



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

Council Chamber  
200 Civic Center Way  
El Cajon, CA 92020

## Agenda

FEBRUARY 8, 2022, 3:00 p.m.

Bill Wells, Mayor  
Michelle Metschel, Deputy Mayor  
Steve Goble, Councilmember  
Gary Kendrick, Councilmember  
Phil Ortiz, 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 January 25, 2022, Meeting and the Agenda of the February 8, 2022, Meetings in accordance to State Law and Council/Authority/Successor Agency to the Redevelopment Agency Policy.

**PRESENTATIONS:**

- **Wells Park Updates**

**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 Meeting

RECOMMENDATION:

That the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency approves Minutes of the January 11, 2022 Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency, and the Minutes of the Re-districting Public Hearing of January 22, 2022.

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. Revisions to the Communications Center Manager Classification and Salary

RECOMMENDATION:

That the City Council approves and authorizes the changes to the Communications Center Manager Classification as stated in the staff report and described in the attached documents.

5. City Attorney Staff Members

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, appointing the professional staff of the City Attorney's Department effective February 8, 2022.

6. 2018 Operation Stonegarden Grant (OPSG) - Funded by the Office of Homeland Security

**RECOMMENDATION:**

That the City Council takes the following actions:

1. Authorizes the City Manager or designee to accept the 2018 Operation Stonegarden Grant (OPSG) in the amount of \$25,000, and to execute any grant documents and agreements necessary for the receipt and use of these funds; and
2. Appropriates funding in the amount of \$25,000 to reimburse the El Cajon Police Department for overtime (\$22,000), fringe benefits (\$933), and mileage costs (\$2,067) while participating in OPSG coordinated operations.

**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:**

**ADMINISTRATIVE REPORTS:**

7. *TransNet* Funding for MTS Operations

**RECOMMENDATION:**

That the City Council adopts the next Resolution, in order, calling on the SANDAG Board of Directors to continue funding San Diego Metropolitan Transit System Services with 8.1% of voter-approved *TransNet* revenue.

**COMMISSION REPORTS:**

**ACTIVITIES REPORTS/COMMENTS OF MAYOR WELLS**

SANDAG (San Diego Association of Governments) Board of Directors; SANDAG – Audit Committee, San Diego Division; LAFCO.

8. Council Activity Report

## **ACTIVITIES REPORTS/COMMENTS OF COUNCILMEMBERS:**

9. **COUNCILMEMBER STEVE GOBLE**  
MTS (Metropolitan Transit System Board); East County Advanced Water Purification Joint Powers Authority Board; Chamber of Commerce – Government Affairs Committee; SANDAG – Board of Directors – Alternate; SANDAG Public Safety Committee – Alternate; METRO Commission/Wastewater JPA – Alternate.
10. **COUNCILMEMBER GARY KENDRICK**  
METRO Commission/Wastewater JPA; Heartland Communications; Heartland Fire Training JPA.
11. **DEPUTY MAYOR MICHELLE METSCHEL**  
Harry Griffen Park Joint Steering Committee; Heartland Communications – Alternate; Heartland Fire Training JPA – Alternate.
12. **COUNCILMEMBER PHIL ORTIZ**  
League of California Cities, San Diego Division; East County Economic Development Council; MTS (Metropolitan Transit System Board) – Alternate; East County Advanced Water Purification Joint Powers Authority Board – Alternate; Chamber of Commerce – Government Affairs Committee – Alternate.

## **JOINT COUNCILMEMBER REPORTS:**

## **GENERAL INFORMATION ITEMS FOR DISCUSSION:**

## **ORDINANCES: FIRST READING**

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

## **CLOSED SESSIONS:**

**ADJOURNMENT:** The Regular Joint Meeting of the El Cajon City Council/ El Cajon Housing Authority/Successor Agency to the El Cajon Redevelopment Agency held this 8th day of February 2022, is adjourned to Tuesday, February 8, 2022, at 7:00 p.m.



City Council  
Agenda Report

Agenda Item 1.

**DATE:** February 8, 2022

**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 Meeting

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**RECOMMENDATION:**

That the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency approves Minutes of the January 11, 2022 Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency, and the Minutes of the Re-districting Public Hearing of January 22, 2022.

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Attachments

01-11-22 DRAFT minutes - 3pm

01-22-22 DRAFT Redistricting PH

# 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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**January 11, 2022**

A Regular Joint Meeting of the El Cajon City Council/Housing Authority/ Successor Agency to the El Cajon Redevelopment Agency, held Tuesday, January 11, 2022, was called to order by Mayor/Chair Bill Wells at 3:00 p.m., in the Council Chambers, 200 Civic Center Way, El Cajon, California.

#### **ROLL CALL**

Council/Agencymembers present: Goble, Kendrick, and Ortiz  
Council/Agencymembers absent: None  
Deputy Mayor/Vice Chair present: Metschel  
Mayor/Chair present: Wells  
Other Officers present: 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 December 14, 2021, meeting and the Agenda of the January 11, 2022, meeting in accordance with State Law and El Cajon City/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Policy.

