75 heads New	\$249.00	\$263.00	\$512.00	Actual cost +20%
	Fire Sprink. <25 heads TI	\$84.00	\$190.00	\$274.00	Actual cost +20%
	Fire Sprink. 25-75 heads TI	\$126.00	\$226.00	\$352.00	Actual cost +20%
	Fire Sprink. >75 heads TI	\$167.00	\$263.00	\$430.00	Actual cost +20%
	Fire Ext. System (hood)	\$84.00	\$118.00	\$202.00	Actual cost +20%
	Fire Ext. System (other)	\$84.00	\$118.00	\$202.00	Actual cost +20%
	Install. Compressed Gas Sys.	\$84.00	\$155.00	\$239.00	Actual cost +20%
	Miscellaneous Clearance	\$0	\$155.00	\$155.00	Actual cost +20%
	Miscellaneous Inspection	\$0	\$76.00	\$76.00	Actual cost +20%
	Miscellaneous Review	\$76.00	\$0	\$76.00	Actual cost +20%
	Standpipe/Riser/Fire Pump	\$84.00	\$155.00	\$239.00	Actual cost +20%
	Tent Additional	\$0	\$22.00	\$22.00	Actual cost +20%
	U.G. Tank Installation	N/A	\$190.00	\$190.00	Actual cost +20%
	U.G. Water Supply/Private Hydr.	\$84.00	\$118.00	\$202.00	Actual cost +20%
	<b><u>Fire Review and Final Fire Clearance of Building Permit Applications</u></b>				
	<u>Description</u>	<u>Plan Review</u>	<u>Fire Inspection</u>	<u>Total</u>	
	Residential	\$76.00	\$76.00	\$152.00	
	Multi-Family	\$114.00	\$114.00	\$228.00	
	TI	\$76.00	\$76.00	\$152.00	
	Commercial	\$114.00	\$114.00	\$228.00	
	Technical Report	\$76.00	\$76.00	\$152.00	
	Miscellaneous Review	\$76.00	\$76.00	\$152.00	
	Miscellaneous Clearance	\$76.00	\$76.00	\$152.00	
	<b><u>Permit to Operate under California Fire Code</u></b>				
	<u>Description</u>			<u>Fee</u>	
	Aerosol Products			\$146.00	

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Amusement Buildings	\$109.00
	Aviation Facilities	\$146.00
	Barbeque Pit or Operation (one-time use)	\$91.00
	Block Party (one-time use)	\$18.00
	Carnival & Fairs	\$146.00
	Cellulose Nitrate Film	\$146.00
	Combustible Dust-Producing Operations	\$146.00
	Combustible Fibers	\$146.00
	Combustible Storage, Miscellaneous	\$146.00
	Compressed Gases	\$146.00
	Covered Mall Buildings	\$600.00
	Cryogenic Fluids	\$146.00
	Cutting & Welding	\$146.00
	Dry Cleaning Plants	\$146.00
	Exhibit & Trade Shows	\$146.00
	Explosives	\$159.00
	Fire Clearance Pre-Inspection 25 or fewer people	\$50.00
	Fire Clearance Pre-Inspection 26 or more people	\$100.00
	Fire Final for Residential Care Facilities – Elderly	\$60.00
	Fireworks	\$159.00
	Flammable & Combustible Liquids	\$146.00
	Floor finishing >350 sq. ft. using Class I or II liquids	\$73.00
	Fruit & Crop Ripening	\$146.00
	Fumigation & Thermal Insecticides Fogging	\$73.00
	Hazardous Materials	\$291.00
	HPM Facilities	\$146.00
	High Piled Storage	\$146.00
	High-Rise (Over 75')	\$291.00
	Hot Work Operations	\$146.00
	Institutional 1-3 (Jails & Detention Centers)	\$146.00
	Industrial Ovens	\$146.00
	Large Family Day Care	\$73.00
	Liquefied Petroleum Gas	\$146.00
	Liquid or Gas Vehicles or Equipment in Assembly Building	\$146.00
	Live Audiences	\$109.00
	Lumber Yards & Wood Working Plants	\$146.00
	Magnesium	\$146.00
	Motor Fuel-Dispensing Facilities	\$109.00
	Open Burning	\$73.00
	Open Flames & Candles	\$73.00
	Open Flames & Torches	\$73.00
	Organic Coatings	\$146.00
	Place of Assembly A-1	\$182.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Place of Assembly A-2	\$109.00
	Place of Assembly A-3	\$146.00
	Place of Assembly A-4	\$182.00
	Place of Assembly A-5	\$109.00
	Production Facilities	\$146.00
	Pyrotechnic Special Effects Material	\$159.00
	Pyroxylin Plastics	\$146.00
	Refrigeration Equipment	\$146.00
	Repair Garages	\$109.00
	Rooftop Heliports	\$109.00
	Spraying or Dipping	\$146.00
	Storage of Scrap Tires & Tire Byproducts	\$109.00
	Temp. Membrane Structures, Tents & Canopies	\$128.00
	Tire-Rebuilding Plants	\$109.00
	Vehicles Indoors	\$146.00
	Waste Handling	\$146.00
	Wood Products	\$146.00
	<b><u>Operational Permit under Health &amp; Safety Code</u></b>	
	<u>Description</u>	<u>Fee</u>
	Apartment, Hotel, Motel Inspections (1-14)	\$72.00
	Apartment, Hotel, Motel Inspections (15-50)	\$114.00
	Apartment, Hotel, Motel Inspections (51-100)	\$165.00
	Apartment, Hotel, Motel Inspections (101-150)	\$227.00
	Apartment, Hotel, Motel Inspections (151-200)	\$310.00
	Apartment, Hotel, Motel Inspections (201-250)	\$350.00
	Apartment, Hotel, Motel Inspections (251-300)	\$392.00
	Apartment, Hotel, Motel Inspections (301-350)	\$433.00
	Apartment, Hotel, Motel Inspections (351-400)	\$475.00
	Apartment, Hotel, Motel Inspections (>400)	\$516.00
	Care Facility Annual <25	\$146.00
	Care Facility Annual ≥25	\$219.00
	Care Facility Fire Clearance <25	\$146.00
	Care Facility Fire Clearance ≥25	\$219.00
	Care Facility Pre-Inspection <25 (by State law)	\$25.00
	Care Facility Pre-Inspection ≥25 (by State law)	\$50.00
	Daycare/In-home Care Licensing	\$146.00
	High Rise	\$291.00
	Institutional (I Occupancy)	\$146.00
	<b><u>Additional Fees:</u></b>	
	Expedited Plan Check Fee – when available, expedited plan check fee will be charged at the rate of the normal plan fee plus 50% to cover cost of overtime.	
	Condominium Conversion Fee	\$181.00/1 <sup>st</sup> unit \$90.00/additional units

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Demolition Permit Fee	\$142.00
	Relocation Permit Fee	\$179.00
	Inspections outside of normal business hours:	
	If extension of workday – minimum one hour at 1.5 times fully burdened hourly rate.	
	If not extension of workday, or on weekend – minimum two hours at 1.5 times fully burdened hourly rate.	
	Re-inspection fees (normal business hours) – fully burdened hourly rate.	
	Additional plan review – minimum one hour at fully burdened hourly rate.	
	General Business Fire Inspection	\$30.00
<b>COMMUNITY DEVELOPMENT</b>		
Housing	Annual Participating Lender Fee	\$100.00
	Participating Lender Fee	\$250.00
	Reconveyance Fee	\$45.00
	Subordination Fee	\$200.00
	Subordination Fee Re-Check	\$50.00
<b>COMMUNITY DEVELOPMENT</b>		
Planning	Archive Fee:	
	Entitlement Permit Plans	\$4.00 Setup fee
	Up to 8½" x 14"	\$.50/sheet
	Over 8½" x 14"	\$2.00/sheet
	<u>Copies:</u>	
	General Plan	
	Text	\$10.00
	Map	\$15.00
	Zoning Map	\$15.00
	Zoning Ordinance (copy on CD)	\$10.00
	Zoning Ordinance (hard copy)	\$25.00
	Standard photocopies	\$.04 per page (plus actual cost of employee's time to copy records)
	Administrative Zoning Permit	<del>\$325.00</del> <u>\$350.00</u> (Disabled person license/placard holders applying for shade structures are exempt)
	Adult Entertainment	<del>\$3,025.00</del> <u>\$4,000.00</u>
	Agreement Not to Convey Condominium Conversions	\$1,680.00
	Amending Zoning Code	<del>\$2,375.00</del> <u>\$2,500.00</u>
	Annexation	<del>\$2,100.00</del> <u>\$2,120.00</u> per acre
	Annual Alcohol Sales Regulatory Fee (Resolution 98-13)	\$0.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Appeal <del>—Administrative</del> to Planning Commission	<del>\$263.00</del> 280.00
	Appeal <del>—Public Hearing</del> to City Council	<del>\$945.00</del> 1,000.00
	Certificate of Compliance	<del>\$1,150.00</del> 1,210.00
	Certificate of Modification	<del>\$1,125.00</del> 1,185.00
	Conditional Use Permit (CUP)	<del>\$5,195.00</del> 5,525.00
	Conditional Use Permit (Minor)	<del>\$2,075.00</del> 2,180.00
	Development Agreement	\$Cost (\$10,000.00 deposit required)
	Director's Determination	<del>\$120.00</del> 145.00
	Environmental Impact Report (EIR)	\$Cost (\$10,000.00 deposit required)
	Extension of Time	<del>\$525.00</del> 550.00
	Fish and Game Impact Fee	<del>\$89.00</del> 95.00 + pass-thru costs
	General Plan Amendment (GPA)	<del>\$3,505.00</del> 3,680.00
	Historic Resource Designation	<del>\$1,105.00</del> 1,160.00
	Landscape Documentation Package Review	<del>\$375.00</del> 395.00
	<del>Landscaping and Irrigation Plan Review</del>	<del>\$53.00 (up to two plan checks)</del>
	Lot Line Adjustment	<del>\$1,425.00</del> 1,500.00
	Minor Amendment	<del>\$1,205.00</del> 1,265.00
	Minor Use Permit	<del>\$1,205.00</del> 1,265.00
	Mitigated Negative Declaration / Initial Study	<del>\$5,100.00</del> 5,355.00 + \$263.00 for each required report (up to two reviews)
	Negative Declaration / Initial Study	<del>\$5,100.00</del> 5,355.00 + \$263.00 for each required report (up to two reviews)
	Notice of Determination	<del>\$89.00</del> 140.00 + pass-thru costs
	Partial Release of Lien (duplicate)	\$34.00 + County Recorder fees
	Planned Residential Development (PRD)	<del>\$6,760.00</del> 7,100.00
	Planned Unit Development (PUD)	<del>\$6,760.00</del> 7,100.00
	Public Hearing Continuance (by applicant)	<del>\$79.00</del> 85.00
	Public Hearing item that is referred to the Planning Commission/City Council	Varies (actual costs of legal advertising and notifying property owners)
	Re-inspection Fee	Fully burdened hourly rate
	Sign Application	
	Director's <del>Review</del>	<del>\$560.00</del> 680.00
	Planning Commission <del>Review</del>	<del>\$1,105.00</del> 1,265.00
	Staff <del>Review</del>	<del>\$109.00</del> 115.00
	Site Development Plan (SDP)	<del>\$3,900.00</del> 4,095.00
	Specific Plan (SP)	<del>\$5,960.00</del> 6,260.00
	<del>Substantial Conformance Review</del>	<del>\$350.00</del>
	Temporary Use Permit (TUP)	<del>\$150.00</del> 195.00
	Tentative Parcel Map (TPM)	<del>\$3,625.00</del> 3,885.00 + \$26.00/lot
	Tentative Subdivision Map (TSM)	<del>\$6,225.00</del> 6,355.00 + \$74.00/lot
	Temporary Subdivision Sign Application	\$53.00 application fee + \$105.00 refundable deposit / sign
	Tobacco License Fee	\$709.00
	Variance	<del>\$1,025.00</del> 1,075.00
	Zoning Letter	<del>\$126.00</del> 140.00
	Zoning Reclassification (ZR) (including prezoning)	<del>\$4,125.00</del> 4,335.00



<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
<b>FINANCE</b>		
	Escrow Demand processing fee	\$50.00
	Returned check fee	<del>\$20.00</del> <u>25.00</u>
	Lien Release processing fee	\$13.00 + County Recorder fee
	Special Operations License Application and Investigation fees	
	<a href="#">Alcohol- and tobacco-free public dances</a>	<u>\$335.00</u>
	<a href="#">Ambulances</a>	<u>\$335.00</u>
	<a href="#">Cabarets</a>	<u>\$335.00</u>
	<a href="#">Card rooms</a>	<u>\$335.00</u>
	<a href="#">Closing-out sales</a>	<u>\$335.00</u>
	<a href="#">Escort services</a>	<u>\$335.00</u>
	<a href="#">Fortune-telling and related occupations</a>	<u>\$335.00</u>
	<a href="#">Junkyards</a>	<u>\$505.00</u>
	<a href="#">Massage parlors</a>	<u>\$335.00</u>
	<a href="#">Pawnbrokers</a>	<u>\$505.00</u>
	<a href="#">Penny arcades and other games of skill or amusement</a>	<u>\$335.00</u>
	<a href="#">Poolrooms</a>	<u>\$335.00</u>
	<a href="#">Private patrol services</a>	<u>\$335.00</u>
	<a href="#">Public dances</a>	<u>\$335.00</u>
	Secondhand <a href="#">stores and kiosks</a> , <del>Pawnbroker,</del> <del>Auto Dismantler</del>	\$505.00
	<a href="#">Sound trucks</a>	<u>\$335.00</u>
	<a href="#">Swap meet operations</a>	<u>\$505.00</u>
	<a href="#">Towing service for city police towing purposes</a>	<u>\$335.00</u>
	<a href="#">Vehicles for hire</a>	<u>\$335.00</u>
	<del>All other special operation businesses/activities</del>	<del>\$335.00</del>
<b>FIRE</b>		
	<b><u>Weed Abatement:</u></b>	
	Administrative fee	\$95.00 per parcel
	Mowing	\$73.92 per hour
	Tractor/Loader	\$150.63 per hour
	Weedeater (City crew worker)	\$73.67 per hour
	Hauling – Dump truck	\$1.53 per mile
	Dumpster (hauled by City)	\$1.46 per yard
	Universal Dumpster – 25 yard	\$119.00 per load
	Universal Dumpster – 40 yard	\$154.00 per load
	<b><u>Emergency Medical Services (EMS):</u></b>	
	Non-Transport:	
	Basic Life Support (BLS) Assessment	\$0.00
	Advanced Life Support (ALS) Assessment	\$0.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Transport:	
	Basic Life Support (BLS) Transport	<del>\$1,178.40</del> <u>1,478.19</u>
	Advanced Life Support (ALS) Transport	<del>\$2,148.76</del> <u>2,606.18</u>
	Advanced Life Support (ALS) Transport (Level 2)	<del>\$2,378.34</del> <u>2,894.12</u>
	Transport Mileage	<del>\$41.23</del> <u>51.72</u> per mile
	Pre-Hospital Medical Supplies	Varies
	Insurance co-pay for City of El Cajon Residents	First \$100.00 waived
	<b><u>Records Requests:</u></b>	
	Public Records Request to include NFIRS, Patient Care Report and Fire Investigation Narrative	\$.04 per page (plus actual cost of employee's time to copy records)
	Individual photographs (if available)	Actual cost
	Photographs on CD (if available)	\$10.00 per incident
	<b><u>Subpoenas:</u></b>	
	Civil Subpoena – Business Records	\$15.00
	Civil Subpoena – Employee Witness Fee	\$275.00 – All employees (per day)
<b>POLICE</b>		
	Audio Reproduction Fee	\$45.00
	Body Worn Camera (BWC) Footage Reproduction	\$90.00
	Civil Subpoena – Business Records	\$15.00
	Civil Subpoena – Employee Witness Fee	\$275.00 – PD Employee (per day) \$275.00 – Peace Officer (per day)
	Copies	\$.04 per page (plus actual cost of employee's time to copy records)
	Copy of Call for Service (CFS) Report	\$1.00
	Copy of Police Report	\$10.00
	<a href="#">False Alarm Business License Tax (Upon 3<sup>rd</sup> and each subsequent false Police or Fire alarm at the same address within a twelve-month period)</a>	<a href="#">\$75.00 (plus processing fee, if applicable)</a>
	Fingerprint Fee (Inked)	\$20.00
	Fingerprint (LIVESCAN Fee)	\$35.00
	Massage License Fee	\$300.00
	<a href="#">Pawnbroker and Secondhand Dealer License Renewal fee</a>	<a href="#">\$640.00</a>
	Private Property Towing Administration Fee	\$40.00
	Vehicle Impound Fee:	
	Release of Impounded Vehicles	\$135.00
	Release of Impounded Vehicles Unlicensed/Revoked/Suspended	\$150.00
	Vehicle Repossession Fee	\$15.00
	VIN Verification	\$5.00
	VISA/Clearance Letter Fee:	

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Formal Letter	\$15.00
	Formal Letter with Notarization	\$25.00
	<u>Photograph Reproduction:</u>	
	Administrative Fee Research photo files, obtain clearances, package and mail	\$25.00
	Per Unit Charges	
	Black & White and Color	
	4 x 5	\$5.00
	5 x 7	\$6.00
	8 x 10	\$8.00
	Polaroid – Black & White and Color	\$5.00
	Proofs/Contact Sheets – Black & White and Color	\$8.00
<b>POLICE</b> Animal Control		
	License Fees (Altered Animals)	<a href="#">(not to exceed 1/2 of unaltered animal license fee)</a>
	<del>(Not to exceed one-half of license fee):</del>	
	Half-year	\$15.00
	One year	\$20.00
	Two years	<del>\$25.00</del> <a href="#">30.00</a>
	Three years	<del>\$30.00</del> <a href="#">40.00</a>
	<a href="#">Late Fee</a>	<a href="#">\$15.00</a>
	License Fees (Unaltered Animals)	
	Half-year	<del>\$30.00</del> <a href="#">35.00</a>
	One year	<del>\$40.00</del> <a href="#">50.00</a>
	Two years	<del>\$50.00</del> <a href="#">75.00</a>
	Three years	<del>\$60.00</del> <a href="#">100.00</a>
	Late Fee	\$15.00
	Transfer fee (Change of Ownership/Address)	\$5.00
	Duplicate Tags	\$5.00
	Penalty for Delinquency	\$15.00
	Impound Fees (Altered/Unaltered):	
	First Impound	\$40.00
	Second Impound	\$60.00
	Third and Subsequent Impounds	\$80.00
	<u>Mandatory State Fines – Unaltered Dogs and Cats</u>	
	(Over and above impound fees)	
	First Impound	\$35.00
	Second Impound	\$50.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Third and Subsequent Impounds	\$100.00
	<u>Dangerous Dog Home Inspection Fee</u>	
	<u>At time of initial registration/license</u>	<u>\$30.00</u>
	<u>Mandatory inspection each calendar year</u>	<u>\$30.00</u>
	Home Quarantine Fee	<del>\$20.00</del> <u>30.00</u>
	<u>Boarding Fees</u>	
	<del>Boarding Fees</del> <u>Standard</u>	<del>\$8.00</del> <u>10.00</u> per day
	Requiring veterinary care <u>at Shelter</u>	<del>\$10.00</del> <u>20.00</u> per day
	Rabies Vaccination Fee	<del>\$6.00</del> <u>10.00</u> /each
	Other Vaccinations	\$20.00/each
	Microchip – for claimed only	<del>\$24.00</del> <u>25.00</u>
	Relinquishment Fee <u>(Resident)</u>	
	<del>Inside Jurisdiction – Resident</del>	<del>\$45.00</del>
	<del>Outside Jurisdiction – Non-Resident</del>	<del>\$55.00</del>
	<del>Litter – Puppies or Kittens</del>	<del>\$45.00</del>
	<del>Field – Resident (non-resident not accepted)</del>	<del>\$45.00</del>
	<u>Dogs, cats, litters</u>	<u>\$55.00</u>
	<u>Rabbits, large birds</u>	<u>\$25.00</u>
	<u>Reptiles</u>	<u>\$10.00</u>
	<u>Small rodents</u>	<u>\$5.00</u>
	Relinquishment Fee (Non-resident)	
	<u>Dogs, cats, litters</u>	<u>\$75.00</u>
	<u>Rabbits, large birds</u>	<u>\$30.00</u>
	<u>Reptiles</u>	<u>\$20.00</u>
	<u>Small rodents</u>	<u>\$10.00</u>
	Disposal Fee	
	Inside Jurisdiction	<del>\$10.00</del> <u>15.00</u>
	Outside Jurisdiction	<del>\$15.00</del> <u>20.00</u>
	Other Agencies	<del>\$85.00</del> <u>95.00</u>
	<u>Field</u>	<u>\$55.00</u>
	Adoption Fees (Not including Spay/Neuter Fee):	
	Dogs <u>(6 months to 8 years)</u>	\$80.00
	<u>Puppies (under 6 months)</u>	<u>\$100.00</u>
	Cats <u>(6 months to 8 years)</u>	\$80.00
	<u>Kittens (under 6 months)</u>	<u>\$100.00</u>

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Senior pets 8+ years	\$30.00
	<a href="#">Adoption of adult animals (over 6 months) by Senior Citizens (65+)</a>	<a href="#">½ price</a>
	<a href="#">Rabbits, chinchillas, large birds</a>	<a href="#">\$25.00</a>
	<a href="#">Canaries, parakeets, finches, mice, rats, hamsters, guinea pigs</a>	<a href="#">\$5.00</a>
	Other Animals	Amount to be set by Chief of Police or designee on an individual basis
	<u>Spay or Neuter Refundable Deposit</u> (if animal cannot be spayed/neutered at time of adoption)	
	Dog	\$40.00
	Cat	\$40.00
<b>PUBLIC WORKS</b>		
	1911 Act Petition (up to 5 parcels)	<del>\$1,460.00</del> <a href="#">1,600.00</a>
	1911 Act Petition (each additional parcel)	\$95.00
	<del>Annexation—Planning</del>	<del>\$2,100.00</del> per acre
	BMP Facility Maintenance Agreement	<del>\$670.00</del> <a href="#">620.00</a>
	Building Permit Review – Estimated Value < \$80,000.00:	
	Single Family Residential	<del>\$800.00</del> <a href="#">870.00</a>
	Multi-Family, Commercial or Industrial	<del>\$1,180.00</del> <a href="#">1,280.00</a>
	Subdivision Master Building Permit	<del>\$1,180.00</del> <a href="#">1,280.00</a>
	Minor Building Review; Addition of 400 square feet; or Added Plumbing Fixtures	<del>\$320.00</del> <a href="#">350.00</a>
	Building Permit Review – Estimated Value > \$80,000.00:	
	Single Family Residential	<del>\$800.00</del> <a href="#">870.00</a>
	Multi-Family, Commercial or Industrial	<del>\$1,180.00</del> <a href="#">1,280.00</a>
	Subdivision Master Building Permit	<del>\$1,180.00</del> <a href="#">1,280.00</a>
	Minor Building Review; Addition of 400 square feet; or Added Plumbing Fixtures	\$320.00
	Building Permit Review – Storm Water Fees	
	Single Family Residential	<del>\$215.00</del> <a href="#">240.00</a>
	Multi-Family or Commercial	<del>\$600.00</del> <a href="#">660.00</a>
	Subdivision Master Building Permit	<del>\$600.00</del> <a href="#">660.00</a>
	Inspection Fees	\$90.00
	Certificate of Correction for Subdivision Maps	<del>\$670.00</del> <a href="#">750.00</a>
	Condo Conversions CC&Rs and/or SW Mtce/Ops Plan Review	<del>\$310.00</del> <a href="#">350.00</a>
	Condo Conversions Storm Water Site Plan and/or BMP Facilities Agreements Review	<del>\$310.00</del> <a href="#">350.00</a>
	Copies	
	Maps and Plans	\$5.00/sheet

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Documents	\$.04 per page (plus actual cost of employee's time to copy records)
	Deed/Easement Prep/Quitclaim/LLA Deed Review	<del>\$1,060.00</del> <u>1,200.00</u>
	Drainage Study Review	<del>\$1,670.00</del> <u>1,890.00</u>
	<a href="#">Dumpster Permit</a>	<u>\$128.00</u>
	Encroachment Permit	
	Level One	\$135.00
	Level Two	\$450.00
	Level Three	\$580.00
	Encroachment (Plan Review Inspection – per hour)	\$100.00
	Erosion/ <del>Sediment</del> Control Plans >200 sq. ft. (Remodels, Pools, Additions, Walls)	<del>\$100.00</del> <u>110.00</u>
	Erosion/ <del>Sediment</del> Control Plan Review when Grading/Drainage Plan is not required	<del>\$535.00</del> <u>600.00</u>
	Erosion/ <del>Sediment</del> Control Plan Review when Grading/Drainage Plan is required	<del>\$800.00</del> <u>875.00</u>
	Erosion/ <del>Sediment</del> Control (per Inspection)	\$90.00
	Erosion/ <del>Sediment</del> Control Site Inspection for NPDES Compliance (includes 1-10 inspections)	\$500.00 + 0.5%
	Extension of Time for Tentative Subdivision and Parcel Maps – No Hearing	<del>\$380.00</del> <u>425.00</u>
	Extension of Time for Tentative Subdivision and Parcel Maps – Hearing (includes Notice of Public Hearing cost)	\$1,050.00
	Final Parcel Map Check (up to four (4) lots)	<del>\$5,100.00</del> <u>5,530.00</u>
	Final Subdivision Map Check (1 <sup>st</sup> five (5) lots)	<del>\$6,710.00</del> <u>7,325.00</u>
	Final Subdivision Map Check (each additional lot)	<del>\$190.00</del> <u>200.00</u>
	GIS Fees	Actual cost of employees' time
	Grading/Drainage Plan Review (including precise grading plans for new structures)	5% of 1 <sup>st</sup> \$50,000 of estimated site improvement costs + 3% of costs between \$50,000 and \$100,000, 2% of costs between \$100,000 and \$250,000, 1% of costs above \$250,000 (minimum of \$1,000)
	Grading/Drainage Construction Inspection: with Erosion Control Site Inspection	3.5% of the estimated cost of construction with a minimum of \$500 + (Erosion Control Site Inspection \$500 + 0.5% of estimated cost of construction)
	Hold Harmless Agreement (HHA) preparation	<del>\$800.00</del> <u>900.00</u>
	Hydrology Study Limited	<del>\$310.00</del> <u>350.00</u>
	Improvement Construction Inspection	3.5% of the estimated cost of construction (minimum \$500.00) (Soil Testing not included)
	Improvement Plan Check (including improvement plans for private sewer mains)	6.5% of 1 <sup>st</sup> \$50,000 of estimated site improvement costs, 4% of costs between \$50,000 and \$100,000, 1.5% of costs between \$100,000 and \$250,000, and 1% of costs >\$250,000, with a \$1,000 minimum; 1% of estimate for each review after three (3)
	Inspection of restaurant	\$130.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Annual inspection required	
	Inspection of Small or Medium High <100,000 sq. ft. Priority Commercial/Industrial Facilities Annual Inspection Required	\$280.00
	Inspection of Large High Priority >100,000 sq. ft. Commercial or Industrial Facilities Annual Inspection Required	\$500.00
	Lien Contract Preparation	<del>\$820.00</del> <u>900.00</u>
	Lien Contract Release	\$30.00
	Outdoor Dining or Sidewalk Vending Permit – Annual Fee	\$340.00
	Oversize/Overload Permit (max as permitted by State)	
	Single fee	Set by State – currently \$16.00
	Annual fee	Set by State – currently \$90.00
	PRD – Engineering Fees	<del>\$840.00</del> <u>900.00</u>
	PRD – Storm Water Fees	<del>\$825.00</del> <u>900.00</u>
	Public Service Sign (Installation)	\$620.00
	Public Service Sign (Replacement)	\$360.00
	Reversion to Acreage	<del>\$3,625.00</del> <u>3,900.00</u>
	Restaurant FOG Building Permit Fee	\$225.00
	Septic Tank Hauler's Discharge Fee	<del>\$8.36</del> <u>9.86</u> /100 gallons
	Sewer Lateral Video Review	\$200.00
	Sewer Wet Tap Fee	\$720.00
	Special Event – Prepare Traffic Plan (Major)	<del>\$1,260.00</del> <u>1,400.00</u>
	Special Event – Prepare Traffic Plan (Minor)	<del>\$420.00</del> <u>459.00</u>
	Special Event – Traffic Control (per hour per crew)	\$480.00
	Special Event – Traffic Plan Review	<del>\$380.00</del> <u>394.00</u>
	Street Light Inspection per Light (Amount includes est. \$90.00 energizing fee from SDG&E)	<del>\$460.00</del> <u>500.00</u>
	Street or Public Service Easement Vacation	
	(with Public Hearing)	<del>\$1,780.00</del> <u>1,900.00</u>
	(without Public Hearing)	<del>\$650.00</del> <u>700.00</u>
	Standard Urban Storm Water Mitigation Plan (SUSMP) Project Plan Review (required if High Priority Project) (three (3) Plan Checks (min))	<del>\$3,620.00</del> <u>4,030.00</u>
	Conceptual SUSMP Project Plan Review	<del>\$1,830.00</del> <u>2,025.00</u>
	Priority Development Project (PDP) SUSMP Storm Water Mitigation Plan (SWMitP) Review	<del>\$1,830.00</del> <u>2,025.00</u>
	Additional Plan Check	\$160.00 each
	SUSMP BMP Inspection	
	1-3 Features	<del>\$250.00</del> <u>270.00</u>
	>3 Features	<del>\$340.00</del> <u>360.00</u>
	SWPPP Review (>1 acre)	<del>\$990.00</del> <u>1,100.00</u>
	Subdivision Agreement Preparation	<del>\$1,600.00</del> <u>1,750.00</u>
	Traffic Control Plan Review	\$300.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Traffic Impact Study Review	<del>\$970.00</del> <u>1,000.00</u>
	Trash Enclosure Building Permit Review	<del>\$135.00</del> <u>140.00</u>
	<u>Utility Permit Fee</u>	
	<u>Utility Permit - Level One</u>	<u>\$500.00</u>
	<u>Utility Permit - Level Two</u>	<u>\$850.00</u>
	<u>Utility Permit - Level Three</u>	<u>\$850.00 + additional inspection hours</u>
<b>PUBLIC WORKS</b>		
<b>Parks</b>		
	<del>Sale of wood</del>	<del>\$90.00/cord</del>
<b>PARKS &amp; RECREATION</b>		
Recreation Center / Park / Field Fee Schedule		
I. Center / Park Basic Use Fees		
The following fee schedule shall in all instances apply to classifications 3, 4, 5, 6, 7 and 8. Gymnasium and swimming pool fees will apply to <u>all</u> classifications except Class 1.		
	a. Center Meeting Room	<del>\$10.00</del> <u>14.00</u> per hour or fraction thereof, minimum 3 hours.
	b. Center Kitchen	<del>\$8.00</del> <u>10.00</u> per use for potluck or light refreshment. <del>\$23.00</del> <u>25.00</u> per use for full meal.
	c. Center Gymnasium	<del>\$25.00</del> <u>50.00</u> per hour or fraction thereof, minimum 2 hours. Use must be compatible with normal gymnasium use.
	d. Fletcher Hills Center Backyard	<del>\$10.00</del> <u>15.00</u> per hour or fraction thereof, minimum 3 hours.
	e. Fletcher Hills Swimming Pool	\$80.00 per hour or fraction thereof, minimum 2 hours, plus Extra City Staff Services fee. Minimum of two City certified lifeguards on deck at all times. (Private use fee does not apply.)
	f. Kennedy Skatepark	<del>\$22.00</del> <u>30.00</u> per hour or fraction thereof, minimum 2 hours, plus Extra City Staff Services fee. Minimum of two staff required. Light use an additional \$16.00 per hour.
	g. Wells Center Back Lawn	<del>\$15.00</del> <u>20.00</u> per hour or fraction thereof, minimum 3 hours.
II. Special Use Fees		
In addition to the basic rental fees as set forth in the fee schedule, additional fees will be charged for the following activities or services regardless of usage classifications.		
	a. Dog shows (AKC sanction or practice, but not to include business meetings where dogs are not present)	\$120.00 per event.
	b. Large Events: More than 50 people	<del>\$120.00</del> <u>200.00</u> per event.
	c. Extra City Staff Services (Applies to Classifications 2, 3, 4, 5, 6, 7 and 8)	<del>\$22.00</del> <u>25.00</u> per hour or part thereof per staff member required.



<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	d. Private Parties/Uses (Class 7)	<del>\$8.00</del> <u>10.00</u> per hour, in addition to Basic Use Fee.
	e. Commercial Uses (Class 8)	<del>\$25.00</del> <u>35.00</u> per hour, <del>\$100.00</del> <u>140.00</u> minimum, in addition to Basic Use Fee.
	f. Cancellation/Damage/Cleaning Deposits Recreation Centers/Parks	\$35.00/100 users, minimum <del>\$65.00</del> <u>75.00</u> .
	g. Concession Stand	<del>\$100.00</del> <u>125.00</u> per month.

III. Field Basic Use Fees

Applies to Classes 2, 3, 4, 5, 6, 7 and 8 for fields controlled by the [Parks & Recreation Department](#).

a. Day reservation (baseball, softball, football, soccer) Supported Youth League *	<del>\$8.00</del> <u>12.00</u> per hour or fraction thereof, minimum 2 hours. No fee.
b. Night reservation (baseball, softball, football, soccer) Supported Youth League *	<del>\$23.00</del> <u>25.00</u> per hour or fraction thereof, minimum 2 hours. <del>\$15.00</del> <u>16.00</u> per hour.
c. Field preparation (dragging, wetting down and marking)	<del>\$50.00</del> <u>75.00</u> per prep.
d. Ball field bases fee	<del>\$15.00</del> <u>20.00</u> flat fee.

\* Supported Youth League, a league having met the criteria established by City Council as qualifying for the Youth League Utility Support Program. Refer to City Council Policy E-8, Youth Sports League Utility Support Program.

IV. Open Play Gym Fees (*Existing fees since 1995, but never listed on Schedule.*)

a. Adult Open Play (basketball, volleyball, pickleball)	<del>\$15.00</del> <u>20.00</u> for annual pass. <del>\$12.00</del> <u>15.00</u> resident discount fee.
b. Adult Open Play – Seniors age 55+ (basketball, volleyball, pickleball)	<del>\$10.00</del> <u>15.00</u> for annual pass. <del>\$7.00</del> <u>10.00</u> resident discount fee.
c. Teen Open Play (basketball, volleyball)	\$5.00 for annual pass.
d. Replacement for any Open Play Card	\$5.00 for remainder of annual pass.

Leasable Park Spaces Fee Schedule

(Judson Park / Renette Plaza / Kennedy Park North Lawn / Hillside Upper Park / Wells Park Multipurpose Field)

I. Basic Use Fees

a. Weddings (ceremony only; no food)	<del>\$40.00</del> <u>50.00</u> per event.
b. Ceremonies, Town Hall Meetings, Public Presentations (refreshments only)	<del>\$40.00</del> <u>50.00</u> per event.
c. Receptions (food allowed)	
1. Small (50 or fewer people)	\$80.00 per event.
2. Large (more than 50 people)	\$215.00 per event.
d. Musical Presentations	
1. Single event (1 to 2 dates)	<del>\$160.00</del> <u>200.00</u> flat fee.
2. Series (3 to 20 dates)	<del>\$265.00</del> <u>300.00</u> flat fee.
e. Festivals or Community Events	
1. Small (500 or fewer people per day)	<del>\$150.00</del> <u>200.00</u> per event.
2. Large (more than 500 people per day)	<del>\$300.00</del> <u>400.00</u> per event.

II. Special Use Fees

All Special Use Fees are in addition to Basic Use Fees.

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	a. Cancellation/Damage/Cleaning Deposit	\$50.00/100 people. \$100.00 minimum - \$500.00 maximum.
	b. Private Party (excludes general public)	<del>\$18.00</del> <u>25.00</u> per hour additional.
	c. Commercial Use	<del>\$25.00</del> <u>35.00</u> per hour additional. <del>\$200.00</del> <u>280.00</u> minimum per permit (plus other applicable fees).
	d. Extra City Staff Services	<del>\$22.00</del> <u>25.00</u> per hour or part thereof per staff member.
	e. Security Personnel (per security person)	See Current Schedule

### Centennial Plaza / Prescott Promenade Fee Schedule

#### I. Basic Use Fees

	a. Weddings	
	1. Small (50 or fewer people, ceremony only, no food)	<del>\$40.00</del> <u>50.00</u> per event.
	2. Large (more than 50 people, ceremony only, no food)	<del>\$80.00</del> <u>100.00</u> per event.
	b. Ceremonies, Town Hall Meetings, Public Presentations	
	1. Small (50 or fewer people, refreshments only)	<del>\$40.00</del> <u>50.00</u> per event.
	2. Large (more than 50 people, refreshments only)	<del>\$80.00</del> <u>100.00</u> per event.
	c. Receptions	
	1. Small (100 or fewer people, food allowed)	<del>\$100.00</del> <u>120.00</u> per event.
	2. Large (more than 100 people, food allowed)	<del>\$240.00</del> <u>250.00</u> per event.
	d. Musical Presentations	
	1. Single event (1 to 2 dates)	<del>\$200.00</del> <u>225.00</u> per event.
	2. Series (3 to 20 dates)	<del>\$300.00</del> <u>350.00</u> per series.
	e. Festivals or Community Events	
	1. Small (500 or fewer people)	<del>\$250.00</del> <u>300.00</u> per event.
	2. Large (more than 500 people)	<del>\$450.00</del> <u>500.00</u> per event.
	f. Festivals or Community Event Series – 4 to 12 event dates / weekly or monthly / non-consecutive days	
	1. Small (500 or fewer people per day)	<del>\$450.00</del> <u>500.00</u> per series.
	2. Large (more than 500 people per day)	<del>\$900.00</del> <u>950.00</u> per series.

#### II. Special Use Fees

All Special Use Fees are in addition to Basic Use Fees.

	a. Alcohol at the Civic Center Plaza/Centennial Plaza (ABC license, security, and certificate of insurance required)	<del>\$22.00</del> <u>25.00</u> per hour / 4 hour minimum.
	b. Private Party (excludes general public)	<del>\$18.00</del> <u>25.00</u> per hour additional.
	c. Commercial use	<del>\$25.00</del> <u>35.00</u> per hour additional. <del>\$200.00</del> <u>280.00</u> minimum per permit (plus other applicable fees).
	d. Extra City Staff Services	<del>\$22.00</del> <u>25.00</u> per hour or part thereof per staff member.
	e. Alley Closure "Simple"	<del>\$75.00</del> <u>100.00</u> per event.

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	f. Cancellation/Damage/Cleaning Deposit	\$50.00/100 people. \$100.00 minimum - \$500 maximum.
	g. Steam Cleaning Deposit *	
	1. Spot cleaning	\$250.00 per event.
	2. Full site cleaning	\$850.00 per event.

\* Steam Cleaning Deposit – User will be charged or credited per actual invoice.

### Ronald Reagan Community Center Fee Schedule

All "per hour" fees are charged per hour or fraction thereof.

#### I. Basic Use Fees

a. Full auditorium; includes two (2) patios (4 hours minimum use)	<del>\$75.00</del> <u>80.00</u> per hour.
b. East auditorium; includes one (1) patio (2 hours minimum use)	<del>\$50.00</del> <u>55.00</u> per hour.
c. West auditorium; includes one (1) patio (2 hours minimum use)	<del>\$30.00</del> <u>35.00</u> per hour.
d. Kitchen	<del>\$69.00</del> <u>70.00</u> per use.
e. Bridal Suite (2 hours minimum)	<del>\$20.00</del> <u>22.00</u> per hour

#### II. Set-up Fees

All set-up and take-down must be done by Ronald Reagan Community Center staff. Equipment includes P.A. system, podiums, tables and chairs.

a. Full auditorium	\$80.00.
b. East room	\$50.00.
c. West room	\$40.00.

#### III. Special Use Fees

a. Extra City Staff Services (per staff person)	<del>\$22.00</del> <u>25.00</u> per hour.
b. Alcohol use (ABC license may be required)	\$25.00 per hour.
c. Private use	\$25.00 per hour.
d. Weekend/Holiday use (5:00 PM Friday through 2:00 AM Monday and all official holidays)	\$40.00 per hour.
e. Commercial use (with a minimum of \$175.00)	\$35.00 per hour.
f. Non-resident fee (Class 6 and 7 users)	\$30.00 per hour.
g. Security personnel (per security person)	See current schedule.
h. Coffee service	See current schedule.

#### IV. Special Equipment Use

a. Bar	\$23.00 each.
b. Piano	\$40.00.
c. Stage/Backdrops (6 ft. x 8 ft. – includes drapes)	\$11.00 per section.
d. Dance floor	\$68.00.
e. Audio-visual equipment	\$15.00 per system.
f. LCD Projector	\$50.00.
g. Dry Erase Board	\$10.00 per day.
h. Easel	\$5.00 per day.
i. Sandwich Display Board	\$5.00 per day.
j. TV w/DVD Player	\$15.00 per day.

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
V.	Cleaning/Security/Reservation Deposit	
	a. Non-alcohol use	\$200.00.
	b. Alcohol use	\$400.00.
VI.	Administrative Fee	
	\$75.00 for \$150 deposit. \$150.00 for \$300.00 deposit.	
<b>Recreation Special Revenue Fund</b>		
<del>Originally adopted at the May 27, 1997 City Council meeting, the</del> The Director of Parks & Recreation is authorized to establish and implement Recreation Activity fees by category at cost recovery rates. The cost recovery rate may be amended as a necessity by City Council action. <del>2019-2020</del> recovery rates are as follows:		
I.	Recreation Special Revenue Fund Recovery Rate – Fee Classes	
	75% - Youth Instructional Programs 50% - Youth Sports Leagues 80% - Aquatics 100% - Adult Sports Leagues 90% - Adult Instructional Programs 50% - Senior Instructional Programs	

RESOLUTION NO. \_\_-20

RESOLUTION OF THE EL CAJON CITY COUNCIL AMENDING  
RESOLUTION NO. 71-93 PERTAINING TO FEES FOR CITY SERVICES

WHEREAS, at the City Council meeting on June 23, 2020, staff recommended to the City Council that in an effort to achieve recovery of staff costs, it is necessary to update and revise some of the fees charged by the City of El Cajon to provide City services without adversely impacting the City's general fund; and

WHEREAS, in order to recover these costs, it is necessary to establish new fees and modify current fees by amending the Schedule of Miscellaneous Fees; and

WHEREAS, as required by Article XIII C of the California Constitution and California law, cities can only charge rates or fees that are equal to or less than the reasonably anticipated costs of providing the service, conferring a benefit, granting a privilege, performing regulatory duties, enforcing laws, or as a condition of property development; and

WHEREAS, in order to recover these costs, it is necessary to adopt new fees and modify current fees, and by amending the Schedule of Miscellaneous Fees; and

WHEREAS, the City Council has previously, by Resolution No. 71-93, and amended by numerous prior resolutions, the last of which was Resolution No. 058-19, adopted and maintained a Schedule of Miscellaneous Fees; and

WHEREAS, following a properly noticed public hearing at which oral and written testimony was received and considered, the City Council has determined that it is in the best interest of the City to adjust fees for City services.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The El Cajon City Council hereby approves adjustment of fees for City services pursuant to the Schedule of Miscellaneous Fees attached hereto as Exhibit "A" and made a part hereof by this reference.

2. The Schedule of Miscellaneous Fees, as initially established by Resolution No. 71-93 and amended as set forth in the recitals above, is hereby amended to include said fee adjustments. Except as otherwise provided herein, any fees described on the Schedule of Miscellaneous Fees in conflict with the fees established or increased by this Resolution shall be void and of no force and effect.

3. This Resolution shall take effect immediately upon its adoption, and the fee changes for the Finance, Fire, Police, and Parks & Recreation Departments will take effect on

July 1, 2020. However, Building & Fire Safety, Planning, and Public Works fee revisions will take effect 60 days following adoption by the City Council, on August 22, 2020.

06/23/20 CC Agenda

Reso - 2020 Amendment of Schedule of Miscellaneous Fees 061520

**SCHEDULE OF MISCELLANEOUS FEES**

Effective 07/01/20 = Finance, Fire, Police, and Parks & Recreation Departments

Effective 08/22/20 = Building & Fire Safety, Planning and Public Works

**(Amended by Resolution No. \_\_-20)**

<b><u>Department</u></b>	<b><u>Fee Description</u></b>	<b><u>Current Fee/Unit Basis</u></b>
<b>CITY CLERK</b>		
	Attestation fee	\$10.00
	Certification of documents	\$10.00
	Conformed copy of Recorded Document	County Recorder fee
	Copies (Standard size)	\$.04 per page (plus actual cost of employee's time to copy records)
	Copies of FPPC filings	\$.04 per page (plus actual cost of employee's time to copy records)
	+ retrieval fee for copies more than five (5) years old	\$5.00 per request
	DVD / CD	\$15.00
	Municipal Code (CD ROM Version of Quarterly Supplements)	\$100.00
	Municipal Code (hard copy)	\$360.00
	Municipal Code supplements	\$50.00
	Public Hearing (including appeals)	\$945.00
	Recording fee	\$13.00 + County Recorder fees
	Request for Appeal to City Council (non-public hearing)	\$50.00
	Public hearing item that is referred to Planning Commission/City Council for new public hearing	Varies (actual costs of legal advertising and notifying property owners)
<b>COMMUNITY DEVELOPMENT</b>		
Building & Fire Safety		
	<b><u>Copies:</u></b>	
	Building permits	\$2.00 first page
	Additional pages	\$1.00 each additional page
	Blueprint copies	\$2.00 setup
	Per page	\$5.00 each page
	Archive fee	
	Permit documents	\$4.00 (base fee)
	Plans	\$4.00 (base fee)
	Up to 8 ½ "x 14"	\$.50/sheet
	Over 8 ½ " x 14"	\$2.00/sheet
	CD copy of Plans or Permits	\$16.00
	<b><u>Housing Permit Fee:</u></b>	\$6.00/unit (<25)
		\$5.75/unit (26-50)
		\$5.50/unit (51-99)

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>	
		\$5.25/unit (100-199)	
		\$5.00/unit (200 or more)	
	Unsafe, substandard administrative fee to initiate proceeding	\$615.00	
	Solicit bids to clear	\$1,690.00	
	<b><u>Building Permit Fees:</u></b>		
	Valuation (based on the amended and adjusted 2016 Valuation Schedule as approved by the San Diego Chapter of ICC):		
	\$1.00 to \$500.00	\$27.09	
	\$501.00 to \$2,000.00	\$27.09 for first \$500.00 + \$3.61 each add'l \$100.00 or fraction thereof to & including \$2,000.00	
	\$2,001.00 to \$25,000.00	\$81.27 for first \$2,000.00 + \$16.25 each add'l \$1,000.00 or fraction thereof to & including \$25,000.00	
	\$25,001.00 to \$50,000.00	\$455.11 for first \$25,000.00 + \$11.74 each add'l \$1,000.00 or fraction thereof to & including \$50,000.00	
	\$50,001.00 to \$100,000.00	\$748.59 for first \$50,000.00 + \$8.13 each add'l \$1,000.00 or fraction thereof to & including \$100,000.00	
	\$100,001.00 to \$500,000.00	\$1,154.94 for first \$100,000.00 + \$6.32 each add'l \$1,000.00 or fraction thereof to & including \$500,000.00	
	\$500,001.00 to \$1,000,000.00	\$3,683.34 for first \$500,000.00 + \$5.42 each add'l \$1,000.00 or fraction thereof to & including \$1,000,000.00	
	\$1,000,000.00 and up	\$6,392.34 for first \$1,000,000.00 + \$3.61 each add'l \$1,000.00 or fraction thereof	
	<b><u>Plan Check Fee:</u></b>		
	65% of Building Permit Fee		
	Technology Maintenance Fee	\$25.00 surcharge on each permit processed	
	<b><u>Allocated Fees:</u></b>		
	Building Permit General Plan	\$135.00/building permit	
	Maintenance Fee Surcharge		
	Building Permit Code Enforcement Surcharge		
	<u>Valuation</u>	<u>Base Fee Amount</u>	
	<u>Add'l Charge Per Unit</u>		
	Up to \$500	\$11.65	None
	\$501 to \$2,000	\$11.65	\$1.55 per unit of 1,000
	\$2,001 to \$25,000	\$34.95	\$6.99 per unit of 1,000
	\$25,001 to \$50,000	\$195.70	\$5.05 per unit of 1,000
	\$50,001 to \$100,000	\$321.89	\$3.50 per unit of 1,000
	\$100,001 to \$468,000	\$496.62	\$2.72 per unit of 1,000
	Over \$468,000	\$1,500.00	