**PRESENTATIONS:** None

**AGENDA CHANGES:** None

**CONSENT ITEMS: (1 – 8)**

**MOTION BY ORTIZ, SECOND BY KENDRICK, to APPROVE Consent Items 1 to 8.**

**MOTION CARRIED BY UNANIMOUS VOTE.**

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

Approves Minutes of the December 14, 2021, Meeting 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. Ratification of Board of Supervisors Appointment to Gillespie Field Development Council

Ratify the reappointment of Phyllis Trombi to the Gillespie Field Development Council by the San Diego County Board of Supervisors.

5. Award of Fleet Fueling Services

Adopts Resolution No. 001-22 to award a contract to Cardlock Fuel Systems, LLC dba SC Fuels (SCF) for Fleet Fueling Services in the estimated amount of \$530,000 for the initial one-year term, with four additional one-year renewal options.

**CONSENT ITEMS: (Continued)**

6. Award of Bid No. 010-22 – Median & Rights-of-Way Maintenance

Adopts Resolution No. 002-22 to Approve Plans and Specifications for Median & Rights-of-Way Maintenance, Bid No. 010-22; and Resolution No. 003-22 to Award the bid to the lowest responsive, responsible bidder, GeoCal Environmental Management & Landscaping, in the amount of \$103,491.24 for the initial one-year term, with up to four additional one-year renewal options.

7. CalRecycle Beverage Container Recycling Program

That the City Council adopts Resolution No. 004-22 to:

1. Authorize the City Manager to apply for Beverage Container Recycling City/County Payment Program funds in the amount of \$25,787 from the State of California Department of Resources Recycling and Recovery (CalRecycle);
2. Appropriate Beverage Container Recycling City/County Payment Program funds in the amount of \$25,787 for Recycled Beverage Container diversion; and
3. Authorize the City Manager, or such person designated by the City Manager, to execute the Payment Program agreement and all such other documents necessary to obtain the Beverage Container Recycling funds, in such form as approved by the City Manager with approval of the City Attorney.

8. Award of Bid No. 014-22 – Overlay 2022

Adopts Resolution No. 005-22 to Approve Plans and Specifications for Overlay 2022, Bid No. 014-22; and Resolution No. 006-22 to Award the bid to the lowest responsive, responsible bidder, Superior Ready Mix Concrete, LP dba SRM Contracting & Paving, in the amount of \$2,519,995.47.

**PUBLIC COMMENT:**

Suzanne Hansen spoke in favor of the mask mandate.

**WRITTEN COMMUNICATIONS:** None

**PUBLIC HEARINGS:** None



**ADMINISTRATIVE REPORTS:**

9. Veterans Memorial Location

**RECOMMENDATION:**

That the City Council provides additional feedback and directs staff on possible Veterans Memorial development options.

**DISCUSSION**

Director of Parks & Recreation, Frank Carson, provided detailed information of the Item.

Discussion ensued among Council and Staff concerning the following:

- Engaging the Veterans in the community for input;
- Concerns of vandalism if the Veterans Memorial is placed in the Prescott Promenade;
- Fundraiser ideas; and
- City Council’s preferred location is in front of the Police Department.

No comments were received for the Item.

10. Update on Expenditures Related to the American Rescue Plan Act

**RECOMMENDATION:**

That the City Council receives the report and provides feedback.

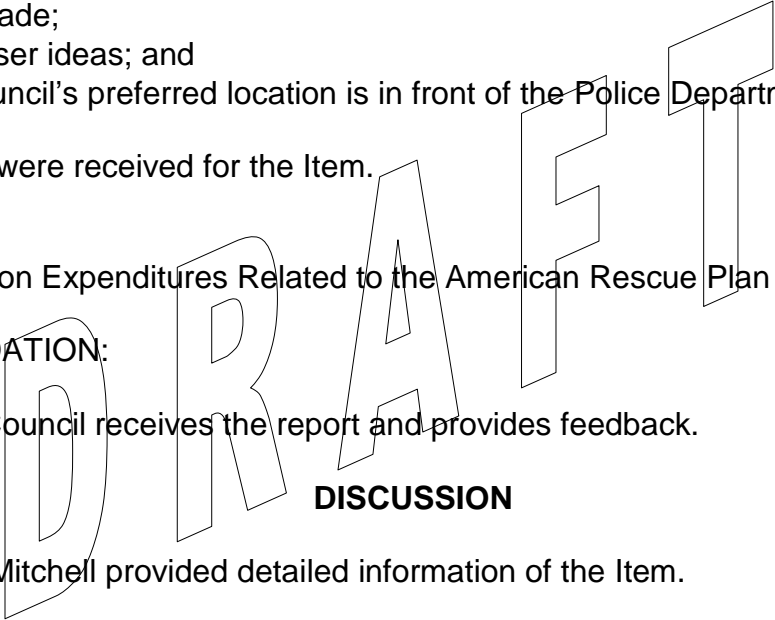
**DISCUSSION**

City Manager Mitchell provided detailed information of the Item.