<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Planning Division Plan Check	
	Residential Addition/Remodel/Accessory Structure/Patio	\$60.00
	New single-family; ADU; duplex; or minor multi-family addition (less than 500 square feet)	\$110.00
	Commercial TI or Minor Commercial Addition (less than 500 sq. ft.)	\$110.00
	Major Commercial Addition or New Commercial Building	\$220.00
	Major Multi-family addition or New Multi-Family Building or Subdivision	\$330.00
	Planning Re-Inspection (after two failed final inspections)	\$110.00 each inspection
	Phased Final Inspection	\$110.00 each inspection
	<b><u>Electrical Fees:</u></b>	
	Issuance Fee without Plans	\$36.00
	Issuance Fee with Plans	\$10.00
	Electrical devices (switches, lights, outlets, etc.)	\$0.10 per square foot
	Swimming Pool Electrical	\$70.00
	Temporary Power	\$33.00
	Miscellaneous Circuit	\$26.00
	Lighting Fixtures up to 20	\$2.00
	Lighting Fixtures over 20	\$1.00
	Switches, Outlets, Light Outlets up to 20	\$2.00
	Fixed Appliances	\$7.00
	Sign Electrical – 1 <sup>st</sup> circuit	\$34.00
	Additional Sign Circuit	\$7.00
	Meter Upgrade / Services to 200 Amp	\$43.00
	Meter Upgrade / Services 200 to 1000 Amp	\$88.00
	Meter Upgrade / Services over 1000 Amp	\$176.00
	Generators, Transformers, etc.	As per services of same amperage rating
	PV Systems 1.5 hours P.C. & 1.5 hours inspection time per 10,000 kilowatt or portion thereof	
	PV System (up to 50 modules)	\$250.00
	PV System (51 to 100 modules)	\$360.00
	PV System (each block of 100, or portion thereof, over 100)	\$135.00
	Energy Storage System (battery) with PV	\$115.00
	Energy Storage System (battery) without PV	\$230.00
	Commercial Charging Stations (up to 5)	\$230.00
	Commercial Charging Stations (6 and over)	\$430.00
	<b><u>Plumbing Fees:</u></b>	
	Issuance Fee without Plans	\$47.00
	Issuance Fee with Plans	\$23.00
	Fixture, Rainwater System	\$17.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>			
	Building Sewer	\$36.00			
	Water Heater	\$17.00			
	Gas Piping to Five Outlets	\$12.00			
	Gas Piping Each Additional Outlet	\$2.00			
	Interceptor	\$17.00			
	Water Pipe /Fill Line	\$17.00			
	Drains/Vents	\$17.00			
	Lawn Sprinkler System	\$17.00			
	Vacuum Breaker	\$12.00			
	Backflow Prevention Device /Vac. Breaker	\$17.00			
	<b><u>Mechanical Fees:</u></b>				
	Issuance Fee without Plan	\$36.00			
	Issuance Fee with Plan	\$10.00			
	Heater /FAU to 100,000 BTU	\$21.00			
	Heater / FAU over 100,000 BTU	\$26.00			
	Wall Heater/Unit Heater	\$21.00			
	Vent	\$10.00			
	Heat Pump	\$39.00			
	Air Conditioner/Compressor to 100,000 psi	\$39.00			
	Air Conditioner/Compressor over 100,000 psi	\$52.00			
	Mechanical Gas System	\$13.00			
	Alter Duct System	\$16.00			
	Exhaust Fans/Hoods/Ducts	\$16.00			
	Miscellaneous Mechanical	\$16.00			
	Variable Air Volume	\$22.00			
	Evaporative Cooler	\$16.00			
	Air Handling Unit	\$21.00			
	Ventilation Fan (Single Duct)	\$10.00			
	<b><u>Fire/Building Permit Fee Schedule</u></b>				
	<u>Description</u>	<u>PC/Admin</u>	<u>Permit Fee</u>	<u>Total</u>	<u>Contracted Services</u>
	Air/Vapor Separator	\$84.00	\$155.00	\$239.00	Actual cost +20%
	A.G. Tank Installation	\$84.00	\$118.00	\$202.00	Actual cost +20%
	A.G. Tank Removal	\$84.00	\$118.00	\$202.00	Actual cost +20%
	Business (General) Fire Insp.	\$0	\$155.00	\$155.00	Actual cost +20%
	Fire Alarm Sys. <25 devices	\$167.00	\$226.00	\$393.00	Actual cost +20%
	Fire Alarm Sys. 25-75 devices	\$207.00	\$226.00	\$433.00	Actual cost +20%
	Fire Alarm Sys. >75 devices	\$249.00	\$263.00	\$512.00	Actual cost +20%

<u>Department</u>	<u>Fee Description</u>		<u>Current Fee/Unit Basis</u>		
	Fire Sprink.<25 heads New	\$167.00	\$226.00	\$393.00	Actual cost +20%
	Fire Sprink. 25-75 heads New	\$207.00	\$226.00	\$433.00	Actual cost +20%
	Fire Sprink. >75 heads New	\$249.00	\$263.00	\$512.00	Actual cost +20%
	Fire Sprink. <25 heads TI	\$84.00	\$190.00	\$274.00	Actual cost +20%
	Fire Sprink. 25-75 heads TI	\$126.00	\$226.00	\$352.00	Actual cost +20%
	Fire Sprink. >75 heads TI	\$167.00	\$263.00	\$430.00	Actual cost +20%
	Fire Ext. System (hood)	\$84.00	\$118.00	\$202.00	Actual cost +20%
	Fire Ext. System (other)	\$84.00	\$118.00	\$202.00	Actual cost +20%
	Install. Compressed Gas Sys.	\$84.00	\$155.00	\$239.00	Actual cost +20%
	Miscellaneous Clearance	\$0	\$155.00	\$155.00	Actual cost +20%
	Miscellaneous Inspection	\$0	\$76.00	\$76.00	Actual cost +20%
	Miscellaneous Review	\$76.00	\$0	\$76.00	Actual cost +20%
	Standpipe/Riser/Fire Pump	\$84.00	\$155.00	\$239.00	Actual cost +20%
	Tent Additional	\$0	\$22.00	\$22.00	Actual cost +20%
	U.G. Tank Installation	N/A	\$190.00	\$190.00	Actual cost +20%
	U.G. Water Supply/Private Hydr.	\$84.00	\$118.00	\$202.00	Actual cost +20%
<b><u>Fire Review and Final Fire Clearance of Building Permit Applications</u></b>					
	<u>Description</u>	<u>Plan Review</u>	<u>Fire Inspection</u>	<u>Total</u>	
	Residential	\$76.00	\$76.00	\$152.00	
	Multi-Family	\$114.00	\$114.00	\$228.00	
	TI	\$76.00	\$76.00	\$152.00	
	Commercial	\$114.00	\$114.00	\$228.00	
	Technical Report	\$76.00	\$76.00	\$152.00	
	Miscellaneous Review	\$76.00	\$76.00	\$152.00	
	Miscellaneous Clearance	\$76.00	\$76.00	\$152.00	
<b><u>Permit to Operate under California Fire Code</u></b>					
	<u>Description</u>	<u>Fee</u>			
	Aerosol Products	\$146.00			
	Amusement Buildings	\$109.00			
	Aviation Facilities	\$146.00			
	Barbeque Pit or Operation (one-time use)	\$91.00			

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Block Party (one-time use)	\$18.00
	Carnival & Fairs	\$146.00
	Cellulose Nitrate Film	\$146.00
	Combustible Dust-Producing Operations	\$146.00
	Combustible Fibers	\$146.00
	Combustible Storage, Miscellaneous	\$146.00
	Compressed Gases	\$146.00
	Covered Mall Buildings	\$600.00
	Cryogenic Fluids	\$146.00
	Cutting & Welding	\$146.00
	Dry Cleaning Plants	\$146.00
	Exhibit & Trade Shows	\$146.00
	Explosives	\$159.00
	Fire Clearance Pre-Inspection 25 or fewer people	\$50.00
	Fire Clearance Pre-Inspection 26 or more people	\$100.00
	Fire Final for Residential Care Facilities – Elderly	\$60.00
	Fireworks	\$159.00
	Flammable & Combustible Liquids	\$146.00
	Floor finishing >350 sq. ft. using Class I or II liquids	\$73.00
	Fruit & Crop Ripening	\$146.00
	Fumigation & Thermal Insecticides Fogging	\$73.00
	Hazardous Materials	\$291.00
	HPM Facilities	\$146.00
	High Piled Storage	\$146.00
	High-Rise (Over 75')	\$291.00
	Hot Work Operations	\$146.00
	Institutional 1-3 (Jails & Detention Centers)	\$146.00
	Industrial Ovens	\$146.00
	Large Family Day Care	\$73.00
	Liquefied Petroleum Gas	\$146.00
	Liquid or Gas Vehicles or Equipment in Assembly Building	\$146.00
	Live Audiences	\$109.00
	Lumber Yards & Wood Working Plants	\$146.00
	Magnesium	\$146.00
	Motor Fuel-Dispensing Facilities	\$109.00
	Open Burning	\$73.00
	Open Flames & Candles	\$73.00
	Open Flames & Torches	\$73.00
	Organic Coatings	\$146.00
	Place of Assembly A-1	\$182.00
	Place of Assembly A-2	\$109.00
	Place of Assembly A-3	\$146.00
	Place of Assembly A-4	\$182.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Place of Assembly A-5	\$109.00
	Production Facilities	\$146.00
	Pyrotechnic Special Effects Material	\$159.00
	Pyroxylin Plastics	\$146.00
	Refrigeration Equipment	\$146.00
	Repair Garages	\$109.00
	Rooftop Heliports	\$109.00
	Spraying or Dipping	\$146.00
	Storage of Scrap Tires & Tire Byproducts	\$109.00
	Temp. Membrane Structures, Tents & Canopies	\$128.00
	Tire-Rebuilding Plants	\$109.00
	Vehicles Indoors	\$146.00
	Waste Handling	\$146.00
	Wood Products	\$146.00
	<b><u>Operational Permit under Health &amp; Safety Code</u></b>	
	<u>Description</u>	<u>Fee</u>
	Apartment, Hotel, Motel Inspections (1-14)	\$72.00
	Apartment, Hotel, Motel Inspections (15-50)	\$114.00
	Apartment, Hotel, Motel Inspections (51-100)	\$165.00
	Apartment, Hotel, Motel Inspections (101-150)	\$227.00
	Apartment, Hotel, Motel Inspections (151-200)	\$310.00
	Apartment, Hotel, Motel Inspections (201-250)	\$350.00
	Apartment, Hotel, Motel Inspections (251-300)	\$392.00
	Apartment, Hotel, Motel Inspections (301-350)	\$433.00
	Apartment, Hotel, Motel Inspections (351-400)	\$475.00
	Apartment, Hotel, Motel Inspections (>400)	\$516.00
	Care Facility Annual <25	\$146.00
	Care Facility Annual ≥25	\$219.00
	Care Facility Fire Clearance <25	\$146.00
	Care Facility Fire Clearance ≥25	\$219.00
	Care Facility Pre-Inspection <25 (by State law)	\$25.00
	Care Facility Pre-Inspection ≥25 (by State law)	\$50.00
	Daycare/In-home Care Licensing	\$146.00
	High Rise	\$291.00
	Institutional (I Occupancy)	\$146.00
	<b><u>Additional Fees:</u></b>	
	Expedited Plan Check Fee – when available, expedited plan check fee will be charged at the rate of the normal plan fee plus 50% to cover cost of overtime.	
	Condominium Conversion Fee	\$181.00/1 <sup>st</sup> unit \$90.00/additional units
	Demolition Permit Fee	\$142.00
	Relocation Permit Fee	\$179.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Inspections outside of normal business hours:	
	If extension of workday – minimum one hour at 1.5 times fully burdened hourly rate.	
	If not extension of workday, or on weekend – minimum two hours at 1.5 times fully burdened hourly rate.	
	Re-inspection fees (normal business hours) – fully burdened hourly rate.	
	Additional plan review – minimum one hour at fully burdened hourly rate.	
	General Business Fire Inspection	\$30.00
<b>COMMUNITY DEVELOPMENT</b>		
Housing	Annual Participating Lender Fee	\$100.00
	Participating Lender Fee	\$250.00
	Reconveyance Fee	\$45.00
	Subordination Fee	\$200.00
	Subordination Fee Re-Check	\$50.00
<b>COMMUNITY DEVELOPMENT</b>		
Planning		
	Archive Fee:	
	Entitlement Permit Plans	\$4.00 Setup fee
	Up to 8½" x 14"	\$.50/sheet
	Over 8½" x 14"	\$2.00/sheet
	<u>Copies:</u>	
	General Plan	
	Text	\$10.00
	Map	\$15.00
	Zoning Map	\$15.00
	Zoning Ordinance (copy on CD)	\$10.00
	Zoning Ordinance (hard copy)	\$25.00
	Standard photocopies	\$.04 per page (plus actual cost of employee's time to copy records)
	Administrative Zoning Permit	\$350.00 (Disabled person license/placard holders applying for shade structures are exempt)
	Adult Entertainment	\$4,000.00
	Agreement Not to Convey Condominium Conversions	\$1,680.00
	Amending Zoning Code	\$2,500.00
	Annexation	\$2,120.00 per acre
	Annual Alcohol Sales Regulatory Fee (Resolution 98-13)	\$0.00
	Appeal to Planning Commission	\$280.00
	Appeal to City Council	\$1,000.00
	Certificate of Compliance	\$1,210.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Certificate of Modification	\$1,185.00
	Conditional Use Permit (CUP)	\$5,525.00
	Conditional Use Permit (Minor)	\$2,180.00
	Development Agreement	\$Cost (\$10,000.00 deposit required)
	Director's Determination	\$145.00
	Environmental Impact Report (EIR)	\$Cost (\$10,000.00 deposit required)
	Extension of Time	\$550.00
	Fish and Game Impact Fee	\$95.00 + pass-thru costs
	General Plan Amendment (GPA)	\$3,680.00
	Historic Resource Designation	\$1,160.00
	Landscape Documentation Package Review	\$395.00
	Lot Line Adjustment	\$1,500.00
	Minor Amendment	\$1,265.00
	Minor Use Permit	\$1,265.00
	Mitigated Negative Declaration / Initial Study	\$5,355.00 + \$263.00 for each required report (up to two reviews)
	Negative Declaration / Initial Study	\$5,355.00 + \$263.00 for each required report (up to two reviews)
	Notice of Determination	\$140.00 + pass-thru costs
	Partial Release of Lien (duplicate)	\$34.00 + County Recorder fees
	Planned Residential Development (PRD)	\$7,100.00
	Planned Unit Development (PUD)	\$7,100.00
	Public Hearing Continuance (by applicant)	\$85.00
	Public Hearing item that is referred to the Planning Commission/City Council	Varies (actual costs of legal advertising and notifying property owners)
	Re-inspection Fee	Fully burdened hourly rate
	Sign Application	
	Director	\$680.00
	Planning Commission	\$1,265.00
	Staff	\$115.00
	Site Development Plan (SDP)	\$4,095.00
	Specific Plan (SP)	\$6,260.00
	Substantial Conformance Review	\$350.00
	Temporary Use Permit (TUP)	\$195.00
	Tentative Parcel Map (TPM)	\$3,885.00 + \$26.00/lot
	Tentative Subdivision Map (TSM)	\$6,355.00 + \$74.00/lot
	Temporary Subdivision Sign Application	\$53.00 application fee + \$105.00 refundable deposit / sign
	Tobacco License Fee	\$709.00
	Variance	\$1,075.00
	Zoning Letter	\$140.00
	Zoning Reclassification (ZR) (including rezoning)	\$4,335.00
<b>FINANCE</b>		
	Escrow Demand processing fee	\$50.00
	Returned check fee	\$25.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Lien Release processing fee	\$13.00 + County Recorder fee
	Special Operations License Application and Investigation fees	
	Alcohol- and tobacco-free public dances	\$335.00
	Ambulances	\$335.00
	Cabarets	\$335.00
	Card rooms	\$335.00
	Closing-out sales	\$335.00
	Escort services	\$335.00
	Fortune-telling and related occupations	\$335.00
	Junkyards	\$505.00
	Massage parlors	\$335.00
	Pawnbrokers	\$505.00
	Penny arcades and other games of skill or amusement	\$335.00
	Poolrooms	\$335.00
	Private patrol services	\$335.00
	Public dances	\$335.00
	Secondhand stores and kiosks	\$505.00
	Sound trucks	\$335.00
	Swap meet operations	\$505.00
	Towing service for city police towing purposes	\$335.00
	Vehicles for hire	\$335.00
<b>FIRE</b>		
	<u>Weed Abatement:</u>	
	Administrative fee	\$95.00 per parcel
	Mowing	\$73.92 per hour
	Tractor/Loader	\$150.63 per hour
	Weedeater (City crew worker)	\$73.67 per hour
	Hauling – Dump truck	\$1.53 per mile
	Dumpster (hauled by City)	\$1.46 per yard
	Universal Dumpster – 25 yard	\$119.00 per load
	Universal Dumpster – 40 yard	\$154.00 per load
	<u>Emergency Medical Services (EMS):</u>	
	Non-Transport:	
	Basic Life Support (BLS) Assessment	\$0.00
	Advanced Life Support (ALS) Assessment	\$0.00
	Transport:	
	Basic Life Support (BLS) Transport	\$1,478.19
	Advanced Life Support (ALS) Transport	\$2,606.18
	Advanced Life Support (ALS) Transport (Level 2)	\$2,894.12
	Transport Mileage	\$51.72 per mile



<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Pre-Hospital Medical Supplies	Varies
	Insurance co-pay for City of El Cajon Residents	First \$100.00 waived
	<b><u>Records Requests:</u></b>	
	Public Records Request to include NFIRS, Patient Care Report and Fire Investigation Narrative	\$.04 per page (plus actual cost of employee's time to copy records)
	Individual photographs (if available)	Actual cost
	Photographs on CD (if available)	\$10.00 per incident
	<b><u>Subpoenas:</u></b>	
	Civil Subpoena – Business Records	\$15.00
	Civil Subpoena – Employee Witness Fee	\$275.00 – All employees (per day)
<b>PARKS &amp; RECREATION</b>		
Recreation Center / Park / Field Fee Schedule		
I. Center / Park Basic Use Fees		
The following fee schedule shall in all instances apply to classifications 3, 4, 5, 6, 7 and 8. Gymnasium and swimming pool fees will apply to <u>all</u> classifications except Class 1.		
	a. Center Meeting Room	\$14.00 per hour or fraction thereof, minimum 3 hours.
	b. Center Kitchen	\$10.00 per use for potluck or light refreshment. \$25.00 per use for full meal.
	c. Center Gymnasium	\$50.00 per hour or fraction thereof, minimum 2 hours. Use must be compatible with normal gymnasium use.
	d. Fletcher Hills Center Backyard	\$15.00 per hour or fraction thereof, minimum 3 hours.
	e. Fletcher Hills Swimming Pool	\$80.00 per hour or fraction thereof, minimum 2 hours, plus Extra City Staff Services fee. Minimum of two City certified lifeguards on deck at all times. (Private use fee does not apply.)
	f. Kennedy Skatepark	\$30.00 per hour or fraction thereof, minimum 2 hours, plus Extra City Staff Services fee. Minimum of two staff required. Light use an additional \$16.00 per hour.
	g. Wells Center Back Lawn	\$20.00 per hour or fraction thereof, minimum 3 hours.
II. Special Use Fees		
In addition to the basic rental fees as set forth in the fee schedule, additional fees will be charged for the following activities or services regardless of usage classifications.		
	a. Dog shows (AKC sanction or practice, but not to include business meetings where dogs are not present)	\$120.00 per event.

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	b. Large Events: More than 50 people	\$200.00 per event.
	c. Extra City Staff Services (Applies to Classifications 2, 3, 4, 5, 6, 7 and 8)	\$25.00 per hour or part thereof per staff member required.
	d. Private Parties/Uses (Class 7)	\$10.00 per hour, in addition to Basic Use Fee.
	e. Commercial Uses (Class 8)	\$35.00 per hour, \$140.00 minimum, in addition to Basic Use Fee.
	f. Cancellation/Damage/Cleaning Deposits Recreation Centers/Parks	\$35.00/100 users, minimum \$75.00.
	g. Concession Stand	\$125.00 per month.

III. Field Basic Use Fees

Applies to Classes 2, 3, 4, 5, 6, 7 and 8 for fields controlled by the Parks & Recreation Department.

	a. Day reservation (baseball, softball, football, soccer) Supported Youth League *	\$12.00 per hour or fraction thereof, minimum 2 hours. No fee.
	b. Night reservation (baseball, softball, football, soccer) Supported Youth League *	\$25.00 per hour or fraction thereof, minimum 2 hours. \$16.00 per hour.
	c. Field preparation (dragging, wetting down and marking)	\$75.00 per prep.
	d. Ball field bases fee	\$20.00 flat fee.

\* Supported Youth League, a league having met the criteria established by City Council as qualifying for the Youth League Utility Support Program. Refer to City Council Policy E-8, Youth Sports League Utility Support Program.

IV. Open Play Gym Fees (*Existing fees since 1995, but never listed on Schedule.*)

	a. Adult Open Play (basketball, volleyball, pickleball)	\$20.00 for annual pass. \$15.00 resident discount fee.
	b. Adult Open Play – Seniors age 55+ (basketball, volleyball, pickleball)	\$15.00 for annual pass. \$10.00 resident discount fee.
	c. Teen Open Play (basketball, volleyball)	\$5.00 for annual pass.
	d. Replacement for any Open Play Card	\$5.00 for remainder of annual pass.

Leasable Park Spaces Fee Schedule

(Judson Park / Renette Plaza / Kennedy Park North Lawn / Hillside Upper Park / Wells Park Multipurpose Field)

I. Basic Use Fees

	a. Weddings (ceremony only; no food)	\$50.00 per event.
	b. Ceremonies, Town Hall Meetings, Public Presentations (refreshments only)	\$50.00 per event.
	c. Receptions (food allowed)	
	1. Small (50 or fewer people)	\$80.00 per event.
	2. Large (more than 50 people)	\$215.00 per event.
	d. Musical Presentations	
	1. Single event (1 to 2 dates)	\$200.00 flat fee.
	2. Series (3 to 20 dates)	\$300.00 flat fee.
	e. Festivals or Community Events	
	1. Small (500 or fewer people per day)	\$200.00 per event.
	2. Large (more than 500 people per day)	\$400.00 per event.

<b>Department</b>	<b>Fee Description</b>	<b>Current Fee/Unit Basis</b>
<b>II. Special Use Fees</b>		
All Special Use Fees are in addition to Basic Use Fees.		
	a. Cancellation/Damage/Cleaning Deposit	\$50.00/100 people. \$100.00 minimum - \$500.00 maximum.
	b. Private Party (excludes general public)	\$25.00 per hour additional.
	c. Commercial Use	\$35.00 per hour additional. \$280.00 minimum per permit (plus other applicable fees).
	d. Extra City Staff Services	\$25.00 per hour or part thereof per staff member.
	e. Security Personnel (per security person)	See Current Schedule
<b>Centennial Plaza / Prescott Promenade Fee Schedule</b>		
<b>I. Basic Use Fees</b>		
	a. Weddings	
	1. Small (50 or fewer people, ceremony only, no food)	\$50.00 per event.
	2. Large (more than 50 people, ceremony only, no food)	\$100.00 per event.
	b. Ceremonies, Town Hall Meetings, Public Presentations	
	1. Small (50 or fewer people, refreshments only)	\$50.00 per event.
	2. Large (more than 50 people, refreshments only)	\$100.00 per event.
	c. Receptions	
	1. Small (100 or fewer people, food allowed)	\$120.00 per event.
	2. Large (more than 100 people, food allowed)	\$250.00 per event.
	d. Musical Presentations	
	1. Single event (1 to 2 dates)	\$225.00 per event.
	2. Series (3 to 20 dates)	\$350.00 per series.
	e. Festivals or Community Events	
	1. Small (500 or fewer people)	\$300.00 per event.
	2. Large (more than 500 people)	\$500.00 per event.
	f. Festivals or Community Event Series – 4 to 12 event dates / weekly or monthly / non-consecutive days	
	1. Small (500 or fewer people per day)	\$500.00 per series.
	2. Large (more than 500 people per day)	\$950.00 per series.
<b>II. Special Use Fees</b>		
All Special Use Fees are in addition to Basic Use Fees.		
	a. Alcohol at the Civic Center Plaza/Centennial Plaza (ABC license, security, and certificate of insurance required)	\$25.00 per hour / 4 hour minimum.
	b. Private Party (excludes general public)	\$25.00 per hour additional.
	c. Commercial use	\$35.00 per hour additional. \$280.00 minimum per permit (plus other applicable fees).

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	d. Extra City Staff Services	\$25.00 per hour or part thereof per staff member.
	e. Alley Closure "Simple"	\$100.00 per event.
	f. Cancellation/Damage/Cleaning Deposit	\$50.00/100 people. \$100.00 minimum - \$500 maximum.
	g. Steam Cleaning Deposit *	
	1. Spot cleaning	\$250.00 per event.
	2. Full site cleaning	\$850.00 per event.

\* Steam Cleaning Deposit – User will be charged or credited per actual invoice.

### Ronald Reagan Community Center Fee Schedule

All "per hour" fees are charged per hour or fraction thereof.

#### I. Basic Use Fees

	a. Full auditorium; includes two (2) patios (4 hours minimum use)	\$80.00 per hour.
	b. East auditorium; includes one (1) patio (2 hours minimum use)	\$55.00 per hour.
	c. West auditorium; includes one (1) patio (2 hours minimum use)	\$35.00 per hour.
	d. Kitchen	\$70.00 per use.
	e. Bridal Suite (2 hours minimum)	\$22.00 per hour

#### II. Set-up Fees

All set-up and take-down must be done by Ronald Reagan Community Center staff. Equipment includes P.A. system, podiums, tables and chairs.

	a. Full auditorium	\$80.00.
	b. East room	\$50.00.
	c. West room	\$40.00.

#### III. Special Use Fees

	a. Extra City Staff Services (per staff person)	\$25.00 per hour.
	b. Alcohol use (ABC license may be required)	\$25.00 per hour.
	c. Private use	\$25.00 per hour.
	d. Weekend/Holiday use (5:00 PM Friday through 2:00 AM Monday and all official holidays)	\$40.00 per hour.
	e. Commercial use (with a minimum of \$175.00)	\$35.00 per hour.
	f. Non-resident fee (Class 6 and 7 users)	\$30.00 per hour.
	g. Security personnel (per security person)	See current schedule.
	h. Coffee service	See current schedule.

#### IV. Special Equipment Use

	a. Bar	\$23.00 each.
	b. Piano	\$40.00.
	c. Stage/Backdrops (6 ft. x 8 ft. – includes drapes)	\$11.00 per section.
	d. Dance floor	\$68.00.
	e. Audio-visual equipment	\$15.00 per system.
	f. LCD Projector	\$50.00.
	g. Dry Erase Board	\$10.00 per day.

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	h. Easel	\$5.00 per day.
	i. Sandwich Display Board	\$5.00 per day.
	j. TV w/DVD Player	\$15.00 per day.
V. Cleaning/Security/Reservation Deposit		
	a. Non-alcohol use	\$200.00.
	b. Alcohol use	\$400.00.
VI. Administrative Fee		
		\$75.00 for \$150 deposit. \$150.00 for \$300.00 deposit.
<b>Recreation Special Revenue Fund</b>		
The Director of Parks & Recreation is authorized to establish and implement Recreation Activity fees by category at cost recovery rates. The cost recovery rate may be amended as a necessity by City Council action. 2020 recovery rates are as follows:		
I.	Recreation Special Revenue Fund Recovery Rate – Fee Classes	75% - Youth Instructional Programs 50% - Youth Sports Leagues 80% - Aquatics 100% - Adult Sports Leagues 90% - Adult Instructional Programs 50% - Senior Instructional Programs
<b>POLICE</b>		
	Audio Reproduction Fee	\$45.00
	Body Worn Camera (BWC) Footage Reproduction	\$90.00
	Civil Subpoena – Business Records	\$15.00
	Civil Subpoena – Employee Witness Fee	\$275.00 – PD Employee (per day) \$275.00 – Peace Officer (per day)
	Copies	\$.04 per page (plus actual cost of employee's time to copy records)
	Copy of Call for Service (CFS) Report	\$1.00
	Copy of Police Report	\$10.00
	False Alarm Business License Tax (Upon 3 <sup>rd</sup> and each subsequent false Police or Fire alarm at the same address within a twelve-month period)	\$75.00 (plus processing fee, if applicable)
	Fingerprint Fee (Inked)	\$20.00
	Fingerprint (LIVESCAN Fee)	\$35.00
	Massage License Fee	\$300.00
	Pawnbroker and Secondhand Dealer License Renewal Fee	\$640.00
	Private Property Towing Administration Fee	\$40.00
	Vehicle Impound Fee:	
	Release of Impounded Vehicles	\$135.00
	Release of Impounded Vehicles Unlicensed/Revoked/Suspended	\$150.00
	Vehicle Repossession Fee	\$15.00
	VIN Verification	\$5.00
	VISA/Clearance Letter Fee:	
	Formal Letter	\$15.00
	Formal Letter with Notarization	\$25.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	<u>Photograph Reproduction:</u>	
	Administrative Fee Research photo files, obtain clearances, package and mail	\$25.00
	<u>Per Unit Charges</u>	
	Black & White and Color	
	4 x 5	\$5.00
	5 x 7	\$6.00
	8 x 10	\$8.00
	Polaroid – Black & White and Color	\$5.00
	Proofs/Contact Sheets – Black & White and Color	\$8.00
<b>POLICE</b>		
Animal Control		
	<u>Adoption Fees (Not including Spay/Neuter Fee):</u>	
	Dogs (6 months to 8 years)	\$80.00
	Puppies (under 6 months)	\$100.00
	Cats (6 months to 8 years)	\$80.00
	Kittens (under 6 months)	\$100.00
	Senior pets 8+ years	\$30.00
	Adoption of adult animals (over 6 months) by Senior Citizens (65+)	½ price
	Rabbits, chinchillas, large birds	\$25.00
	Canaries, parakeets, finches, mice, rats, hamsters, guinea pigs	\$5.00
	Other animals	Amount to be set by Chief of Police or designee on an individual basis
	<u>Spay or Neuter Refundable Deposit</u> (if animal cannot be spayed/neutered at time of adoption)	
	Dog	\$40.00
	Cat	\$40.00
	<u>License Fees (Altered Animals)</u>	(not to exceed 1/2 of unaltered animal license fee)
	Half-year	\$15.00
	One year	\$20.00
	Two years	\$30.00
	Three years	\$40.00
	Late Fee	\$15.00
	<u>License Fees (Unaltered Animals)</u>	
	Half-year	\$35.00
	One year	\$50.00
	Two years	\$75.00
	Three years	\$100.00
	Late Fee	\$15.00
	Transfer fee (Change of Ownership/Address)	\$5.00
	Duplicate Tags	\$5.00
	Penalty for Delinquency	\$15.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Impound Fees (Altered/Unaltered):	
	First Impound	\$40.00
	Second Impound	\$60.00
	Third and Subsequent Impounds	\$80.00
	<u>Mandatory State Fines – Unaltered Dogs and Cats</u>	
	(Over and above impound fees)	
	First Impound	\$35.00
	Second Impound	\$50.00
	Third and Subsequent Impounds	\$100.00
	Dangerous Dog Home Inspection Fee	
	At time of initial registration/license	\$30.00
	Mandatory inspection each calendar year	\$30.00
	Home Quarantine Fee	\$30.00
	Boarding Fees	
	Standard	\$10.00 per day
	Requiring veterinary care at Shelter	\$20.00 per day
	Rabies Vaccination Fee	\$10.00/each
	Other Vaccinations	\$20.00/each
	Microchip – for claimed only	\$25.00
	Relinquishment Fee (Resident)	
	Dogs, cats, litters	\$55.00
	Rabbits, large birds	\$25.00
	Reptiles	\$10.00
	Small rodents	\$5.00
	Relinquishment Fee (Non-resident)	
	Dogs, cats, litters	\$75.00
	Rabbits, large birds	\$30.00
	Reptiles	\$20.00
	Small rodents	\$10.00
	Disposal Fee	
	Inside Jurisdiction	\$15.00
	Outside Jurisdiction	\$20.00
	Other Agencies	\$95.00
	Field	\$55.00
<b>PUBLIC WORKS</b>		
	1911 Act Petition (up to 5 parcels)	\$1,600.00
	1911 Act Petition (each additional parcel)	\$95.00
	BMP Facility Maintenance Agreement	\$620.00
	Building Permit Review – Estimated Value < \$80,000.00:	
	Single Family Residential	\$870.00
	Multi-Family, Commercial or Industrial	\$1,280.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Subdivision Master Building Permit	\$1,280.00
	Minor Building Review; Addition of 400 square feet; or Added Plumbing Fixtures	\$350.00
	Building Permit Review – Estimated Value > \$80,000.00:	
	Single Family Residential	\$870.00
	Multi-Family, Commercial or Industrial	\$1,280.00
	Subdivision Master Building Permit	\$1,280.00
	Minor Building Review; Addition of 400 square feet; or Added Plumbing Fixtures	\$320.00
	Building Permit Review – Storm Water Fees	
	Single Family Residential	\$240.00
	Multi-Family or Commercial	\$660.00
	Subdivision Master Building Permit	\$660.00
	Inspection Fees	\$90.00
	Certificate of Correction for Subdivision Maps	\$750.00
	Condo Conversions CC&Rs and/or SW Mtce/Ops Plan Review	\$350.00
	Condo Conversions Storm Water Site Plan and/or BMP Facilities Agreements Review	\$350.00
	Copies	
	Maps and Plans	\$5.00/sheet
	Documents	\$.04 per page (plus actual cost of employee's time to copy records)
	Deed / Easement Prep / Quitclaim / LLA Deed Review	\$1,200.00
	Drainage Study Review	\$1,890.00
	Dumpster Permit	\$128.00
	Encroachment Permit	
	Level One	\$135.00
	Level Two	\$450.00
	Level Three	\$580.00
	Encroachment (Plan Review Inspection – per hour)	\$100.00
	Erosion/Sediment Control Plans >200 sq. ft. (Remodels, Pools, Additions, Walls)	\$110.00
	Erosion/Sediment Control Plan Review when Grading/Drainage Plan is not required	\$600.00
	Erosion/Sediment Control Plan Review when Grading/Drainage Plan is required	\$875.00
	Erosion/Sediment Control (per Inspection)	\$90.00
	Erosion/Sediment Control Site Inspection for NPDES Compliance (includes 1-10 inspections)	\$500.00 + 0.5%
	Extension of Time for Tentative Subdivision and Parcel Maps – No Hearing	\$425.00
	Extension of Time for Tentative Subdivision and Parcel Maps Hearing (includes Notice of Public Hearing cost)	\$1,050.00
	Final Parcel Map Check (up to four (4) lots)	\$5,530.00
	Final Subdivision Map Check (1 <sup>st</sup> five (5) lots)	\$7,325.00
	Final Subdivision Map Check (each additional lot)	\$200.00
	GIS Fees	Actual cost of employees' time



<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Grading/Drainage Plan Review (including precise grading plans for new structures)	5% of 1 <sup>st</sup> \$50,000 of estimated site improvement costs + 3% of costs between \$50,000 and \$100,000, 2% of costs between \$100,000 and \$250,000, 1% of costs above \$250,000 (minimum of \$1,000)
	Grading/Drainage Construction Inspection: with Erosion Control Site Inspection	3.5% of the estimated cost of construction with a minimum of \$500 + (Erosion Control Site Inspection \$500 + 0.5% of estimated cost of construction)
	Hold Harmless Agreement (HHA) preparation	\$900.00
	Hydrology Study Limited	\$350.00
	Improvement Construction Inspection	3.5% of the estimated cost of construction (minimum \$500.00) (Soil Testing not included)
	Improvement Plan Check (including improvement plans for private sewer mains)	6.5% of 1 <sup>st</sup> \$50,000 of estimated site improvement costs, 4% of costs between \$50,000 and \$100,000, 1.5% of costs between \$100,000 and \$250,000, and 1% of costs >\$250,000, with a \$1,000 minimum; 1% of estimate for each review after three (3)
	Inspection of restaurant Annual inspection required	\$130.00
	Inspection of Small or Medium High <100,000 sq. ft. Priority Commercial/Industrial Facilities Annual Inspection Required	\$280.00
	Inspection of Small or Medium High <100,000 sq. ft. Priority Commercial/Industrial Facilities Annual Inspection Required	\$500.00
	Lien Contract Preparation	\$900.00
	Lien Contract Release	\$30.00
	Outdoor Dining or Sidewalk Vending Permit – Annual Fee	\$340.00
	Oversize/Overload Permit (max as permitted by State)	
	Single fee	Set by State – currently \$16.00
	Annual fee	Set by State – currently \$90.00
	PRD – Engineering Fees	\$900.00
	PRD – Storm Water Fees	\$900.00
	Public Service Sign (Installation)	\$620.00
	Public Service Sign (Replacement)	\$360.00
	Reversion to Acreage	\$3,900.00
	Restaurant FOG Building Permit Fee	\$225.00
	Septic Tank Hauler's Discharge Fee	\$9.86/100 gallons
	Sewer Lateral Video Review	\$200.00
	Sewer Wet Tap Fee	\$720.00
	Special Event – Prepare Traffic Plan (Major)	\$1,400.00
	Special Event – Prepare Traffic Plan (Minor)	\$459.00
	Special Event – Traffic Control (per hour per crew)	\$480.00
	Special Event – Traffic Plan Review	\$394.00
	Street Light Inspection per Light (Amount includes est. \$90.00 energizing fee from SDG&E)	\$500.00
	Street or Public Service Easement Vacation (with Public Hearing)	\$1,900.00
	(without Public Hearing)	\$700.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Standard Urban Storm Water Mitigation Plan (SUSMP) Project Plan Review (required if High Priority Project) (three (3) Plan Checks (min))	\$4,030.00
	Conceptual SUSMP Project Plan Review	\$2,025.00
	Priority Development Project (PDP) SUSMP Storm Water Mitigation Plan (SWMitP) Review	\$2,025.00
	Additional Plan Check	\$160.00 each
	SUSMP BMP Inspection	
	1-3 Features	\$270.00
	>3 Features	\$360.00
	SWPPP Review (>1 acre)	\$1,100.00
	Subdivision Agreement Preparation	\$1,750.00
	Traffic Control Plan Review	\$300.00
	Traffic Impact Study Review	\$1,000.00
	Trash Enclosure Building Permit Review	\$140.00
	Utility Permit Fee	
	Utility Permit - Level One	\$500.00
	Utility Permit - Level Two	\$850.00
	Utility Permit - Level Three	\$850.00 + additional inspection hours



## City Council Agenda Report

**Agenda Item 13.**

**DATE:** June 23, 2020

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Dirk Epperson, Director of Public Works

**SUBJECT:** Public Hearing to Consider the Vacation of a Walkway Easement between Mona Place and Benjamin Place

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### RECOMMENDATION:

That the City Council:

1. Opens the Public Hearing and receives testimony;
2. Closes the Public Hearing; and
3. Adopts the next Resolution, in order, to approve the Vacation of a walkway easement between Mona Place and Benjamin Place, established by Council Resolution No.7724 and recorded on May 23, 1966, Map No. 5738.

### BACKGROUND:

On May 16, 1966, the City Council approved Final Map 5738 for the development of the Baart Village Subdivision located south of Chase Avenue in the southwestern quadrant of the City. This map created a 4-ft. wide walkway easement between Mona Place and Benjamin Place intended to serve the residents of both streets to connect the two cul-de-sacs.

Last month the City received a request from the property owners of the parcels containing the walkway easement to abandon the easement due to concerns with trash, loitering, liability, and ongoing maintenance responsibilities. City staff evaluated the abandonment request and determined that the walkway easement is no longer necessary for its intended purpose and that keeping this access open does not best serve the public interest in the immediate area. Staff's recommendation is for the City Council to adopt a Resolution to vacate the walkway easement in accordance with Public Streets, Highways, and Service Easements Vacation Law, section 8300 *et seq.* of the Streets and Highways Code of the State of California (the "Vacation Law").

### CALIFORNIA ENVIRONMENTAL QUALITY ACT:

This item is exempt from the California Environmental Quality Act (CEQA).

### FISCAL IMPACT:

Minor expenses such as advertising, recording of documents, and staff time are required to facilitate the process.

Prepared By: Dirk Epperson, Director of Public Works  
Reviewed By: Vince DiMaggio, Assistant City Manager  
Approved By: Graham Mitchell, City Manager

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## Attachments

Resolution

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RESOLUTION NO. \_\_-20

RESOLUTION ORDERING  
VACATION OF A WALKWAY EASEMENT AT  
MONA PLACE AND BENJAMIN PLACE

WHEREAS, by Resolution No. 053-20, adopted on June 9, 2020, the City Council did declare its intention to order the vacation of a pedestrian walkway easement (the "Easement") connecting two cul-de-sac streets, Mona Place and Benjamin Place, pursuant to and under the provisions of the Public Street, Highways, and Service Easements Vacation Law, section 8300 *et seq.* of the Streets and Highways Code of the State of California (the "Vacation Law"); and

WHEREAS, after providing the necessary notice and conducting a public hearing, all as required by law, and after receiving all testimony, both oral and written, the City Council believes it to be in the best interests of the City to order the vacation of said Easement; and

WHEREAS, after a duly held public hearing on June 9, 2020, the City Council hereby finds that it is no longer necessary to retain the Easement herein described in Exhibit "A."

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The City Council does hereby order the vacation of the Easement, which is more fully described in Exhibit "A," attached hereto and made a part hereof by this reference, pursuant to and under the provisions of the Vacation Law.
2. The Easement is not identified in the City's General Plan, therefore the provisions of California Government Code section 65402 do not apply.
3. From and after the date this Resolution is recorded, said Easement herein vacated shall no longer constitute an easement.
4. The City Clerk is hereby directed to cause a certified copy of this Resolution to be recorded in the office of the County Recorder of San Diego County, California.

**EXHIBIT "A"**  
**LEGAL DESCRIPTION FOR VACATION OF WALKWAY EASEMENT**

Tax Assessor Parcel No. 492-630-08  
Address: 1194 Mona Place, El Cajon, CA

Tax Assessor Parcel No. 492-630-05  
Address: 1185 Benjamin Place, El Cajon, CA

The City of El Cajon does hereby vacate a 4.00 feet walkway easement by Resolution of Vacation, Resolution No. \_\_\_\_\_, approved by the El Cajon City Council on \_\_\_\_\_, 2020.

That portion of Lots 32 & 49 of Baart Village Unit No. 2, in the City of El Cajon, County of San Diego, State of California, according to map thereof No. 5738, filed in the Office of the County Recorder of San Diego County, on May 23, 1966, more particularly described as follows:

The Southerly 4.00 feet of said Lots 32 & 49 of said Baart Village Unit No. 2, Map No. 5738.

\_\_\_\_\_  
Yazmin Arellano, City Engineer  
PLS 8910

**EXHIBIT "A"**  
**REQUEST TO VACATE PROPERTY EASEMENT (SIDEWALK) BETWEEN**  
**BENJAMIN PLACE AND MONA PLACE**









City Council  
Agenda Report

**DATE:** June 23, 2020  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Graham Mitchell, City Manager  
**SUBJECT:** Early Lease Termination Agreement with Crisis House

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**RECOMMENDATION:**

That the City Council adopts the next Resolution, in order, approving an early lease termination agreement with Crisis House and authorizes the City Manager to execute the agreement.

**BACKGROUND:**

The City owns the property at 1034 N. Magnolia Avenue and leases the property to Crisis House for \$1 per year. The City also shares a portion of the revenue generated from a cellular tower on the site. The property (4,695 square foot building on a 0.35 acre lot) was purchased with Community Development Block Grant (CDBG) funds for \$130,500 in 1994. The lease with Crisis House expires on June 30, 2021 and the City has already provided Crisis House notice that it does not plan on renewing the lease.

Staff believes that the City should consider selling the parcel as a way to boost economic activity in the City. Because the land was purchased with CDBG capital funds, the proceeds from the sale of the property must be returned to the CDBG fund, controlled by the City, for CDBG-eligible capital projects.

There is economic value if Crisis House were to vacate the property prior to the lease's expiration. Staff recommends that the City offer Crisis House a financial incentive to vacate early, which will aid in Crisis House securing a new property. The terms of this incentive are detailed in the attached agreement presented for City Council consideration. The agreement specifies that if Crisis House were to vacate or enter escrow by certain dates, different levels of financial incentives would be provided, as follows:

- September 30, 2020           \$700,000
- December 31, 2020         \$350,000
- March 31, 2021             \$150,000

The financial incentive identified in the agreement is an eligible use of CDBG funds to assist Crisis House in the acquisition of a new property. The funds must be paid when Crisis House enters into escrow for a new location and prior to the sale of the current property. Once a suitable property is identified, staff will return to City Council to amend the One Year Action Plan and identify the specific CDBG funds that can be allocated or re-allocated to fulfill the commitment. A public hearing will be scheduled and notice given as required by the CDBG regulations.

The remainder of the proceeds from the sale of 1034 N. Magnolia property would be used for other CDBG-eligible capital projects such as Wells Park Comprehensive Improvements, the Neighborhood Street Light Improvement Program, the ADA Pedestrian Curb Ramps & Sidewalks Program, or other facility improvement projects.

**FISCAL IMPACT:**

CDBG grant funding will be used to fund this commitment. As such, there will be no impact to the General Fund.

Prepared By: Graham Mitchell, City Manager

Reviewed By: N/A

Approved By: Graham Mitchell, City Manager

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Attachments

Resolution

Lease Termination Agreement

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RESOLUTION NO. \_\_-20

A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF EL CAJON APPROVING THE  
EARLY TERMINATION OF LEASE AGREEMENT  
WITH CRISIS HOUSE

WHEREAS, the City of El Cajon (the "City") owns a 4,695 square foot building on a 0.35 acre lot located at 1034 N. Magnolia Avenue (the "Property"), which was purchased with Community Development Block Grant ("CDBG") funds for \$130,500 in 1994; and

WHEREAS, the City leases the Property to Crisis House for \$1.00 per year (the "Lease"), and also shares a portion of the revenue generated from a cellular tower on the site; and

WHEREAS, the Lease expires on June 30, 2021, and the City has already provided Crisis House notice that it does not plan on renewing the lease; and

WHEREAS, staff believes that the City should consider selling the parcel as a way to boost economic activity in the City; and

WHEREAS, because the land was purchased with CDBG capital funds, the proceeds from the sale of the property must be returned to the CDBG fund, controlled by the City, for CDBG-eligible capital projects, and as such, there will be no impact to the General Fund; and

WHEREAS, there is economic value if Crisis House were to vacate the property prior to the lease's expiration, and staff recommends that the City offer Crisis House a financial incentive to vacate early, which will aid Crisis House in securing a new property; and

WHEREAS, the financial incentive identified in the Agreement is an eligible use of CDBG funds to assist Crisis House in the acquisition of a new property, and the funds must be paid when Crisis House enters into escrow for a new location and prior to the sale of the current Property; and

WHEREAS, the City Council believes it to be in the City's best interests to enter into the Agreement as recommended by staff.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The above recitals are true and correct, and are the findings of the City Council.
2. The City Council hereby approves the execution of the Agreement, with such changes as may be approved by the City Manager.

3. The City Manager and the City Clerk are hereby authorized and directed to execute the Agreement on behalf of the City of El Cajon.

4. The City Manager is hereby further authorized to execute, and the City Clerk is hereby authorized to attest the City Manager's signature, such amendments to the Agreement as may be necessary to approve any terms of the Agreement as contemplated therein, and to make such other changes as may be necessary, in the determination of the City Manager, to implement the Agreement in the best interests of the City.

06/23/20 CC Agenda  
Reso - Approve Early Termination of Lease Agmt w-Crisis House 061720

## LEASE TERMINATION AGREEMENT

THIS LEASE TERMINATION AGREEMENT (the "Agreement") is made and entered into as of \_\_\_\_\_, 2020 by and between Crisis House, a California nonprofit public benefit corporation (the "Lessee") and the City of El Cajon, a California charter city and municipal corporation (the "Lessor").

### RECITALS

A. On February 22, 1995, Lessor and Lessee executed that certain Lease Agreement (the "Original Lease") for certain real property with improvements then or later constructed (collectively, the "Premises"), which is more particularly described on Exhibit A, attached hereto and incorporated herein by this reference.

B. The Original Lease was amended on August 6, 1996 and again on January 25, 2000 (the Original Lease and the First and Second Amendments, collectively the "Amended Lease"), for the purpose of, among other things, renewing the Original Lease through July 31, 2016 at Lessee's request.

C. On August 10, 2016, Lessor and Lessee executed a new Lease Agreement (the "Current Lease"), modifying the terms of the Amended Lease.

D. The Current Lease has a term of five (5) years, with the option to extend the term of the Agreement only upon agreement of both the Lessor and Lessee.

E. The Lessor has notified the Lessee that it will not extend or renew the Lease, and that the Lease will terminate on July 31, 2021.

F. The Lessor and the Lessee desire to terminate the Current Lease on the terms and conditions set forth in this Agreement.

FOR GOOD AND VALUABLE CONSIDERATION, the receipt of which is hereby acknowledged, Lessor and Lessee agree as follows:

Section 1. Termination of Lease. Lessor and Lessee hereby agree to terminate the Amended Lease effective as of the Termination Date, as hereinafter defined, subject to the fulfillment of the following conditions:

(a) The Lease is hereby modified to allow Lessee to terminate the Lease on thirty (30) days' written notice to Lessor (the "Termination Date"). Lessee agrees to vacate the Premises on the Termination Date or before June 30, 2021, whichever first occurs, in consideration of which Lessor agrees to compensate Lessee for the loss of favorable rental terms under the Lease if the Premises are vacated and the Termination date occurs prior to April 1, 2021, and if Lessee is acquiring replacement property for its operations, it being understood that the source of funding for the Incentive Payment (as hereinafter defined) requires that the funds can only be used for the acquisition of

property. Accordingly, Lessor hereby agrees to the following payments, each to provide an incentive to Lessee for the early termination of the Lease on the Termination Date and other consideration set forth herein (each, and "Incentive Payment"):

(i) If, on or before September 30, 2020, the Lessee relocates from the Premises or enters into an escrow for the acquisition of a replacement property to which it will relocate Lessor shall compensate Lessee, through a direct deposit with the escrow office handling the transaction the sum of Seven Hundred Thousand Dollars (\$700,000.00).

(ii) If, after September 30, 2020, and on or before December 31, 2020, the Lessee relocates from the Premises or enters into an escrow for the acquisition of a replacement property to which it will relocate Lessor shall compensate Lessee, through a direct deposit with the escrow office handling the transaction the sum of Three Hundred Fifty Thousand Dollars (\$350,000.00).

(iii) If, after December 31, 2020, and on or before March 31, 2021, the Lessee relocates from the Premises or enters into an escrow for the acquisition of a replacement property to which it will relocate Lessor shall compensate Lessee, through a direct deposit with the escrow office handling the transaction the sum of One Hundred Fifty Thousand Dollars (\$150,000.00).

(iv) If, after March 31, 2021, the Lessee relocates from the Premises or enters into an escrow for the acquisition of a replacement property to which it will relocate Lessor shall not be obligated to compensate Lessee in any amount.

(b) Lessee shall, immediately upon the receipt of the Incentive Payment contemplated in this Agreement and, if applicable, successful close of escrow for the acquisition of replacement property, surrender possession of the Leased Premises, including any tenant improvements constructed by or for Lessee during Lessee's tenancy, in tenantable condition, broom clean, normal wear and tear excepted.

(c) Lessee understands and agrees that the Incentive Payment is intended to compensate Lessee for any and all claims it might have against Lessor for the termination of the Lease prior to July 31, 2021 including, but not limited to, claims of condemnation and eminent domain damages; relocation expense; damages to Lessee's business operation, including diminution of value of its business; lost income; or any other claims related to Lessor's early possession of the Premises.

(d) Lessee agrees that at all times any rent paid to Lessor or Lessee by a third party for the occupancy of a portion of the Premises for telecommunications purposes was the property of the Lessor, and that any remittance to Lessee during the Lease term (whether by Lessor or the third party) was not then, and is not now, a sublease of the Premises, by which Lessee was or is compensated for the third party occupancy; further, Lessee hereby acknowledges that any such third party was and is the property of the Lessor.

Section 2. Mutual Release.

(a) Except as otherwise set forth in Section 2(b), Lessor and Lessee discharge and release each other and their officials, officers, directors, agents, contractors, and employees from any actions, causes of action, claims and demands, costs, loss of services, and expenses and compensation related in any way to all known and unknown injuries resulting, now or later, from Lessee's tenancy, occupancy, and use of the Leased Premises, and performance of any conditions under the Lease. Lessee further discharges and releases Lessor from any claims for damages arising out of the early termination of the Lease, and repossession of the Premises, including breach of contract, forcible entry or unlawful eviction. Lessor and Lessee represent and warrant that they have not sold, assigned, or otherwise transferred any of the claims released by this Agreement.

(b) Lessee agrees to indemnify and hold harmless the other party from any claims and demands, costs, loss of services expenses, and compensation in any way growing out of the Lessee's tenancy and use of the Leased Premises, including, but not limited to, Lessor's negligence. Notwithstanding the foregoing, Lessee shall not be liable for the Lessor's sole negligence or willful misconduct.

(c) Each party represents and warrants to the other party that the party has read and understands this Agreement with the releases and indemnification provisions and that each party has had the legal effect of this Agreement explained by competent legal counsel of that party's choice and that each party is executing this Agreement of that party's own free will.

Section 3. Acceptance of Surrender. Lessor accepts the surrender of the Leased Premises by Lessee and acknowledges that the Leased Premises are in good condition and repair and that Lessee shall have no liability with respect to the condition of the Leased Premises.

Section 4. Assignment. Lessee represents and warrants that it has made no assignment, sublease, transfer, or other disposition of the Lease, any interest in the Lease or any demand, obligation, liability, or cause of action arising out of the Lease.

Section 5. Attorneys' Fees. If any legal action is taken to interpret or enforce the terms of this Agreement by any party, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs and expenses incurred in connection with that legal action.

Section 6. Entire Agreement. This Agreement contains the entire agreement between the parties regarding the matters covered in this Agreement. There have been no other statements, promises, or representations made by the parties that are intended to alter, modify, or complement this Agreement.

Section 7. Amendment. This Agreement may not be altered, amended, modified, or otherwise changed in any respect, except by a writing executed by an authorized representative of each party.

Section 8. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and, and all taken together, shall constitute one and the same instrument.

Section 9. Titles. The section titles in this Agreement are used for the convenience of the parties and are not to be taken as part of the instrument or used to interpret this Agreement.

Section 10. Time of the Essence. Time is of the essence in this Agreement.

Section 11. Authorization. The undersigned, by their signatures, represent and warrant that they are authorized agents of their respective entities and are authorized to execute this Agreement.

Section 12. Successors and Assigns. This Agreement shall bind an inure to the benefit of the parties and their respective heirs, successors, and assigns.

Section 13. Governing Law; Venue. This Agreement is governed and construed in accordance with California law. Any action to interpret or enforce the terms of this Agreement shall be brought in the Superior Court of California, San Diego County, Central Division. Lessee hereby waives any right to remove any such action from San Diego County as is otherwise permitted by California Code of Civil Procedure section 394.

[Signatures on following page]



Executed on the date first above written.

Lessor:

City of El Cajon

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

Graham Mitchell  
City Manager

Lessee:

Crisis House

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

Mary Case  
Executive Director

ATTEST:

\_\_\_\_\_  
Angela L. Cortez, CMC, City Clerk

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

Its: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Morgan L. Foley, City Attorney



City Council  
Agenda Report

**DATE:** June 23, 2020  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Marisol Thorn, Director of Human Resources  
**SUBJECT:** Approval of a Voluntary Early Retirement Incentive Program

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**RECOMMENDATION:**

That the City Council approves and authorizes the City Manager to implement a Voluntary Early Retirement Incentive Program for eligible City employees.

**BACKGROUND:**

At the June 9, 2020 City Council meeting, staff was directed to move forward with the development of a Voluntary Early Retirement Incentive Program to assist the City with its anticipated budget deficit. The proposed Voluntary Early Retirement At the June 9, 2020 City Council meeting, staff was directed to move forward with the and development of a Voluntary Early Retirement Incentive Program to assist the City with its anticipated budget deficit. The proposed Voluntary Early Retirement Incentive Program is an additional mechanism to maintain the City's financial security by incentivizing eligible City employees to retire early.

Staff proposes the following criteria for program eligibility: Full-time employees eligible to retire under their designated CalPERS retirement tier. Staff proposes the following incentive dates and corresponding incentives:

1. Eligible employees who retire no later than August 1, 2020 will receive a non-PERSable lump payment of \$25,000 on their final paycheck,
2. Eligible employees who retire between August 2, 2020 and December 31, 2020 will receive a non-PERSable payment of \$15,000 on their final paycheck.

Staff proposes that all employees be notified of the Voluntary Early Retirement Incentive Program no later than Wednesday, July 1, 2020, and eligible employees who wish to participate in the program notify Human Resources of their intent no later than 14 calendar days from the employee notification date. A Voluntary Early Retirement Incentive Program separation agreement and general release and waiver will be drafted by the City Attorney's Office and entered into agreement with all participating employees.

**FISCAL IMPACT:**

Based on preliminary information and calculations, the City estimates to save \$100,000 to \$250,000 for Fiscal Year 2020-2021; this will have additional savings in future fiscal years.

Prepared By: Marisol Thorn, Director of Human Resources

Reviewed By: N/A

Approved By: Graham Mitchell, City Manager

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**Attachments**

Resolution

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RESOLUTION NO. \_\_-20

A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF EL CAJON APPROVING A  
VOLUNTARY EARLY RETIREMENT INCENTIVE PROGRAM

WHEREAS, at the June 9, 2020 City Council meeting, City of El Cajon (the "City") staff was directed to move forward with the exploration and development of a Voluntary Early Retirement Incentive Program (the "Program") to assist the City with its anticipated budget deficit; and

WHEREAS, the proposed Program is an additional mechanism to maintain the City's financial security by incentivizing eligible City employees to retire early, and based on preliminary information and calculations, the City estimates to save \$100,000 to \$250,000 for Fiscal Year 2020-2021, as well as savings into future fiscal years; and

WHEREAS, the City Council believes it to be in the City's best interests to implement the Program for eligible City employees in order to assist with its anticipated budget deficit.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The above recitals are true and correct, and are the findings of the City Council.

2. The City Council hereby approves the implementation of the Program for eligible City employees, with the following criteria:

(A) Employees eligible for participation in the Program are those full-time employees meeting the requirement to retire under their designated California Public Employees' Retirement System ("CalPERS") retirement tier;

(B) Employees participating in the Program shall receive the following payments on the employee's final paycheck, which *shall not* be counted toward the employee's compensation under CalPERS:

(1) Eligible employees who retire no later than August 1, 2020 will receive a payment of \$25,000, and

(2) Eligible employees who retire between August 2, 2020 and December 31, 2020 will receive a payment of \$15,000.

3. All employees shall be notified of the Program no later than Wednesday, July 1, 2020, and eligible employees who wish to participate in the Program are hereby required to notify Human Resources of their intent to participate in the Program no later than fourteen (14) calendar days from the employee notification date.

3. The City Manager is hereby authorized to execute all separation agreements and any other documents necessary, and to make such other changes as may be necessary, in the determination of the City Manager, to implement the Program in the best interests of the City.

06/23/20 CC Agenda

Reso - Approve Voluntary Early Retirement Incentive Program 061820



## City Council Agenda Report

**Agenda Item 16.**

**DATE:** June 23, 2020  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Marisol Thorn, Director of Human Resources  
**SUBJECT:** Compensation for Executive and Unrepresented Employees (A-29), City Manager and the City Attorney

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### RECOMMENDATION:

That the Mayor provide an oral report summarizing recommended changes in compensation for the City's "local agency executives"; and following the report that the City Council:

1. Approves the changes to City Council Policy A-29 described below and reflected on the attachment; and
2. Adopts the next Resolutions, in order, to approve the amendments to the employment contracts with the city manager and city attorney, and authorizing the Mayor to execute the amendments, substantially in the forms as presented.

### BACKGROUND:

City Council Policy A-29 details the compensation for all employees not represented by any of the City's recognized bargaining groups. These employees include all department directors, confidential and other unrepresented management employees, and part-time/seasonal/temporary (PST) employees. Additionally, the city manager and city attorney typically receive the same general salary increase as their employees.

SB 1436, adopted in 2016, requires that the City Council provide an oral report with a summary of recommendations for a final action on the salaries or compensation of certain "local agency executives." This oral report must be given by the Mayor during the open meeting in which the final action on compensation, salaries, and benefits is to be taken.

A "local agency executive" is defined as those employees of a local agency not subject to the Meyers-Milias-Brown Act and who is either (1) the chief executive officer, deputy or assistant chief executive officer, (2) the head of a department of a local agency, or (3) is employed under a contract with the local agency. For the City, this "local agency executives" subject to SB 1436 include: City Manager, City Attorney, Assistant City Manager, City Clerk, Director of Community Development, Director of Finance/City Treasurer, Director of Human Resources, Director of Information Technologies, Director of Parks and Recreation, Director of Public Works, Fire Chief, and Police Chief.

As recommended, all of the employees in this group will receive a general salary increase of 2.5% effective June 13, 2020, the same increase in pay received by their respective municipal employees. Additionally, the Fire safety employees and Police Chief will receive a non-PERSable stipend of \$6,000/Police Chief, \$6,000/Fire Chief, and \$4,200/Fire Division Chief. The stipends will be paid one-half the second paycheck issued in July and one-half the first paycheck issued in December of 2020.

**FISCAL IMPACT:**

Compensation changes are within settlement authority provided by the City Council and included in the FY 2020-21 budget.

Prepared By: Marisol Thorn, Director of Human Resources

Reviewed By: N/A

Approved By: Graham Mitchell, City Manager

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**Attachments**

Summary of Changes

A-29 Tracked Changes

A-29 Changes Accepted

Resolution - CM 2nd Amendment

CM 2nd Amendment

Resolution - CA 5th Amendment

CA - 5th Amendment

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## Summary of Terms for A-29, City Manager and City Attorney Amendments

1. **COLA**: 2.5% cost of living adjustment (COLA) effective the first paycheck issued in July.
2. **Cafeteria Benefits**: An increase in cafeteria benefits from \$1,200 per month to \$1,250 per month effective January 1, 2021. The cash in lieu amount will continue to be capped at \$1,150.
3. Other non-economical, minor clean-up language to the A-29 Policy



**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 1 of 22

**PURPOSE**

To outline in one document the salary and benefits of employees who work in positions not represented by a recognized bargaining group.

**A. SALARY** – Effective pay period beginning on ~~December 14, 2019~~ June 13, 2020

**REQUIRED EDUCATION FOR BASE HOURLY/BIWEEKLY RATE:**

1. The required education for Assistant City Manager pay ranges are defined as follows:

Level II: Must possess the following

- Master's degree directly related to the position with the City, but not required by the classification specification applicable to position; or
- Current California registration certificate as a Professional Civil or Traffic Engineer which is directly related to the position, but not required by the classification specification applicable to the position; or
- Current California designation as a Certified Public Accountant which is directly related to the position, but not required by the classification specification applicable to the position; or
- Current ICMA designation as Credentialed City Manager.

Level III: Must possess the following

- Master's degree directly related to the position with the City, but not required by the classification specification applicable to position; or
  - Current California registration certificate as a Professional Civil or Traffic Engineer which is directly related to the position, but not required by the classification specification applicable to the position; or
  - Current California designation as a Certified Public Accountant which is directly related to the position, but not required by the classification specification applicable to the position.
- AND
- Current ICMA designation as Credentialed City Manager.

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 2 of 22

2. The required education for Executive and Unrepresented Management (excludes Assistant City Manager) pay ranges are defined as follows:

Level II: Must possess one of the following

- Master's degree directly related to the position with the City, but not required by the classification specification applicable to position; or
- Current California registration certificate as a Professional Civil or Traffic Engineer which is directly related to the position, but not required by the classification specification applicable to the position; or
- Current California designation as a Certified Public Accountant which is directly related to the position, but not required by the classification specification applicable to the position.

3. The required education for Fire Chief and Fire Division Chief pay ranges are defined as follows:

Level II: Must possess the following

- Associate's degree in Fire Science or a related field.

Level III: Must possess the following

- Bachelor's degree in any related field.

4. The required education for Police Chief pay ranges are defined as follows:

Level II: Must possess the following

- P.O.S.T. Management Certificate AND
- Completion of one of the following:
  - FBI Academy;
  - P.O.S.T. Command College;
  - Senior Management Institute for Police; or
  - Other management classes/educational programs as approved by the City Manager, AND
- Bachelor's degree.

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 3 of 22

Level III: Must possess the following

- P.O.S.T. Management Certificate AND
- Completion of one of the following:
  - FBI Academy;
  - P.O.S.T. Command College;
  - Senior Management Institute for Police; or
  - Other management classes/educational programs as approved by the City Manager, AND
- Bachelor's degree, AND
- Master's degree or other advanced degree related to the position.

Level IV: Must possess the following

- Advanced P.O.S.T certificate, AND
- P.O.S.T. Management Certificate, AND
- Completion of one of the following:
  - FBI Academy;
  - P.O.S.T. Command College;
  - Senior Management Institute for Police; or
  - Other management classes/educational programs as approved by the City Manager, AND
- Bachelor's degree.

Level V: Must possess the following

- Advanced P.O.S.T certificate, AND
- P.O.S.T. Management Certificate and completion of one of the following:
  - FBI Academy;
  - P.O.S.T. Command College;
  - Senior Management Institute for Police; or
  - Other management classes/educational programs as approved by the City Manager, AND
- Bachelor's degree, AND
- Master's degree or other advanced degree related to the position.

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 4 of 22

**EXECUTIVE MANAGEMENT CLASSIFICATION PAY RANGES ARE AS FOLLOWS:**

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY/BI-WEEKLY</u>
Assistant City Manager I	<del>137.5</del> <u>138.5</u>	<del>\$85.12 - \$103.71/ \$6,786.37 - \$8,268.50</del> <u>\$87.25 - \$106.31/ \$6,956.19 - \$8,475.79</u>
Assistant City Manager II	<del>139.5</del> <u>140.5</u>	<del>\$89.43 - \$108.96/ \$7,129.99 - \$8,687.06</del> <u>\$91.67 - \$111.69/ \$7,308.58 - \$8,904.72</u>
Assistant City Manager III	<del>141.5</del> <u>142.5</u>	<del>\$93.96 - \$114.48/ \$7,491.16 - \$9,127.16</del> <u>\$96.31 - \$117.34/ \$7,678.52 - \$9,355.18</u>
City Clerk I	<del>117.2</del> <u>118.2</u>	<del>\$51.56 - \$62.82/ \$4,110.73 - \$5,008.46</del> <u>\$52.85 - \$64.39/ \$4,213.58 - \$5,133.63</u>
City Clerk II	<del>119.2</del> <u>120.2</u>	<del>\$54.17 - \$66.00/ \$4,318.82 - \$5,261.99</del> <u>\$55.52 - \$67.65/ \$4,426.45 - \$5,393.54</u>
Director of Community Development I	<del>129.5</del> <u>130.5</u>	<del>\$69.86 - \$85.12/ \$5,569.73 - \$6,786.37</del> <u>\$71.61 - \$87.25/ \$5,709.26 - \$6,956.19</u>
Director of Community Development II	<del>131.5</del> <u>132.5</u>	<del>\$73.40 - \$89.43/ \$5,851.97 - \$7,129.99</del> <u>\$75.24 - \$91.67/ \$5,998.67 - \$7,308.58</u>
Director of Finance/City Treasurer I	<del>128.3</del> <u>129.3</u>	<del>\$67.82 - \$82.63/ \$5,407.09 - \$6,587.85</del> <u>\$69.52 - \$84.70/ \$5,542.63 - \$6,752.88</u>
Director of Finance/City Treasurer II	<del>130.3</del> <u>131.3</u>	<del>\$71.25 - \$86.82/ \$5,680.56 - \$6,921.91</del> <u>\$73.03 - \$88.99/ \$5,822.47 - \$7,094.91</u>
Director of Human Resources I	<del>125.9</del> <u>126.9</u>	<del>\$63.93 - \$77.89/ \$5,096.95 - \$6,209.94</del> <u>\$65.53 - \$79.84/ \$5,224.52 - \$6,365.41</u>
Director of Human Resources II	<del>127.9</del> <u>128.9</u>	<del>\$67.16 - \$81.83/ \$5,354.47 - \$6,524.07</del> <u>\$68.84 - \$83.88/ \$5,488.41 - \$6,687.51</u>
Director of Information Technology I	<del>127.6</del>	<del>\$66.66 - \$81.22/ \$5,314.61 - \$6,475.43</del>

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**

~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 5 of 22

	<u>128.6</u>	<u>\$68.33 - \$83.25/ \$5,447.75 - \$6,637.28</u>
Director of Information Technology II	<del>129.6</del> <u>130.6</u>	<del>\$70.04 - \$85.33/ \$5,584.09 - \$6,803.11</del> <u>\$71.79 - \$87.47/ \$5,723.61 - \$6,973.73</u>
Director of Parks and Recreation I	<del>122.6</del> <u>123.6</u>	<del>\$58.92 - \$71.79/ \$4,697.52 - \$5,723.61</del> <u>\$60.39 - \$73.58/ \$4,814.72 - \$5,866.32</u>
Director of Parks and Recreation II	<del>124.6</del> <u>125.6</u>	<del>\$61.90 - \$75.42/ \$4,935.11 - \$6,013.02</del> <u>\$63.45 - \$77.31/ \$5,058.68 - \$6,163.70</u>
Director of Public Works I	<del>128.8</del> <u>129.8</u>	<del>\$68.67 - \$83.67/ \$5,474.86 - \$6,670.77</del> <u>\$70.39 - \$85.76/ \$5,611.99 - \$6,837.40</u>
Director of Public Works II	<del>130.8</del> <u>131.8</u>	<del>\$72.15 - \$87.91/ \$5,752.31 - \$7,008.81</del> <u>\$73.95 - \$90.10/ \$5,895.82 - \$7,183.41</u>
Fire Chief I	<del>135.4</del> <u>136.4</u>	<del>\$80.82 - \$98.47/ \$6,443.54 - \$7,850.73</del> <u>\$82.84 - \$100.93/ \$6,604.59 - \$8,046.85</u>
Fire Chief II	<del>136.4</del> <u>137.4</u>	<del>\$82.84 - \$100.93/ \$6,604.59 - \$8,046.85</del> <u>\$84.91 - \$103.45/ \$6,769.63 - \$8,247.77</u>
Fire Chief III	<del>137.4</del> <u>138.4</u>	<del>\$84.91 - \$103.45/ \$6,769.63 - \$8,247.77</del> <u>\$87.03 - \$106.04/ \$6,938.65 - \$8,454.26</u>
Police Chief I	<del>138.4</del> <u>139.4</u>	<del>\$87.03 - \$106.04/ \$6,938.65 - \$8,454.26</del> <u>\$89.21 - \$108.69/ \$7,112.45 - \$8,665.54</u>
Police Chief II	<del>140.4</del> <u>141.4</u>	<del>\$91.44 - \$111.41/ \$7,290.24 - \$8,882.39</del> <u>\$93.72 - \$114.19/ \$7,472.02 - \$9,104.04</u>
Police Chief III	<del>141.6</del> <u>142.6</u>	<del>\$94.19 - \$114.77/ \$7,509.49 - \$9,150.28</del> <u>\$96.55 - \$117.63/ \$7,697.65 - \$9,378.30</u>
Police Chief IV	<del>143.6</del> <u>144.6</u>	<del>\$98.96 - \$120.58/ \$7,889.79 - \$9,613.49</del> <u>\$101.44 - \$123.59/ \$8,087.52 - \$9,853.47</u>

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 6 of 22

Police Chief V	<del>144.8</del> <u>145.8</u>	<del>\$101.94 - \$124.21/ \$8,127.38 - \$9,902.90</del> <u>\$104.49 - \$127.31/ \$8,330.68 - \$10,150.06</u>
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**UNREPRESENTED MANAGEMENT CLASSIFICATION PAY RANGES ARE AS FOLLOWS:**

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY/BI-WEEKLY</u>
Administrative Analyst I (City Manager and Human Resources)	<del>87.4</del> <u>88.4</u>	<del>\$24.70 - \$30.10/ \$1,969.26 - \$2,399.79</del> <u>\$25.32 - \$30.85/ \$2,018.69 - \$2,459.58</u>
Administrative Analyst II (City Manager and Human Resources)	<del>89.4</del> <u>90.4</u>	<del>\$25.96 - \$31.62/ \$2,069.72 - \$2,520.97</del> <u>\$26.60 - \$32.41/ \$2,120.74 - \$2,583.95</u>
Building Official I	<del>117.5</del> <u>118.5</u>	<del>\$51.95 - \$63.29/ \$4,141.82 - \$5,045.93</del> <u>\$53.25 - \$64.88/ \$4,245.47 - \$5,172.69</u>
Building Official II	<del>119.5</del> <u>120.5</u>	<del>\$54.58 - \$66.50/ \$4,351.50 - \$5,301.85</del> <u>\$55.94 - \$68.16/ \$4,459.93 - \$5,434.20</u>
City Engineer/Deputy Director of Public Works I	<del>122.5</del> <u>123.5</u>	<del>\$58.77 - \$71.61/ \$4,685.56 - \$5,709.26</del> <u>\$60.24 - \$73.40/ \$4,802.76 - \$5,851.97</u>
City Engineer/Deputy Director of Public Works II	<del>124.5</del> <u>125.5</u>	<del>\$61.75 - \$75.24/ \$4,923.15 - \$5,998.67</del> <u>\$63.29 - \$77.12/ \$5,045.93 - \$6,148.55</u>
Deputy City Clerk I	<del>93.5</del> <u>94.5</u>	<del>\$28.72 - \$34.99/ \$2,289.76 - \$2,789.65</del> <u>\$29.44 - \$35.87/ \$2,347.17 - \$2,859.81</u>
Deputy City Clerk II	<del>95.5</del> <u>96.5</u>	<del>\$30.18 - \$36.77/ \$2,406.16 - \$2,931.57</del> <u>\$30.93 - \$37.68/ \$2,465.96 - \$3,004.12</u>
Deputy Director of Community Development I	<del>117.7</del> <u>118.7</u>	<del>\$52.21 - \$63.61/ \$4,162.55 - \$5,071.44</del> <u>\$53.51 - \$65.20/ \$4,266.20 - \$5,198.21</u>
Deputy Director of Community Development II	<del>119.7</del> <u>120.7</u>	<del>\$54.85 - \$66.83/ \$4,373.03 - \$5,328.16</del> <u>\$56.22 - \$68.50/ \$4,482.26 - \$5,461.31</u>

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**

~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 7 of 22

Deputy Director of Public Works I	<del>118.6</del> <u>119.6</u>	<del>\$53.38 - \$65.04/ \$4,255.83 - \$5,185.45</del> <u>\$54.71 - \$66.66/ \$4,361.87 - \$5,314.61</u>
Deputy Director of Public Works II	<del>120.6</del> <u>121.6</u>	<del>\$56.08 - \$68.33/ \$4,471.10 - \$5,447.75</del> <u>\$57.48 - \$70.04/ \$4,582.71 - \$5,584.09</u>
Financial Operations Manager I	<del>119.2</del> <u>120.2</u>	<del>\$54.17 - \$66.00/ \$4,318.82 - \$5,261.99</del> <u>\$55.52 - \$67.65/ \$4,426.45 - \$5,393.54</u>
Financial Operations Manager II	<del>121.2</del> <u>122.2</u>	<del>\$56.91 - \$69.34/ \$4,537.27 - \$5,528.28</del> <u>\$58.33 - \$71.08/ \$4,650.48 - \$5,667.00</u>
Fire Division Chief I	<del>124.5</del> <u>125.5</u>	<del>\$61.75 - \$75.24/ \$4,923.15 - \$5,998.67</del> <u>\$63.29 - \$77.12/ \$5,045.93 - \$6,148.55</u>
Fire Division Chief II	<del>125.5</del> <u>126.5</u>	<del>\$63.29 - \$77.12/ \$5,045.93 - \$6,148.55</del> <u>\$64.88 - \$79.04/ \$5,172.69 - \$6,301.63</u>
Fire Division Chief III	<del>126.5</del> <u>127.5</u>	<del>\$64.88 - \$79.04/ \$5,172.69 - \$6,301.63</del> <u>\$66.50 - \$81.02/ \$5,301.85 - \$6,459.49</u>
Human Resources Analyst I	<del>99.0</del> <u>100.0</u>	<del>\$32.90 - \$40.08/ \$2,623.02 - \$3,195.46</del> <u>\$33.72 - \$41.08/ \$2,688.40 - \$3,275.19</u>
Human Resources Analyst II	<del>101.0</del> <u>102.0</u>	<del>\$34.56 - \$42.11/ \$2,755.37 - \$3,357.31</del> <u>\$35.43 - \$43.16/ \$2,824.73 - \$3,441.02</u>
Information Technology Analyst I	<del>97.4</del> <u>98.4</u>	<del>\$31.62 - \$38.53/ \$2,520.97 - \$3,071.88</del> <u>\$32.41 - \$39.49/ \$2,583.95 - \$3,148.42</u>
Information Technology Analyst II	<del>99.4</del> <u>100.4</u>	<del>\$33.23 - \$40.48/ \$2,649.33 - \$3,227.35</del> <u>\$34.06 - \$41.49/ \$2,715.50 - \$3,307.88</u>
Management Analyst I (City Manager and Human Resources)	<del>96.3</del> <u>97.3</u>	<del>\$30.78 - \$37.50/ \$2,454.00 - \$2,989.77</del> <u>\$31.55 - \$38.44/ \$2,515.39 - \$3,064.71</u>
Management Analyst II (City Manager and Human Resources)	<del>98.3</del> <u>99.3</u>	<del>\$32.33 - \$39.40/ \$2,577.58 - \$3,141.25</del> <u>\$33.14 - \$40.38/ \$2,642.16 - \$3,219.38</u>

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**

~~March 10, 2020~~

June 23, 2020

**PAGE**  
Page 8 of 22

Network Administrator I	<del>104.6</del> <u>105.6</u>	<del>\$37.78 - \$46.03/ \$3,012.09 - \$3,669.84</del> <u>\$38.72 - 47.18/ \$3,087.03 - \$3,761.52</u>
Network Administrator II	<del>106.6</del> <u>107.6</u>	<del>\$39.69 - \$48.36/ \$3,164.37 - \$3,855.60</del> <u>\$40.68 - \$49.57/ \$3,243.30 - \$3,952.07</u>
Planning Manager I	<del>114.8</del> <u>115.8</u>	<del>\$48.60 - \$59.22/ \$3,874.74 - \$4,721.44</del> <u>\$49.81 - \$60.70/ \$3,971.21 - \$4,839.43</u>
Planning Manager II	<del>116.8</del> <u>117.8</u>	<del>\$51.06 - \$62.21/ \$4,070.87 - \$4,959.82</del> <u>\$52.33 - \$63.77/ \$4,172.12 - \$5,084.20</u>
<u>Parks and Recreation Services</u> Manager I	<del>105.3</del> <u>106.3</u>	<del>\$38.44 - \$46.83/ \$3,064.71 - \$3,733.62</del> <u>\$39.40 - \$48.00/ \$3,141.25 - \$3,826.90</u>
<u>Parks and Recreation Services</u> Manager II	<del>107.3</del> <u>108.3</u>	<del>\$40.38 - \$49.20/ \$3,219.38 - \$3,922.57</del> <u>\$41.39 - \$50.43/ \$3,299.90 - \$4,020.64</u>
Senior Human Resources Analyst I	<del>106.2</del> <u>107.2</u>	<del>\$39.30 - \$47.88/ \$3,133.27 - \$3,817.33</del> <u>\$40.28 - \$49.08/ \$3,211.41 - \$3,913.01</u>
Senior Human Resources Analyst II	<del>108.2</del> <u>109.2</u>	<del>\$41.29 - \$50.31/ \$3,291.93 - \$4,011.07</del> <u>\$42.32 - \$51.56/ \$3,374.05 - \$4,110.73</u>
Senior Management Analyst I (City Manager and Finance)	<del>106.2</del> <u>107.2</u>	<del>\$39.30 - \$47.88/ \$3,133.27 - \$3,817.33</del> <u>\$40.28 - \$49.08/ \$3,211.41 - \$3,913.01</u>
Senior Management Analyst II (City Manager and Finance)	<del>108.2</del> <u>109.2</u>	<del>\$41.29 - \$50.31/ \$3,291.93 - \$4,011.07</del> <u>\$42.32 - \$51.56/ \$3,374.05 - \$4,110.73</u>
Senior Risk Management Analyst I	<del>106.2</del> <u>107.2</u>	<del>\$39.30 - \$47.88/ \$3,133.27 - \$3,817.33</del> <u>\$40.28 - \$49.08/ \$3,211.41 - \$3,913.01</u>
Senior Risk Management Analyst II	<del>108.2</del> <u>109.2</u>	<del>\$41.29 - \$50.31/ \$3,291.93 - \$4,011.07</del> <u>\$42.32 - \$51.56/ \$3,374.05 - \$4,110.73</u>



**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 9 of 22

**CONFIDENTIAL CLASSIFICATION PAY RANGES ARE AS FOLLOWS:**

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY/BI-WEEKLY</u>
Confidential Secretary (City Manager's Office, Human Resources and Police Chief Administration)	<del>85.0</del>	<del>\$23.28 - \$28.37/ \$1,856.05 - \$2,261.86</del>
	<u>86.0</u>	<u>\$23.86 - \$29.08/ \$1,902.29 - \$2,318.46</u>
Executive Assistant to the City Manager/City Attorney	<del>95.1</del>	<del>\$29.88 - \$36.40/ \$2,382.25 - \$2,902.07</del>
	<u>96.1</u>	<u>\$30.62 - \$37.31/ \$2,441.24 - \$2,974.62</u>
Executive Assistant to the Police Chief	<del>89.9</del>	<del>\$26.28 - \$32.02/ \$2,095.23 - \$2,552.86</del>
	<u>90.9</u>	<u>\$26.93 - \$32.82/ \$2,147.05 - \$2,616.64</u>
Information Technology Specialist	<del>90.2</del>	<del>\$26.47 - \$32.25/ \$2,110.38 - \$2,571.20</del>
	<u>91.2</u>	<u>\$27.13 - \$33.06/ \$2,163.00 - \$2,635.78</u>
Senior Accounting Technician	<del>83.7</del>	<del>\$22.55 - \$27.47/ \$1,797.85 - \$2,190.10</del>
	<u>84.7</u>	<u>\$23.11 - \$28.16/ \$1,842.49 - \$2,245.11</u>

**UNREPRESENTED GENERAL CLASSIFICATION PAY RANGES ARE AS FOLLOWS:**

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY</u>
Police Recruit	<del>96.0</del>	<del>\$30.55 - \$37.22</del>
	<u>97.0</u>	<u>\$31.31 - \$38.15</u>

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 10 of 22

**PART-TIME / SEASONAL TEMPORARY (PST) CLASSIFICATIONS ARE AS FOLLOWS:**

*\*PST classifications do not receive any benefits described in this policy with the exception of the City contribution to the appropriate retirement plan in lieu of CalPERS/Social Security and sick leave benefits required by Labor Code §233.*

***All PST step increases are 2.5% unless noted otherwise.***

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY</u>
Administrative Intern	<del>70.9</del> <u>71.9</u>	<del>\$16.44 - \$20.03</del> <u>\$16.85 - \$20.53</u>
Public Safety Aide	<del>61.4</del> <u>62.4</u>	<del>\$13.00 - \$15.84</del> <u>\$13.33 - \$16.24</u>
Weed Abatement Inspector	<del>88.3</del> <u>89.3</u>	<del>\$25.26 - \$30.78</del> <u>\$25.89 - \$31.55</u>

***Effective January 1, 2020 (Recreation PSTs Only)***

Job Class	Range @ 2.5%	Step A	Step A'	Step B	Step B'	Step C
Recreation Specialist I	61.4	\$ 13.00	\$ 13.33	\$ 13.66	\$ 14.00	\$ 14.35

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 11 of 22

Recreation Specialist II	<b>66.4</b>	\$ 14.71	\$ 15.08	\$ 15.45	\$ 15.84	\$ 16.24	
Recreation Specialist III	<b>71.4</b>	\$ 16.64	\$ 17.31	\$ 18.19	\$ 19.11	\$ 20.08	<b>71.0</b>
Recreation Specialist IV	<b>80.0</b>	\$ 20.58	\$ 21.62	\$ 22.17	\$ 23.86	\$ 25.07	<b>80.0</b>
Recreation Specialist V	<b>88.9</b>	\$ 25.64	\$ 26.93	\$ 28.30	\$ 29.73	\$ 31.23	<b>88.9</b>
		<b>Range @ 5%</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Range</b>

**B. HEALTH AND WELFARE BENEFITS**

1. Cafeteria Plan

The City's cafeteria plan ~~benefits allotment are~~ is primarily designated for enrollment in any of the City's CalPERS' health plans or other eligible benefit programs (e.g., dental, vision, etc.). The cost of the premium for the City's health plan will be deducted from the employee's cafeteria plan ~~allocation~~ allotment. If there is a difference, the employee will be responsible for the remainder of the premium amounts to be paid through payroll deductions. ~~Any Unused cafeteria plan balances allotment that remain after an employee has paid for his or her health insurance premiums and other eligible benefit programs benefits may be received as will be paid out as~~ "cash in lieu", up to a maximum of \$1,150 per month (excludes Police Recruit). For Police Recruit the maximum "cash in lieu" is \$287.50 per month. Cash in lieu payments are taxable income and not PERSable.

Any employee who is not enrolled in a City CalPERS health insurance plan, and does not provide proof of enrollment in another group health insurance plan (e.g., coverage under a spouse's employer plan) within 30 days from the beginning of the new plan year will not be eligible to receive cash in lieu.

All benefitted employees must enroll in an available City health program unless they opt out. An employee may receive cash in lieu for opting out of the City's health program if he/she:

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 12 of 22

- (1) Provides proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction for the taxable year or years that begin or end in or with the City's plan year to which the opt out applies ("tax family"), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies ("opt out period"); and
- (2) Signs an attestation that the employee and his/her tax family have or will have such minimal essential coverage for the opt out period. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt out payment cannot be made and the City will not in fact make payment if the employer knows or has reason to know that the employee or tax family member doesn't have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied.

The City may modify health insurance benefits or cafeteria plan (including, as to both, but not limited to, plan benefits or structure, City or employee contributions and/or opt out amount or requirements) in order to avoid penalties or taxes under the ACA or other statutory scheme that may result from an interpretation of the ACA or other statutory scheme by the Internal Revenue Service or other federal agency (including, but not limited to, a revenue ruling, regulation or other guidance) or state agency, or a ruling by a court of competent jurisdiction.

From ~~January 1, 2020 through June 30, 2020~~ July 1, 2020 through December 31, 2020, the ~~amount of the allotment for the cafeteria benefit plan~~, excluding Police Recruit, shall be \$1,200 per month. ~~(\$14,400 per calendar year)~~. Effective January 1, 2021, the amount will increase to \$1,250 per month. For Police Recruit, the cafeteria ~~benefit plan~~ allotment shall be \$1,300 per month. ~~(\$15,600)~~.

**2. Medical Insurance**

The City is continuing the CalPERS' Health Benefits program that was adopted on January 1, 1986. From the total ~~allotted under the cafeteria plan~~ allotment, the City will pay to CalPERS the statutorily required minimum employer contribution per month toward the cost of any CalPERS' health plan that the employee chooses to enroll. The employee agrees to be liable for the difference between the total cost of the health plan chosen and the City's contribution if he/she elects to obtain coverage under the CalPERS' health program. This amount shall be included in the total amount of the City's contribution to the employee's Section 125 Cafeteria Plan.

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**

~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 13 of 22

Employees who elect not to be covered under the City’s medical insurance plan must have on file with the City a signed waiver of medical benefits. Employees will be provided an opportunity ~~at least once annually~~ to enroll in the City’s medical insurance plan during the designated open enrollment period.

**3. Retirement Benefits**

All Executive, Unrepresented, and Confidential employees are members of the California Public Employees’ Retirement System (CalPERS). Those employees who are “classic members” as defined under the Public Employees’ Pension Reform Act of 2013 (PEPRA) pay the employee’s share of the retirement cost (8% for Miscellaneous and 9% for Safety Employees), and receive the following contracted benefits:

<b>Miscellaneous Employees</b> <i>(“Classic” Members)</i>	<b>Safety Employees</b> <i>(“Classic” Members Hired on or before March 10, 2011)</i>
A. 3% at 60 Benefit Formula (§21354.3)	A. 3% at 50 Benefit Formula (§21362.2)
B. Final Compensation: One Year (§20042)	B. Final Compensation: One Year (§20042)
C. Prior Service (§20055)	C. Prior Service (§20055)
D. [Reserved]	D. [Reserved]
E. Additional Service Credit 2 Years (§20903)	E. [Reserved]
F. Unused Sick Leave Credit (§20965)	F. Unused Sick Leave Credit (§20965)
G. Military Service Credit as Public Service (§21024)	G. Military Service Credit as Public Service (§21024)
H. 2% Annual Cost of Living Allowance Increase (§21329)	H. 2% Annual Cost of Living Allowance Increase (§21329)
I. Pre-Retirement Death Benefits to Continue After Remarriage of Survivor (§21551)	I. Pre-Retirement Death Benefits to Continue After Remarriage of Survivor (§21551)
J. 1959 Survivor Benefit Level Four (§21574)	J. 1959 Survivor Benefit Level Three (§21573)

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**

~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 14 of 22

K. \$5,000 Retired Death Benefit (§21623.5)	K. \$500 Retired Death Benefit (§21620)
L. [Reserved]	L. Post-Retirement Survivor Allowance (§21624/26/28)
M. [Reserved]	M. Post-Retirement Survivor Allowance to Continue After Remarriage (§21635)
	<b>Local Safety Employees</b> (Hired on or after March 11, 2011)
	A. 3% at 55 Benefit Formula (§21362.2)
	B. Final Compensation: Three Years – Career Average (§20042)

Those employees who are “new members” as defined under the Public Employees’ Pension Reform Act of 2013 (PEPRA) pay the employee contributions equal to 50% of normal cost (currently 6.25% for Miscellaneous and 12.25% for Safety Employees), and receive the above listed benefits with the exception of the following:

<b>Miscellaneous Employees</b> (“New” Members Hired on or after January 1, 2013)	<b>Safety Employees</b> (“New” Members Hired on or after January 1, 2013)
A. 2% at 62 Benefit Formula (§7522.20)	A. 2.7% at 57 Benefit Formula (§7522.25(d))
B. Final Compensation: Three Years – Career Average (§20037)	B. Final Compensation: Three Years – Career Average (§20037)

**PST Employees:** In lieu of enrollment in the CalPERS’ retirement program, PST employees will be enrolled in an IRS §457 retirement plan. The City contributes 7.5% of the employee’s salary to the IRS §457 plan in lieu of CalPERS and Social Security. PST employees who qualify for membership will be enrolled in the CalPERS retirement program and City contributions to the IRS §457 plan will terminate.

**4. Deferred Compensation**

All Executive, Unrepresented and Confidential employees are eligible to participate in any of

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**

~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 15 of 22

the City's Internal Revenue Code Section 457 Deferred Compensation Plan(s). Participation is handled through payroll deductions.

The City shall contribute \$300 per month (\$3,600 per year) in deferred compensation on behalf of the Assistant City Manager to one of the City approved plans as selected by the Assistant City Manager. Amounts contributed by the City shall be to the benefit of the Assistant City Manager in accordance with the Deferred Compensation Plan participation agreement.

5. Disability Insurance

The City provides Executive Management employees and Unrepresented Management employees with fully paid short-term and long-term disability plans.

**Exclusion:** Confidential employees, PST employees, and Police Recruit(s) participate in the State Disability Insurance (SDI) Program at their expense.

6. Life and Accidental Death & Dismemberment (AD&D) Insurance [Applies to City Attorney]

The City provides fully paid life insurance and AD&D to Executive and Unrepresented Management employees in the amount of one and one half times the employee's annual salary plus \$25,000.

The City provides fully paid life insurance and AD&D to Confidential and Part-time benefitted employees in the amount of \$25,000.

**C. LEAVES**

1. Vacation Accrual

All Executive, Unrepresented and Confidential employees shall accrue vacation in accordance with the following schedule:

a. 3.07 hours of vacation accrued and credited bi-weekly from the date of hire until completion of the 36<sup>th</sup> month;

b. 4.60 hours of vacation accrued and credited bi-weekly following completion of the 36<sup>th</sup>

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 16 of 22

month through the 108<sup>th</sup> month;

- c. 5.52 hours of vacation accrued and credited bi-weekly following completion of the 108<sup>th</sup> month through the 156<sup>th</sup> month;
- d. 6.14 hours of vacation accrued and credited bi-weekly following completion of the 156<sup>th</sup> month.

New hires in Executive and Unrepresented Management classifications may accrue vacation leave at a rate greater than the entry rate at the discretion of the City Manager.

Vacation accrual shall be capped at 620 hours for all executive and unrepresented management employees, and 560 hours for all confidential employees. No employee shall accrue vacation beyond the established cap unless specifically authorized by the City Manager.

Employees have the option of 100% cash reimbursement for unused paid vacation at any time provided that they have used at least 80 hours of vacation/administrative leave during the preceding year (26 pay periods).

**2. Administrative Leave**

Executive Management employees receive eighty (80) hours administrative leave per year accrued as vacation leave.

Unrepresented Management employees receive sixty (60) hours administrative leave per year accrued as vacation leave.

**3. Holidays**

Executive and Unrepresented Management and Confidential employees (excluding the City Attorney) receive the following paid holidays:

New Years' Day	January 1
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**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**

~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 17 of 22

Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Admissions Day*	September 9 (floating holiday)
Columbus Day*	Second Monday in October (floating holiday)
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

*And every day proclaimed by the City Council as a public holiday.*

\*Two (2) floating holidays in lieu of celebrating Columbus Day and Admissions Day. City facilities shall remain open on both days.

Vacation shall accrue and be credited bi-weekly to compensate for the two floating holidays based on regularly scheduled work shift (permanent shift):

**5-8 Schedules:** 0.62 hours; **9/80 Schedules:** 0.69 hours; **4/10 Schedules:** 0.77 hours

City Hall will be closed between the observed Christmas Eve holiday in ~~2020~~ 2019 and the observed New Years' Day holiday in ~~2020~~ 2021. Use of paid leave will be required for December ~~26, 2019 (9 hours) and December 30, 2019 (9 hours)~~ 28, 29, 30.

An EMPLOYEE whose day off falls on an observed City holiday (e.g., Friday holiday) will accrue their regularly scheduled hours of vacation leave.

**4. Sick Leave**

Executive, Unrepresented and Confidential employees accrue sick leave at the rate of 3.68 hours per bi-weekly pay period. Accrual is unlimited. Part-Time/Seasonal/Temporary employees accrue and use sick leave upon commencement of employment at the rate prescribed by Labor Code § 246. PST employees are entitled to no other leave benefits under this policy.

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 18 of 22

Sick leave with pay shall be granted to all EMPLOYEES covered by this Policy in accordance with this section. Sick leave shall not be considered as a right which an EMPLOYEE may use at his/her discretion, but shall be allowed only in case of necessity and actual personal sickness or disability or (2) to attend to an illness or injury, including time for scheduled doctor or dentist appointment, of a person who is in the relationships to the employee as described in the California Labor Code §233, which currently includes:

Child	Parent	Spouse
Grand Child	Foster Child	Adopted Child
Step Child	Legal Ward	Child of Domestic Partner
Step Parent	Legal Guardian	Adoptive Parent
Foster Parent	Sibling	Parent-in-Law
Grand Parent	Registered Domestic Partner	Child of Person Standing in Loco Parentis

a. Sick Leave Conversion Privileges

Any EMPLOYEE who has taken 40 hours sick leave or less during the calendar year ending December 30 of each year shall be entitled to either convert up to 40 hours of unused sick leave to vacation or receive a cash payment for up to 24 hours, based upon the current compensation rate on an hour-for-hour basis.

In no event may an EMPLOYEE select a combination of two options or reduce the accumulated sick leave balance below 192 hours. No prorations shall be made for EMPLOYEES terminating on or before December 30 of the calendar year.

b. Unused Sick Leave at Retirement for Health Insurance

For employees hired before July 1, 2013, upon retirement from City employment within 120 days of separation, for service or disability, an employee may elect to use unused sick leave at its dollar value at retirement (hourly base rate plus any regularly recurring bi-weekly premium pay, i.e., differential pay for Master's Degrees) to pay health insurance premiums in retirement according to the following schedule:

10 through 14 years of service: 25% of the sick leave balance at retirement;

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 19 of 22

15 through 19 years of service: 50% of the sick leave balance at retirement;

20 + years of service: 75% of the sick leave balance at retirement.

This benefit will be in addition to the monthly contribution the City makes, as determined by PERS, to the Public Employees' Retirement System for retiree health insurance benefits. The supplemental benefits described above shall be used to pay health insurance premiums for the retiree and dependents, if applicable. However, if the employee is deceased before the funds are exhausted, the supplemental benefits shall cease and the remaining funds shall be the City's property.

The City elects to self-administer this plan at this time. The City will pay the annualized dollar equivalent of the Kaiser two-party health insurance premium once per year in January of each year.

This benefit may be used in combination with service credit for unused sick leave as described in Section C – Health and Welfare Benefits – Retirement Benefits.

**5. Bereavement Leave**

Up to twenty-four hours special leave with pay may be granted to Executive and Unrepresented Management and Confidential employees in order to discharge the customary obligations arising from the death of a relative who is a member of employee's household or a parent, step-parent, grandparent, sibling or child of the employee or the employee's spouse/domestic partner (not required to be a member of the household). Sixteen (16) additional hours to be charged to sick leave may be approved at the discretion of the City Manager.

**6. Military Leave**

Any employee who is or becomes a member of the Armed Services, Militia or Organized Reserves of California or the United States shall be entitled to the leaves of absence and employment rights and privileges provided by the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Military and Veterans Code of the State of California.

**7. Jury and Witness Leave**

All Executive, Unrepresented and Confidential employees are entitled to be absent from duty

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 20 of 22

when called to serve as a trial juror or as a witness called by a subpoena before a court of law. Under such circumstances, the EMPLOYEE is paid the difference between full salary and any payment received by them, except travel pay, for such duty.

**8. Stand-by Time**

The Fire Chief and Fire Division Chief shall receive eight (8) hours of vacation leave for every week he/she is required to participate in the back-up duty chief rotation for Heartland Fire & Rescue. For each holiday occurring during the assigned week, (Saturdays and Sundays are not considered holidays), an additional four (4) hours of vacation will be credited.

**D. UNIFORM AND EQUIPMENT ALLOWANCE**

The Police Chief, Fire Chief and Fire Division Chief receive an annual uniform and equipment allowance of \$675. Yearly distribution will be issued the second paycheck in July.

**Newly Hired Police Recruits:** The annual uniform and equipment allowance for newly hired Police Recruits shall be \$775 per year. The uniform allowance shall be prorated over the twelve month period beginning from the actual hire date to the following July 1st. Yearly distribution will be issued the second paycheck in July.

**E. TUITION AND BOOK REIMBURSEMENT**

The City provides an allowance of \$750 per fiscal year for Executive, Unrepresented and Confidential employees to use to defray the cost of attendance at seminars, workshops, conferences and/or classes, which promote professional growth. Executive and Unrepresented Management employees may use this allowance for lodging, meals, and other travel expenses.

Executive and Unrepresented Management employees may also use the allowance to cover the costs of membership fees for job related professional associations.

**F. OTHER CERTIFICATIONS AND SPECIAL COMPENSATION**

**1. Notary Public Pay**

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 21 of 22

Positions designated by the department director shall receive Notary Public Pay in the amount of \$75/month if he/she is a Notary Public in the State of California. The City shall also pay the cost of bonding of this employee while he/she is serving as Notary Public for the benefit of the City. Employees in designated positions shall perform notary services only as directed by his/her supervisor.

2. Automobile Allowance

Executive Management employees shall be provided a monthly automobile allowance of \$300 in exchange for making a vehicle available for his/her own use and for City-related business and/or functions during, before and after normal work hours. The Assistant City Manager shall be provided an additional \$100, to total a monthly automobile allowance of \$400.

3. Cellular Telephone Allowance

The Assistant City Manager shall receive as compensation the sum of \$120 per month for use as an allowance for his/her cellular telephone service.

4. Technology Allowance

The Assistant City Manager shall be provided with an amount not to exceed \$2,500 every two years, beginning with the year of his/her initial appointment, for use to purchase technology equipment such as a personal laptop computer, etc. The payment shall be made upon submission of receipts documenting the purchase(s). The equipment purchased shall become the property of the Assistant City Manager.

5. Non-PERSable Stipend

A non-PERSable stipend of \$6,000/Police Chief, \$6,000/Fire Chief, and \$4,200/Fire Division Chief. One-half of stipend payment to be issued on the second ~~pay check~~paycheck in July ~~2019~~2020 and one-half issued on the first ~~pay check~~paycheck in December ~~2020~~2019.

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**

~~March 10, 2020~~  
June 23, 2020

**PAGE**  
Page 22 of 22

**G. RELOCATION ALLOWANCE**

The City Manager may authorize an allowance up to \$10,000 for relocation expenses to the San Diego area.

*Approved by City Council ~~03/10~~06/23/2020/20*

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
June 23, 2020

**PAGE**  
Page 1 of 19

**PURPOSE**

To outline in one document the salary and benefits of employees who work in positions not represented by a recognized bargaining group.

**A. SALARY** – Effective pay period beginning on June 13, 2020

**REQUIRED EDUCATION FOR BASE HOURLY/BIWEEKLY RATE:**

1. The required education for Assistant City Manager pay ranges are defined as follows:

Level II: Must possess the following

- Master’s degree directly related to the position with the City, but not required by the classification specification applicable to position; or
- Current California registration certificate as a Professional Civil or Traffic Engineer which is directly related to the position, but not required by the classification specification applicable to the position; or
- Current California designation as a Certified Public Accountant which is directly related to the position, but not required by the classification specification applicable to the position; or
- Current ICMA designation as Credentialed City Manager.

Level III: Must possess the following

- Master’s degree directly related to the position with the City, but not required by the classification specification applicable to position; or
  - Current California registration certificate as a Professional Civil or Traffic Engineer which is directly related to the position, but not required by the classification specification applicable to the position; or
  - Current California designation as a Certified Public Accountant which is directly related to the position, but not required by the classification specification applicable to the position.
- AND
- Current ICMA designation as Credentialed City Manager.

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
June 23, 2020

**PAGE**  
Page 2 of 19

2. The required education for Executive and Unrepresented Management (excludes Assistant City Manager) pay ranges are defined as follows:

Level II: Must possess one of the following

- Master's degree directly related to the position with the City, but not required by the classification specification applicable to position; or
- Current California registration certificate as a Professional Civil or Traffic Engineer which is directly related to the position, but not required by the classification specification applicable to the position; or
- Current California designation as a Certified Public Accountant which is directly related to the position, but not required by the classification specification applicable to the position.

3. The required education for Fire Chief and Fire Division Chief pay ranges are defined as follows:

Level II: Must possess the following

- Associate's degree in Fire Science or a related field.

Level III: Must possess the following

- Bachelor's degree in any related field.

4. The required education for Police Chief pay ranges are defined as follows:

Level II: Must possess the following

- P.O.S.T. Management Certificate AND
- Completion of one of the following:
  - FBI Academy;
  - P.O.S.T. Command College;
  - Senior Management Institute for Police; or
  - Other management classes/educational programs as approved by the City Manager, AND
- Bachelor's degree.



**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
June 23, 2020

**PAGE**  
Page 3 of 19

Level III: Must possess the following

- P.O.S.T. Management Certificate AND
- Completion of one of the following:
  - FBI Academy;
  - P.O.S.T. Command College;
  - Senior Management Institute for Police; or
  - Other management classes/educational programs as approved by the City Manager, AND
- Bachelor's degree, AND
- Master's degree or other advanced degree related to the position.

Level IV: Must possess the following

- Advanced P.O.S.T certificate, AND
- P.O.S.T. Management Certificate, AND
- Completion of one of the following:
  - FBI Academy;
  - P.O.S.T. Command College;
  - Senior Management Institute for Police; or
  - Other management classes/educational programs as approved by the City Manager, AND
- Bachelor's degree.

Level V: Must possess the following

- Advanced P.O.S.T certificate, AND
- P.O.S.T. Management Certificate and completion of one of the following:
  - FBI Academy;
  - P.O.S.T. Command College;
  - Senior Management Institute for Police; or
  - Other management classes/educational programs as approved by the City Manager, AND
- Bachelor's degree, AND
- Master's degree or other advanced degree related to the position.

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
June 23, 2020

**PAGE**  
Page 4 of 19

**EXECUTIVE MANAGEMENT CLASSIFICATION PAY RANGES ARE AS FOLLOWS:**

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY/BI-WEEKLY</u>
Assistant City Manager I	138.5	\$87.25 - \$106.31/ \$6,956.19 - \$8,475.79
Assistant City Manager II	140.5	\$91.67 - \$111.69/ \$7,308.58 - \$8,904.72
Assistant City Manager III	142.5	\$96.31 - \$117.34/ \$7,678.52 - \$9,355.18
City Clerk I	118.2	\$52.85 - \$64.39/ \$4,213.58 - \$5,133.63
City Clerk II	120.2	\$55.52 - \$67.65/ \$4,426.45 - \$5,393.54
Director of Community Development I	130.5	\$71.61 - \$87.25/ \$5,709.26 - \$6,956.19
Director of Community Development II	132.5	\$75.24 - \$91.67/ \$5,998.67 - \$7,308.58
Director of Finance/City Treasurer I	129.3	\$69.52 - \$84.70/ \$5,542.63 - \$6,752.88
Director of Finance/City Treasurer II	131.3	\$73.03 - \$88.99/ \$5,822.47 - \$7,094.91
Director of Human Resources I	126.9	\$65.53 - \$79.84/ \$5,224.52 - \$6,365.41
Director of Human Resources II	128.9	\$68.84 - \$83.88/ \$5,488.41 - \$6,687.51
Director of Information Technology I	128.6	\$68.33 - \$83.25/ \$5,447.75 - \$6,637.28
Director of Information Technology II	130.6	\$71.79 - \$87.47/ \$5,723.61 - \$6,973.73
Director of Parks and Recreation I	123.6	\$60.39 - \$73.58/ \$4,814.72 - \$5,866.32
Director of Parks and Recreation II	125.6	\$63.45 - \$77.31/ \$5,058.68 - \$6,163.70
Director of Public Works I	129.8	\$70.39 - \$85.76/ \$5,611.99 - \$6,837.40
Director of Public Works II	131.8	\$73.95 - \$90.10/ \$5,895.82 - \$7,183.41

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
June 23, 2020

**PAGE**  
Page 5 of 19

Fire Chief I	136.4	\$82.84 - \$100.93/ \$6,604.59 - \$8,046.85
Fire Chief II	137.4	\$84.91 - \$103.45/ \$6,769.63 - \$8,247.77
Fire Chief III	138.4	\$87.03 - \$106.04/ \$6,938.65 - \$8,454.26
Police Chief I	139.4	\$89.21 - \$108.69/ \$7,112.45 - \$8,665.54
Police Chief II	141.4	\$93.72 - \$114.19/ \$7,472.02 - \$9,104.04
Police Chief III	142.6	\$96.55 - \$117.63/ \$7,697.65 - \$9,378.30
Police Chief IV	144.6	\$101.44 - \$123.59/ \$8,087.52 - \$9,853.47
Police Chief V	145.8	\$104.49 - \$127.31/ \$8,330.68 - \$10,150.06

**UNREPRESENTED MANAGEMENT CLASSIFICATION PAY RANGES ARE AS FOLLOWS:**

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY/BI-WEEKLY</u>
Administrative Analyst I (City Manager and Human Resources)	88.4	\$25.32 - \$30.85/ \$2,018.69 - \$2,459.58
Administrative Analyst II (City Manager and Human Resources)	90.4	\$26.60 - \$32.41/ \$2,120.74 - \$2,583.95
Building Official I	118.5	\$53.25 - \$64.88/ \$4,245.47 - \$5,172.69
Building Official II	120.5	\$55.94 - \$68.16/ \$4,459.93 - \$5,434.20
City Engineer/Deputy Director of Public Works I	123.5	\$60.24 - \$73.40/ \$4,802.76 - \$5,851.97
City Engineer/Deputy Director of Public Works II	125.5	\$63.29 - \$77.12/ \$5,045.93 - \$6,148.55
Deputy City Clerk I	94.5	\$29.44 - \$35.87/ \$2,347.17 - \$2,859.81

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
June 23, 2020

**PAGE**  
Page 6 of 19

Deputy City Clerk II	96.5	\$30.93 - \$37.68/	\$2,465.96 - \$3,004.12
Deputy Director of Community Development I	118.7	\$53.51 - \$65.20/	\$4,266.20 - \$5,198.21
Deputy Director of Community Development II	120.7	\$56.22 - \$68.50/	\$4,482.26 - \$5,461.31
Deputy Director of Public Works I	119.6	\$54.71 - \$66.66/	\$4,361.87 - \$5,314.61
Deputy Director of Public Works II	121.6	\$57.48 - \$70.04/	\$4,582.71 - \$5,584.09
Financial Operations Manager I	120.2	\$55.52 - \$67.65/	\$4,426.45 - \$5,393.54
Financial Operations Manager II	122.2	\$58.33 - \$71.08/	\$4,650.48 - \$5,667.00
Fire Division Chief I	125.5	\$63.29 - \$77.12/	\$5,045.93 - \$6,148.55
Fire Division Chief II	126.5	\$64.88 - \$79.04/	\$5,172.69 - \$6,301.63
Fire Division Chief III	127.5	\$66.50 - \$81.02/	\$5,301.85 - \$6,459.49
Human Resources Analyst I	100.0	\$33.72 - \$41.08/	\$2,688.40 - \$3,275.19
Human Resources Analyst II	102.0	\$35.43 - \$43.16/	\$2,824.73 - \$3,441.02
Information Technology Analyst I	98.4	\$32.41 - \$39.49/	\$2,583.95 - \$3,148.42
Information Technology Analyst II	100.4	\$34.06 - \$41.49/	\$2,715.50 - \$3,307.88
Management Analyst I (City Manager and Human Resources)	97.3	\$31.55 - \$38.44/	\$2,515.39 - \$3,064.71
Management Analyst II (City Manager and Human Resources)	99.3	\$33.14 - \$40.38/	\$2,642.16 - \$3,219.38
Network Administrator I	105.6	\$38.72 - \$47.18/	\$3,087.03 - \$3,761.52

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
June 23, 2020

**PAGE**  
Page 7 of 19

Network Administrator II	107.6	\$40.68 - \$49.57/	\$3,243.30 - \$3,952.07
Parks and Recreation Manager I	106.3	\$39.40 - \$48.00/	\$3,141.25 - \$3,826.90
Parks and Recreation Manager II	108.3	\$41.39 - \$50.43/	\$3,299.90 - \$4,020.64
Planning Manager I	115.8	\$49.81 - \$60.70/	\$3,971.21 - \$4,839.43
Planning Manager II	117.8	\$52.33 - \$63.77/	\$4,172.12 - \$5,084.20
Senior Human Resources Analyst I	107.2	\$40.28 - \$49.08/	\$3,211.41 - \$3,913.01
Senior Human Resources Analyst II	109.2	\$42.32 - \$51.56/	\$3,374.05 - \$4,110.73
Senior Management Analyst I (City Manager and Finance)	107.2	\$40.28 - \$49.08/	\$3,211.41 - \$3,913.01
Senior Management Analyst II (City Manager and Finance)	109.2	\$42.32 - \$51.56/	\$3,374.05 - \$4,110.73
Senior Risk Management Analyst I	107.2	\$40.28 - \$49.08/	\$3,211.41 - \$3,913.01
Senior Risk Management Analyst II	109.2	\$42.32 - \$51.56/	\$3,374.05 - \$4,110.73

**CONFIDENTIAL CLASSIFICATION PAY RANGES ARE AS FOLLOWS:**

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY/BI-WEEKLY</u>
Confidential Secretary (CM, HR and Police Chief Administration)	86.0	\$23.86 - \$29.08/ \$1,902.29 - \$2,318.46
Executive Assistant to the City Manager/City Attorney	96.1	\$30.62 - \$37.31/ \$2,441.24 - \$2,974.62
Executive Assistant to the Police Chief	90.9	\$26.93 - \$32.82/ \$2,147.05 - \$2,616.64
Information Technology Specialist	91.2	\$27.13 - \$33.06/ \$2,163.00 - \$2,635.78

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
June 23, 2020

**PAGE**  
Page 8 of 19

Senior Accounting Technician                      84.7              \$23.11 - \$28.16/    \$1,842.49 - \$2,245.11

**UNREPRESENTED GENERAL CLASSIFICATION PAY RANGES ARE AS FOLLOWS:**

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY</u>
Police Recruit	97.0	\$31.31 - \$38.15

**PART-TIME / SEASONAL TEMPORARY (PST) CLASSIFICATIONS ARE AS FOLLOWS:**

*\*PST classifications do not receive any benefits described in this policy with the exception of the City contribution to the appropriate retirement plan in lieu of CalPERS/Social Security and sick leave benefits required by Labor Code §233.*

***All PST step increases are 2.5% unless noted otherwise.***

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY</u>
Administrative Intern	71.9	\$16.85 - \$20.53
Public Safety Aide	62.4	\$13.33 - \$16.24
Weed Abatement Inspector	89.3	\$25.89 - \$31.55

***Effective January 1, 2020 (Recreation PSTs Only)***

<b>Job Class</b>	<b>Range @ 2.5%</b>	<b>Step A</b>	<b>Step A'</b>	<b>Step B</b>	<b>Step B'</b>	<b>Step C</b>	
Recreation Specialist I	<b>61.4</b>	\$ 13.00	\$ 13.33	\$ 13.66	\$ 14.00	\$ 14.35	
Recreation Specialist II	<b>66.4</b>	\$ 14.71	\$ 15.08	\$ 15.45	\$ 15.84	\$ 16.24	
Recreation Specialist III	<b>71.4</b>	\$ 16.64	\$ 17.31	\$ 18.19	\$ 19.11	\$ 20.08	<b>71.0</b>
Recreation Specialist IV	<b>80.0</b>	\$ 20.58	\$ 21.62	\$ 22.17	\$ 23.86	\$ 25.07	<b>80.0</b>
Recreation Specialist V	<b>88.9</b>	\$ 25.64	\$ 26.93	\$ 28.30	\$ 29.73	\$ 31.23	<b>88.9</b>
		<b>Range @ 5%</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Range</b>

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
June 23, 2020

**PAGE**  
Page 9 of 19

**B. HEALTH AND WELFARE BENEFITS**

1. Cafeteria Plan

The City's cafeteria plan allotment is for enrollment in any of the City's CalPERS' health plans or other eligible benefit programs (e.g., dental, vision, etc.). The cost of the premium for the City's health plan will be deducted from the employee's cafeteria plan allotment. If there is a difference, the employee will be responsible for the remainder of the premium amount to be paid through payroll deductions. Unused cafeteria plan allotment will be paid out as "cash in lieu", up to a maximum of \$1,150 per month (excludes Police Recruit). For Police Recruit the maximum "cash in lieu" is \$287.50 per month. Cash in lieu payments are taxable income and not PERSable.

Any employee who is not enrolled in a City CalPERS health insurance plan, and does not provide proof of enrollment in another group health insurance plan (e.g., coverage under a spouse's employer plan) within 30 days from the beginning of the new plan year will not be eligible to receive cash in lieu.

All benefitted employees must enroll in an available City health program unless they opt out. An employee may receive cash in lieu for opting out of the City's health program if he/she:

- (1) Provides proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction for the taxable year or years that begin or end in or with the City's plan year to which the opt out applies ("tax family"), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies ("opt out period"); and
- (2) Signs an attestation that the employee and his/her tax family have or will have such minimal essential coverage for the opt out period. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt out payment cannot be made and the City will not in fact make payment if the employer knows or has reason to know that the employee or tax family member doesn't have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied.

The City may modify health insurance benefits or cafeteria plan (including, as to both, but not limited to, plan benefits or structure, City or employee contributions and/or opt out amount or

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
June 23, 2020

**PAGE**  
Page 10 of 19

requirements) in order to avoid penalties or taxes under the ACA or other statutory scheme that may result from an interpretation of the ACA or other statutory scheme by the Internal Revenue Service or other federal agency (including, but not limited to, a revenue ruling, regulation or other guidance) or state agency, or a ruling by a court of competent jurisdiction.

From July 1, 2020 through December 31, 2020, the allotment for the cafeteria plan, excluding Police Recruit, shall be \$1,200 per month. Effective January 1, 2021, the amount will increase to \$1,250 per month. For Police Recruit, the cafeteria plan allotment shall be \$1,300 per month.

**2. Medical Insurance**

The City is continuing the CalPERS' Health Benefits program that was adopted on January 1, 1986. From the total cafeteria plan allotment, the City will pay to CalPERS the statutorily required minimum employer contribution per month toward the cost of any CalPERS' health plan that the employee chooses to enroll. The employee agrees to be liable for the difference between the total cost of the health plan chosen and the City's contribution if he/she elects to obtain coverage under the CalPERS' health program. This amount shall be included in the total amount of the City's contribution to the employee's Section 125 Cafeteria Plan.

Employees who elect not to be covered under the City's medical insurance plan must have on file with the City a signed waiver of medical benefits. Employees will be provided an opportunity to enroll in the City's medical insurance plan during the designated open enrollment period.

**3. Retirement Benefits**

All Executive, Unrepresented, and Confidential employees are members of the California Public Employees' Retirement System (CalPERS). Those employees who are "classic members" as defined under the Public Employees' Pension Reform Act of 2013 (PEPRA) pay the employee's share of the retirement cost (8% for Miscellaneous and 9% for Safety Employees), and receive the following contracted benefits:



**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
June 23, 2020

**PAGE**  
Page 11 of 19

<b>Miscellaneous Employees</b> <i>"Classic" Members</i>	<b>Safety Employees</b> <i>"Classic" Members Hired on or before March 10, 2011</i>
A. 3% at 60 Benefit Formula (§21354.3)	A. 3% at 50 Benefit Formula (§21362.2)
B. Final Compensation: One Year (§20042)	B. Final Compensation: One Year (§20042)
C. Prior Service (§20055)	C. Prior Service (§20055)
D. [Reserved]	D. [Reserved]
E. Additional Service Credit 2 Years (§20903)	E. [Reserved]
F. Unused Sick Leave Credit (§20965)	F. Unused Sick Leave Credit (§20965)
G. Military Service Credit as Public Service (§21024)	G. Military Service Credit as Public Service (§21024)
H. 2% Annual Cost of Living Allowance Increase (§21329)	H. 2% Annual Cost of Living Allowance Increase (§21329)
I. Pre-Retirement Death Benefits to Continue After Remarriage of Survivor (§21551)	I. Pre-Retirement Death Benefits to Continue After Remarriage of Survivor (§21551)
J. 1959 Survivor Benefit Level Four (§21574)	J. 1959 Survivor Benefit Level Three (§21573)
K. \$5,000 Retired Death Benefit (§21623.5)	K. \$500 Retired Death Benefit (§21620)
L. [Reserved]	L. Post-Retirement Survivor Allowance (§21624/26/28)
M. [Reserved]	M. Post-Retirement Survivor Allowance to Continue After Remarriage (§21635)
	<b>Local Safety Employees</b> <i>Hired on or after March 11, 2011</i>
	A. 3% at 55 Benefit Formula (§21362.2)
	B. Final Compensation: Three Years – Career Average (§20042)

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
June 23, 2020

**PAGE**  
Page 12 of 19

Those employees who are “new members” as defined under the Public Employees’ Pension Reform Act of 2013 (PEPRA) pay the employee contributions equal to 50% of normal cost (currently 6.25% for Miscellaneous and 12.25% for Safety Employees), and receive the above listed benefits with the exception of the following:

<b>Miscellaneous Employees</b> <i>“New” Members Hired on or after January 1, 2013</i>	<b>Safety Employees</b> <i>“New” Members Hired on or after January 1, 2013</i>
A. 2% at 62 Benefit Formula ( <b>\$7522.20</b> )	A. 2.7% at 57 Benefit Formula ( <b>\$7522.25(d)</b> )
B. Final Compensation: Three Years – Career Average ( <b>\$20037</b> )	B. Final Compensation: Three Years – Career Average ( <b>\$20037</b> )

**PST Employees:** In lieu of enrollment in the CalPERS’ retirement program, PST employees will be enrolled in an IRS §457 retirement plan. The City contributes 7.5% of the employee’s salary to the IRS §457 plan in lieu of CalPERS and Social Security. PST employees who qualify for membership will be enrolled in the CalPERS retirement program and City contributions to the IRS §457 plan will terminate.

**4. Deferred Compensation**

All Executive, Unrepresented and Confidential employees are eligible to participate in any of the City’s Internal Revenue Code Section 457 Deferred Compensation Plan(s). Participation is handled through payroll deductions.

The City shall contribute \$300 per month (\$3,600 per year) in deferred compensation on behalf of the Assistant City Manager to one of the City approved plans as selected by the Assistant City Manager. Amounts contributed by the City shall be to the benefit of the Assistant City Manager in accordance with the Deferred Compensation Plan participation agreement.

**5. Disability Insurance**

The City provides Executive Management employees and Unrepresented Management employees with fully paid short-term and long-term disability plans.

**Exclusion:** Confidential employees, PST employees, and Police Recruit(s) participate in the State Disability Insurance (SDI) Program at their expense.

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
June 23, 2020

**PAGE**  
Page 13 of 19

6. Life and Accidental Death & Dismemberment (AD&D) Insurance [Applies to City Attorney]

The City provides fully paid life insurance and AD&D to Executive and Unrepresented Management employees in the amount of one and one half times the employee's annual salary plus \$25,000.

The City provides fully paid life insurance and AD&D to Confidential and Part-time benefitted employees in the amount of \$25,000.

**C. LEAVES**

1. Vacation Accrual

All Executive, Unrepresented and Confidential employees shall accrue vacation in accordance with the following schedule:

- a. 3.07 hours of vacation accrued and credited bi-weekly from the date of hire until completion of the 36<sup>th</sup> month;
- b. 4.60 hours of vacation accrued and credited bi-weekly following completion of the 36<sup>th</sup> month through the 108<sup>th</sup> month;
- c. 5.52 hours of vacation accrued and credited bi-weekly following completion of the 108<sup>th</sup> month through the 156<sup>th</sup> month;
- d. 6.14 hours of vacation accrued and credited bi-weekly following completion of the 156<sup>th</sup> month.

New hires in Executive and Unrepresented Management classifications may accrue vacation leave at a rate greater than the entry rate at the discretion of the City Manager.

Vacation accrual shall be capped at 620 hours for all executive and unrepresented management employees, and 560 hours for all confidential employees. No employee shall accrue vacation beyond the established cap unless specifically authorized by the City Manager.

Employees have the option of 100% cash reimbursement for unused paid vacation at any

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
June 23, 2020

**PAGE**  
Page 14 of 19

time provided that they have used at least 80 hours of vacation/administrative leave during the preceding year (26 pay periods).

2. Administrative Leave

Executive Management employees receive eighty (80) hours administrative leave per year accrued as vacation leave. Unrepresented Management employees receive sixty (60) hours administrative leave per year accrued as vacation leave.

3. Holidays

Executive and Unrepresented Management and Confidential employees (excluding the City Attorney) receive the following paid holidays:

New Years' Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Admissions Day*	September 9 (floating holiday)
Columbus Day*	Second Monday in October (floating holiday)
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

*And every day proclaimed by the City Council as a public holiday.*

\*Two (2) floating holidays in lieu of celebrating Columbus Day and Admissions Day. City facilities shall remain open on both days.

Vacation shall accrue and be credited bi-weekly to compensate for the two floating holidays based on regularly scheduled work shift (permanent shift):

**5-8 Schedules:** 0.62 hours; **9/80 Schedules:** 0.69 hours; **4/10 Schedules:** 0.77 hours

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
June 23, 2020

**PAGE**  
Page 15 of 19

City Hall will be closed between the observed Christmas Eve holiday in 2020 and the observed New Years' Day holiday in 2021. Use of paid leave will be required for December 28, 29, 30.

An EMPLOYEE whose day off falls on an observed City holiday (e.g., Friday holiday) will accrue their regularly scheduled hours of vacation leave.

4. Sick Leave

Executive, Unrepresented and Confidential employees accrue sick leave at the rate of 3.68 hours per bi-weekly pay period. Accrual is unlimited. Part-Time/Seasonal/Temporary employees accrue and use sick leave upon commencement of employment at the rate prescribed by Labor Code § 246. PST employees are entitled to no other leave benefits under this policy.

Sick leave with pay shall be granted to all EMPLOYEES covered by this Policy in accordance with this section. Sick leave shall not be considered as a right which an EMPLOYEE may use at his/her discretion, but shall be allowed only in case of necessity and actual personal sickness or disability or (2) to attend to an illness or injury, including time for scheduled doctor or dentist appointment, of a person who is in the relationships to the employee as described in the California Labor Code §233, which currently includes:

Child	Parent	Spouse
Grand Child	Foster Child	Adopted Child
Step Child	Legal Ward	Child of Domestic Partner
Step Parent	Legal Guardian	Adoptive Parent
Foster Parent	Sibling	Parent-in-Law
Grand Parent	Registered Domestic Partner	Child of Person Standing in Loco Parentis

a. Sick Leave Conversion Privileges

Any EMPLOYEE who has taken 40 hours sick leave or less during the calendar year ending December 30 of each year shall be entitled to either convert up to 40 hours of unused sick leave to vacation or receive a cash payment for up to 24 hours, based upon the current compensation rate on an hour-for-hour basis.

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
June 23, 2020

**PAGE**  
Page 16 of 19

In no event may an EMPLOYEE select a combination of two options or reduce the accumulated sick leave balance below 192 hours. No prorations shall be made for EMPLOYEES terminating on or before December 30 of the calendar year.

b. Unused Sick Leave at Retirement for Health Insurance

For employees hired before July 1, 2013, upon retirement from City employment within 120 days of separation, for service or disability, an employee may elect to use unused sick leave at its dollar value at retirement (hourly base rate plus any regularly recurring bi-weekly premium pay, i.e., differential pay for Master's Degrees) to pay health insurance premiums in retirement according to the following schedule:

10 through 14 years of service: 25% of the sick leave balance at retirement;

15 through 19 years of service: 50% of the sick leave balance at retirement;

20 + years of service: 75% of the sick leave balance at retirement.

This benefit will be in addition to the monthly contribution the City makes, as determined by PERS, to the Public Employees' Retirement System for retiree health insurance benefits. The supplemental benefits described above shall be used to pay health insurance premiums for the retiree and dependents, if applicable. However, if the employee is deceased before the funds are exhausted, the supplemental benefits shall cease and the remaining funds shall be the City's property.

The City elects to self-administer this plan at this time. The City will pay the annualized dollar equivalent of the Kaiser two-party health insurance premium once per year in January of each year.

This benefit may be used in combination with service credit for unused sick leave as described in Section C – Health and Welfare Benefits – Retirement Benefits.

5. Bereavement Leave

Up to twenty-four hours special leave with pay may be granted to Executive and Unrepresented Management and Confidential employees in order to discharge the customary obligations arising from the death of a relative who is a member of employee's

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
June 23, 2020

**PAGE**  
Page 17 of 19

household or a parent, step-parent, grandparent, sibling or child of the employee or the employee's spouse/domestic partner (not required to be a member of the household). Sixteen (16) additional hours to be charged to sick leave may be approved at the discretion of the City Manager.

6. Military Leave

Any employee who is or becomes a member of the Armed Services, Militia or Organized Reserves of California or the United States shall be entitled to the leaves of absence and employment rights and privileges provided by the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Military and Veterans Code of the State of California.

7. Jury and Witness Leave

All Executive, Unrepresented and Confidential employees are entitled to be absent from duty when called to serve as a trial juror or as a witness called by a subpoena before a court of law. Under such circumstances, the EMPLOYEE is paid the difference between full salary and any payment received by them, except travel pay, for such duty.

8. Stand-by Time

The Fire Chief and Fire Division Chief shall receive eight (8) hours of vacation leave for every week he/she is required to participate in the back-up duty chief rotation for Heartland Fire & Rescue. For each holiday occurring during the assigned week, (Saturdays and Sundays are not considered holidays), an additional four (4) hours of vacation will be credited.

**D. UNIFORM AND EQUIPMENT ALLOWANCE**

The Police Chief, Fire Chief and Fire Division Chief receive an annual uniform and equipment allowance of \$675. Yearly distribution will be issued the second paycheck in July.

**Newly Hired Police Recruits:** The annual uniform and equipment allowance for newly hired Police Recruits shall be \$775 per year. The uniform allowance shall be prorated over the twelve month period beginning from the actual hire date to the following July 1st. Yearly distribution will be issued the second paycheck in July.

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
June 23, 2020

**PAGE**  
Page 18 of 19

**E. TUITION AND BOOK REIMBURSEMENT**

The City provides an allowance of \$750 per fiscal year for Executive, Unrepresented and Confidential employees to use to defray the cost of attendance at seminars, workshops, conferences and/or classes, which promote professional growth. Executive and Unrepresented Management employees may use this allowance for lodging, meals, and other travel expenses.

Executive and Unrepresented Management employees may also use the allowance to cover the costs of membership fees for job related professional associations.

**F. OTHER CERTIFICATIONS AND SPECIAL COMPENSATION**

1. Notary Public Pay

Positions designated by the department director shall receive Notary Public Pay in the amount of \$75/month if he/she is a Notary Public in the State of California. The City shall also pay the cost of bonding of this employee while he/she is serving as Notary Public for the benefit of the City. Employees in designated positions shall perform notary services only as directed by his/her supervisor.

2. Automobile Allowance

Executive Management employees shall be provided a monthly automobile allowance of \$300 in exchange for making a vehicle available for his/her own use and for City-related business and/or functions during, before and after normal work hours. The Assistant City Manager shall be provided an additional \$100, to total a monthly automobile allowance of \$400.

3. Cellular Telephone Allowance

The Assistant City Manager shall receive as compensation the sum of \$120 per month for use as an allowance for his/her cellular telephone service.

4. Technology Allowance

The Assistant City Manager shall be provided with an amount not to exceed \$2,500 every



**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
June 23, 2020

**PAGE**  
Page 19 of 19

two years, beginning with the year of his/her initial appointment, for use to purchase technology equipment such as a personal laptop computer, etc. The payment shall be made upon submission of receipts documenting the purchase(s). The equipment purchased shall become the property of the Assistant City Manager.

5. Non-PERSable Stipend

A non-PERSable stipend of \$6,000/Police Chief, \$6,000/Fire Chief, and \$4,200/Fire Division Chief. One-half of stipend payment to be issued on the second paycheck in July 2020 and one-half issued on the first paycheck in December 2020.

**G. RELOCATION ALLOWANCE**

The City Manager may authorize an allowance up to \$10,000 for relocation expenses to the San Diego area.

*Approved by City Council 06/23/2020*

RESOLUTION NO. \_\_-20

RESOLUTION APPROVING SECOND AMENDMENT TO  
CITY MANAGER EMPLOYMENT AGREEMENT

WHEREAS, on April 24, 2018, the City of El Cajon (the "City") and the City Manager entered into that certain "City Manager Employment Agreement Between the City of El Cajon and Graham Mitchell" (the "Agreement"), which established the terms and conditions for employment as the City Manager for the City, and provides, among other things, benefits and compensation payable to the City Manager; and

WHEREAS, on January 14, 2020, the City Council approved the First Amendment to City Manager Employment Agreement (the "First Amendment") to more accurately describe the City Manager's Base Salary as part of his Compensation and Required Employer Costs in paragraph (1)(a) of subsection (A) of Section 4 of the Agreement, effective January 1, 2020; and

WHEREAS, the parties now desire to enter into a Second Amendment to City Manager Employment Agreement (the "Second Amendment") to increase benefits and compensation to the City Manager consistent with the Compensation Plan for Executive Employees that becomes effective on July 1, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The City Council hereby approves the execution of the Second Amendment substantially in the form as presented to the City Council in this meeting, with such changes as may be approved by the City Manager.

2. The Mayor and City Clerk are authorized and directed to execute said Second Amendment on behalf of the City of El Cajon.

06/23/20 CC Agenda

Reso – Approve 2<sup>nd</sup> Amendment to CM Employment Agmt 061720

**SECOND AMENDMENT TO  
CITY MANAGER EMPLOYMENT AGREEMENT**

This SECOND AMENDMENT TO CITY MANAGER EMPLOYMENT AGREEMENT is made and entered into effective the \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between the City of El Cajon, California, a charter city and municipal corporation (the “City”) and Graham Mitchell, an individual (the “City Manager”).

**RECITALS**

1. City and City Manager entered into that certain “City Manager Employment Agreement Between the City of El Cajon, a charter city and municipal corporation and Graham Mitchell,” dated April 24, 2018 (the “Agreement”), by which the City and the City Manager established the terms and conditions for the employment of the City Manager as the City Manager for the City.

2. The terms of the Agreement provide, among other things, benefits and compensation payable to the City Manager.

3. The Agreement provides that it may amended at any time by mutual agreement of the City and the City Manager, with any amendments to be in writing, and adopted by the City Council following negotiations between the parties.

4. On January 1, 2020, the City and the City Manager instituted that certain “First Amendment to City Manager Employment Agreement” (the “First Amendment”) to more accurately describe the City Manager’s Base Salary as part of his Compensation and Required Employer Costs in paragraph (1) of subsection (A) of Section 4 of the Agreement.

5. This “Second Amendment to City Manager Employment Agreement” (the “Second Amendment”) is necessary to more accurately describe the City Manager’s Base Salary as part of his Compensation and Required Employer Costs in paragraph (1)(a) of subsection (A) of Section 4 of the Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

Section 1. Paragraph (1)(a) of subsection (A) of Section 4 of the Agreement is hereby amended to read as follows:

A. Compensation & Required Employer Costs

(1) Base Salary

(a) The salary for the position of City Manager, effective the first pay period that includes July 1, 2020, shall be \$10,776.78 every two (2) weeks (i.e., bi-weekly).

Section 2. Except as otherwise amended by the First Amendment and this Second Amendment, all remaining terms and conditions of the Agreement not in conflict herewith remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Second Amendment the day and year first above written.

**City**

**City Manager**

CITY OF EL CAJON, a charter city  
and municipal corporation

By \_\_\_\_\_  
Bill Wells, Mayor

By \_\_\_\_\_  
Graham Mitchell

ATTEST:

By \_\_\_\_\_  
Angela L. Cortez, CMC, City Clerk

APPROVED AS TO FORM:

By \_\_\_\_\_  
Morgan L. Foley, City Attorney

RESOLUTION NO. \_\_-20

RESOLUTION APPROVING FIFTH AMENDMENT TO  
CITY ATTORNEY EMPLOYMENT AGREEMENT

WHEREAS, on June 15, 2000, the City Council approved the Agreement Between the City of El Cajon and the El Cajon Redevelopment Agency and McDougal, Love, Eckis, Smith & Boehmer (the "Agreement") for retention of attorneys as the office of the city attorney (the "City Attorney") and general legal counsel; and

WHEREAS, on June 28, 2005, the City Council approved the First Amendment to City Attorney Employment Agreement (the "First Amendment") to memorialize prior increases in compensation and benefits received by the City Attorney, and the hourly rate charged for services set forth in the Agreement; and

WHEREAS, on July 23, 2013, the City Council approved the Second Amendment to City Attorney Employment Agreement (the "Second Amendment") to increase benefits and compensation to the City Attorney consistent with the Compensation Plan for Executive Employees that became effective on July 1, 2013; and

WHEREAS, on June 24, 2014, the City Council approved the Third Amendment to City Attorney Employment Agreement (the "Third Amendment") to increase benefits and compensation to the City Attorney consistent with the Compensation Plan for Executive Employees that became effective on July 1, 2014; and

WHEREAS, on January 14, 2020, the City Council approved the Fourth Amendment to City Attorney Employment Agreement (the "Fourth Amendment") by and between the City of El Cajon and Morgan L. Foley to more accurately describe the City Attorney's salary as part of his compensation, effective January 1, 2020; and

WHEREAS, the parties now desire to enter into a Fifth Amendment to City Attorney Employment Agreement (the "Fifth Amendment") to increase benefits and compensation to the City Attorney consistent with the Compensation Plan for Executive Employees that becomes effective on July 1, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The City Council hereby approves the execution of the Fifth Amendment substantially in the form as presented to the City Council in this meeting, with such changes as may be approved by the City Manager.
2. The Mayor and City Clerk are authorized and directed to execute said Fifth Amendment on behalf of the City of El Cajon.

**FIFTH AMENDMENT TO  
CITY ATTORNEY EMPLOYMENT AGREEMENT**

This FIFTH AMENDMENT TO CITY ATTORNEY EMPLOYMENT AGREEMENT is made and entered into effective the \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between McDougal, Love, Boehmer, Foley, Lyon & Canlas, a professional corporation, and the undersigned individual attorney, sometimes collectively referred to as "Attorneys," and the City of El Cajon, California, a charter city and municipal corporation of the State of California (the "City"); the City of El Cajon as Successor Agency to the El Cajon Redevelopment Agency (the "Successor Agency"); and the El Cajon Housing Authority (the "Authority") (the City, the Successor Agency and the Authority, hereinafter collectively referred to as the "Client").

**RECITALS**

1. Attorneys and the Client entered into that certain "Agreement Between the City of El Cajon and the El Cajon Redevelopment Agency and McDougal, Love, Eckis, Smith & Boehmer," dated June 15, 2000 (the "Agreement"), by which the Client and the Attorneys established the terms and conditions for the retention of Attorneys as the office of city attorney and general legal counsel for the Client.

2. The terms of the Agreement provide, among other things, benefits and compensation payable to the Attorneys, and the employment of one of the Attorneys, Morgan L. Foley, as the City Attorney and General Counsel for the Client (the "City Attorney").

3. City's City Council has previously approved changes to the compensation payable to the City Attorney under the Agreement, as well as benefits received by the City Attorney.

4. On June 28, 2005, the Client and the Attorneys instituted the "First Amendment to City Attorney Employment Agreement" (the "First Amendment") to approve prior increases in compensation and benefits, and the hourly rate charged by the Attorneys to the Client for those services set forth in Exhibit "A" of the Agreement.

5. On July 26, 2013, the Client and the Attorneys instituted the "Second Amendment to City Attorney Employment Agreement" (the "Second Amendment") to approve an increase in compensation and benefits, and the hourly rate charged by the Attorneys to the Client for those services set forth in Exhibit "C" of the Agreement.

6. On July 1, 2014, the Client and the Attorneys instituted the "Third Amendment to City Attorney Employment Agreement" (the "Third Amendment") to increase the compensation to the City Attorney.

7. On January 1, 2020, the Client and the Attorneys instituted the "Fourth Amendment to City Attorney Employment Agreement" (the "Fourth Amendment") to increase the compensation to the City Attorney.

8. This "Fifth Amendment to City Attorney Employment Agreement" (the "Fifth Amendment") is necessary to more accurately describe the City Attorney's salary as part of his Compensation in Section V of the Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

Section 1. The first paragraph of Section V of the Agreement is hereby amended to read as follows:

V. Compensation. City shall pay to the City Attorney, as salary, effective the first pay period that includes July 1, 2020, the sum of \$6,272.18 every two (2) weeks (i.e., bi-weekly). Said sum shall fully compensate for those duties set forth in Paragraphs A.1 through A.6 of Exhibit "A" ("Attorney Services"). Said sum may be increased by agreement of the City Attorney and the City Council, from time to time, which increases shall be contained in a resolution adopted by the City Council. Said increases may be part of increases granted to all other Department Directors for the City.

Section 2. Except as otherwise amended by the First Amendment, the Second Amendment, the Third Amendment, the Fourth Amendment, and this Fifth Amendment, all remaining terms and conditions of the Agreement not in conflict herewith remain in full force and effect.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties hereto have executed this Fifth Amendment the day and year first above written.

CITY OF EL CAJON, a charter city and municipal corporation

EL CAJON HOUSING AUTHORITY, a public body corporate and politic

By \_\_\_\_\_  
Bill Wells, Mayor

By \_\_\_\_\_  
Bill Wells, Chair

ATTEST:

ATTEST:

By \_\_\_\_\_  
Angela L. Cortez, CMC, City Clerk

By \_\_\_\_\_  
Angela L. Cortez, CMC, Secretary

CITY OF EL CAJON IN ITS CAPACITY AS SUCCESSOR AGENCY TO THE EL CAJON REDEVELOPMENT AGENCY, a public body corporate and politic

By \_\_\_\_\_  
Bill Wells, Chair

ATTEST:

By \_\_\_\_\_  
Angela L. Cortez, CMC, Secretary

McDOUGAL, LOVE, BOEHMER, FOLEY, LYON & CANLAS, a professional corporation

By \_\_\_\_\_  
Steven E. Boehmer, President

Concurrence:

By \_\_\_\_\_  
Morgan L. Foley





City Council  
Agenda Report

Agenda Item 17.

**DATE:** June 23, 2020  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Mayor Wells  
**SUBJECT:** Council Activity Report

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**RECOMMENDATION:**

That the City Council accepts and files the following report of Council/Mayor activities attended during the current agenda period.

**BACKGROUND:**

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

**REPORT:**

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

June 12 – SANDAG Meeting Board of Directors  
June 12 - SANDAG Meeting Executive Committee  
June 12 - LAFCO Meeting  
June 12 - Grand Opening - Tony's Barber Shop  
June 15 - KUSI Interview  
June 16 - Mark Larson Show  
June 23 – City Council Meeting(s)

I am available to answer questions.

Submitted By: Bill Wells, Mayor

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City Council  
Agenda Report

**Agenda Item 18.**

**DATE:** June 23, 2020  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Vince DiMaggio, Assistant City Manager  
**SUBJECT:** Legislative Report

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RECOMMENDATION:

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Attachments

Legislative Report 06/23/20

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# LEGISLATIVE REPORT

BILL	NO.	SPONSOR	SUBJECT	COUNCIL DATE	POSITION	COMMITTEE	BILL STATUS / LAST ACTION DATE
SB	902	Skinner/Caballero	Makes several changes to the density bonus law, granting several new benefits to developments that provide moderate income rental units.	6/9/2020		Senate	06/11-20 – Set for hearing June 18. 5/26/20 – From Committee: Do pass and re-refer to Committee.
SB	1120	Atkins	Requires cities to ministerially allow a duplex subdivision (2 legal lots) in a low density single family zoning district.	6/9/2020		Senate	06/11-20 – Set for hearing June 18. 5/28/20 - From Committee: Do pass and re-refer to Committee.
SB	1385	Caballero	“Neighborhood Homes Act” – allows housing development projects on any lot zoned for office or retail commercial at a density necessary to allow townhome, condominium – type developments.	6/9/2020		Senate	06/11-20 – Set for hearing June 18. 5/28/20 - From Committee: Do pass and re-refer to Committee.

The Legislative Report tracks bills of the California Legislature that the El Cajon City Council/Housing Authority/Successor Agency to the Redevelopment Agency has voted to monitor/watch, support or oppose.



City Council  
Agenda Report

**Agenda Item 19.**

**DATE:** June 23, 2020  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Councilmember Kendrick  
**SUBJECT: COUNCILMEMBER GARY KENDRICK**  
METRO Commission/Wastewater JPA; Heartland Communications;  
Heartland Fire Training JPA.; East County Advanced Purification JPA.

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**RECOMMENDATION:**

That the City Council accepts and files the following report of Council/Mayor activities attended during the current agenda period.

**BACKGROUND:**

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

**REPORT:**

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

June 23 – City Council Meeting(s)

I am available to answer questions.

Submitted By: Gary Kendrick, Councilmember

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City Council  
Agenda Report

Agenda Item 20.

**DATE:** June 23, 2020

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Councilmember McClellan

**SUBJECT: COUNCILMEMBER BOB MCCLELLAN**

MTS (Metropolitan Transit System Board); Harry Griffen Park Joint Steering Committee; Heartland Communications – Alternate.

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**RECOMMENDATION:**

That the City Council accepts and files the following report of Council/Mayor activities attended during the current agenda period.

**BACKGROUND:**

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

**REPORT:**

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

June 18 – MTS Board Meeting

June 23 – City Council Meeting(s)

I am available to answer questions.

Submitted By: Bob McClellan, Councilmember

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City Council  
Agenda Report

Agenda Item 21.

**DATE:** June 23, 2020

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Councilmember Goble

**SUBJECT: COUNCILMEMBER STEVE GOBLE**

SANDAG – Board of Directors – Alternate; SANDAG Public Safety Committee – Alternate; METRO Commission/Wastewater JPA – Alternate; Chamber of Commerce – Government Affairs Committee; MTS (Metropolitan Transit System Board) – Alternate; East County Advanced Purification JPA - Alternate.

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**RECOMMENDATION:**

That the City Council accepts and files the following report of Council/Mayor activities attended during the current agenda period.

**BACKGROUND:**

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

**REPORT:**

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

- June 9 - Email from resident regarding car racing
- June 12 - Discussion with City Manager regarding COVID-19
- June 13 - Email from Jason S. regarding car racing on church property
- June 15 - Discussion with City Manager regarding placement of mural
- June 22 - Meeting with City Manager
- June 23 - City Council Meeting(s)

I am available to answer questions.

Submitted By: Steve Goble, Councilmember

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City Council  
Agenda Report

Agenda Item 22.

**DATE:** June 23, 2020

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Deputy Mayor Phil Ortiz

**SUBJECT: DEPUTY MAYOR PHIL ORTIZ**

East County Economic Development Council; League of California Cities,  
San Diego Division.

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**RECOMMENDATION:**

That the City Council accepts and files the following report of Council/Mayor activities attended during the current agenda period.

**BACKGROUND:**

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

**REPORT:**

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

June 10 - Interview with Dr. Williams, USD

June 10 - Meeting with resident Rosie

June 12 - Meeting with resident Scott

June 17 - East County Economic Development Council Board Meeting

June 23 - City Council Meeting(s)

I am available to answer questions.

Submitted By: Phil Ortiz, Deputy Mayor

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City Council  
Agenda Report

**DATE:** June 23, 2020  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Mike Moulton, Chief of Police  
**SUBJECT:** Animal Shelter Donations for May 2020

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RECOMMENDATION:

In accordance with City Council Policy B-2, staff informs the City Council about receiving the following donations for the El Cajon Animal Shelter for the month of May:

Roberta Ann Carmichael	\$100
<b>Total</b>	<b>\$100</b>

Prepared By: Captain Rob Ransweiler  
Reviewed By: Mike Moulton, Police Chief  
Approved By: Graham Mitchell, City Manager

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City Council  
Agenda Report

**Agenda Item 24.**

**DATE:** June 23, 2020

**TO:** Honorable Mayor and City Councilmembers

**FROM:**

**SUBJECT:** Amendment of Chapter 12.09 of the El Cajon Municipal Code - Temporarily Eliminate the need for a Conditional Use Permit for Sidewalk Dining

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**RECOMMENDATION:**

That Mayor Wells requests the City Clerk to recite the title.

An Ordinance of the City Council for the City of El Cajon, California, Amending Sections 12.09-030 and 12.09-060 of the El Cajon Municipal Code to Temporarily Eliminate the need for a Conditional Use Permit for Sidewalk Dining in the City.

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Attachments

Ord -5101

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ORDINANCE NO. 5101

AN ORDINANCE OF THE CITY COUNCIL  
FOR THE CITY OF EL CAJON, CALIFORNIA, AMENDING  
SECTIONS 12.09.030 AND 12.09.060 OF THE  
EL CAJON MUNICIPAL CODE TO TEMPORARILY ELIMINATE  
THE NEED FOR A CONDITIONAL USE PERMIT  
FOR SIDEWALK DINING IN THE CITY

THE CITY COUNCIL OF THE CITY OF EL CAJON DOES ORDAIN AS FOLLOWS:

SECTION 1. Sections 12.09.030 and 12.09.060 of Chapter 12.09 of Title 12 of the El Cajon Municipal Code are hereby repealed.

SECTION 2. Section 12.09.030 is hereby added to Chapter 12.09 of Title 12 of the El Cajon Municipal Code to read as follows:

**12.09.030 General provisions.**

The general provisions for sidewalk dining are as follows:

- A. Sidewalk dining will only be allowed in commercial zones.
- B. Except as provided in subsection (M), below, establishment of sidewalk dining shall require the approval of a conditional use permit for outdoor dining and the issuance of an annual encroachment permit for sidewalk dining. Operators shall comply with all requirements of this chapter, and all conditions imposed by the conditional use permit and encroachment permits.
- C. Operators of the sidewalk dining shall provide adequate public liability insurance in accordance with city council policy and to the satisfaction of the city attorney.
- D. There shall be no damage caused by the sidewalk dining to the paving or the existing features of the sidewalk.
- E. The sidewalk dining shall be adjacent to the operator's associated licensed establishment selling food and beverages for consumption on the premises. See Section 12.09.050(F).
- F. The hours of operation of the sidewalk dining shall not extend beyond the hours of operation of the operator's associated eating and drinking establishment.
- G. Alcoholic beverages will only be available in conjunction with the food service at the sidewalk dining portion.

- H. The sidewalk dining portion shall be kept free of trash, food, and spills at all times.
- I. If there is a sound system in the sidewalk dining portion, it shall be limited to background music only, shall comply with all city noise regulations, and shall not be audible to pedestrians beyond ten feet of the sidewalk dining portion, nor vehicles.
- J. Pedestrians shall have the right-of-way where the food servers and customers have to cross or wait on the sidewalk area outside the sidewalk dining area.
- K. The sidewalk area shall be cleared of all encroachments for special events and maintenance work on the subject and adjacent properties. Some special events will require that the encroachments be removed prior to midnight of those events (e.g. Mother Goose Parade, etc.) in order to make the entire sidewalk available for pedestrians. Sidewalks must be cleaned and free of all trash, food, and spills, and made safe by the operator for pedestrian use when the encroachments are removed.
- L. The furniture may remain on the sidewalk in the public right-of-way outside the hours of operation only if approved by the city manager or his or her designee. Granting or withholding such approval shall be at the sole discretion of the city manager or his or her designee. Any approved fencing shall be subject to the design criteria set forth in Section 12.09.050, herein.
- M. The requirement for a conditional use permit for sidewalk dining shall not be required during the period of June 15, 2020 and December 31, 2020, inclusive.

SECTION 3. Section 12.09.060 is hereby added to Chapter 12.09 of Title 12 of the El Cajon Municipal Code to read as follows:

**12.09.060 Permits and approval process.**

Sidewalk dining must be approved by a conditional use permit before an encroachment permit for the sidewalk dining will be issued by the public works department provided, however, that no conditional use permit shall be required during the period of June 15, 2020 and December 31, 2020, inclusive. The encroachment permit shall be an annual permit with new fees based on the city's costs paid each year. Renewal of the encroachment permit will be subject to the satisfactory compliance with the conditions of approval and the encroachment permit. New conditions of approval of the encroachment permit will be subject to the approval of the city council and/or the city manager or his or her designee. The encroachment permit may be revoked upon thirty days written notification to the operator and will be subject to appeal to the city manager and, if

necessary, to the city council. Notwithstanding the foregoing, the revocation of the encroachment permit may be effective immediately upon written notification of any violation which endangers the public safety, health, and welfare as determined by the city manager or his or her designee. In such event, the sidewalk dining area shall be posted with a notice that it shall not be occupied until such time as the area is determined safe for further occupancy.

SECTION 4. Ordinance No. 5100 is hereby repealed.

SECTION 5. This ordinance shall go into effect thirty (30) days following its passage and adoption.

06/09/20 CC Agenda – 1<sup>st</sup> Reading  
06/23/20 CC Agenda – 2<sup>nd</sup> Reading

Amend ECMC 12.09.030 & 12.09.060 – Sidewalk Dining Ordinance 060420/062320