Discussion ensued among Council and Staff concerning the following:

- Business Grant Program for those not previously eligible;
- Identify goals for available money; and
- Surplus funds could be allocated towards economic development.

No comments were received for the Item.



**ADMINISTRATIVE REPORTS: (Continued)**

11. Downtown El Cajon Business Partners' Annual Report

**RECOMMENDATION:**

That the City Council receives the annual report and provides feedback.

**DISCUSSION**

City Manager Mitchell provided detailed information of the Item, and announced that Cathy Zeman from the Downtown El Cajon Business Partners was present to answer questions from the City Council.

Discussion ensued among Council, Ms. Zeman and Staff concerning the following:

- Increase the Clean and Safe funds;
- Clarification that the Downtown Business Partners only take care of the business district, not the entire City;
- Proposed partnership with LiveNation to better promote the downtown restaurants;
- Utilize current surplus of funds of the Business Partners to encourage new businesses in the downtown area;
- Request for diversity in downtown El Cajon; and
- Request to utilize the lawn area in front of The Magnolia.

No comments were received for the Item.

**COMMISSION REPORTS:** None

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

SANDAG (San Diego Association of Governments) Board of Directors; SANDAG – Audit Committee; LAFCO.

12. Council Activities Report/Comments

Report as submitted.

**ACTIVITIES REPORTS OF COUNCILMEMBERS:**

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

Council Activities Report/Comments.

In addition to the submitted report, Councilmember Goble stated the East County Advanced Water Purification Joint Powers Authority Board would move their meeting from February to May 2022.

14. COUNCILMEMBER GARY KENDRICK  
METRO Commission/Wastewater JPA; Heartland Communications; Heartland Fire Training JPA.

Council Activities Report/Comments.

Report as stated.

15. DEPUTY MAYOR MICHELLE METSCHEL  
Harry Griffen Park Joint Steering Committee; Heartland Communications – Alternate; Heartland Fire Training JPA – Alternate.

Council Activities Report/Comments.

Report as submitted.

16. COUNCILMEMBER PHIL ORTIZ  
League of California Cities, San Diego Division; East County Economic Development Council; MTS (Metropolitan Transit System Board) – Alternate; East County Advanced Water Purification Joint Powers Authority Board – Alternate; Chamber of Commerce – Government Affairs Committee – Alternate.

Council Activities Report/Comments.

Report as submitted.

**JOINT COUNCILMEMBER REPORTS:** None

**GENERAL INFORMATION ITEMS FOR DISCUSSION:** None

**ORDINANCES: FIRST READING -** None

**ORDINANCES: SECOND READING AND ADOPTION**

17. Zoning Code Amendment No. 2021-0002

**RECOMMENDATION:**

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

**DISCUSSION**

No comments were received for the Item.

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

An Ordinance to Amend Title 17 of the El Cajon Municipal Code to Update the City's Zoning Code Including Adopting Additional Objective Standards for New Development.

**MOTION BY KENDRICK, SECOND BY ORTIZ, to Adopt Ordinance No. 5113, to Amend Title 17 of the El Cajon Municipal Code to Update the City's Zoning Code Including Adopting Additional Objective Standards for New Development.**

**MOTION CARRIED BY UNANIMOUS VOTE.**

18. Amendment to Chapter 8.24 - Garbage, Rubbish and Refuse Ordinance

**RECOMMENDATION:**

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

**DISCUSSION**

No comments were received for the Item.

**ORDINANCES: SECOND READING AND ADOPTION (Item 18 – Continued)**

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

An Ordinance to Amend Chapter 8.24 of the El Cajon Municipal Code to Further Regulate the Disposal of Organic Waste from Residential and Commercial Sources.

**MOTION BY KENDRICK, SECOND BY ORTIZ, to Adopt Ordinance No. 5114, to Amend Chapter 8.24 of the El Cajon Municipal Code to Further Regulate the Disposal of Organic Waste from Residential and Commercial Sources.**

**MOTION CARRIED BY UNANIMOUS VOTE.**

**CLOSED SESSIONS:**

RECOMMENDATION: That the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency adjourned Closed Session as follows:

19. Closed Session - Conference with Legal Counsel - Existing Litigation - pursuant to paragraph (1) of subdivision (d) of Government Code section 54956.9: National Prescription Opiate Litigation, 1:17-md-2804 (N.D. Ohio)

**MOTION BY WELLS, SECOND BY ORTIZ, to ADJOURN to Closed Session at 3:57 p.m.**

**MOTION CARRIED BY UNANIMOUS VOTE.**

RECONVENE TO OPEN SESSION AT 4:15 p.m.

City Attorney Foley reported the following actions:

- Direction given to negotiators.

**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 11<sup>th</sup> day of January, 2022, at 4:16 p.m., to Tuesday, January 25, 2022, at 3:00 p.m.**

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ANGELA L. CORTEZ, CMC  
City Clerk/Secretary

# CITY OF EL CAJON REDISTRICTING MEETING



## MINUTES

## EL CAJON, CALIFORNIA

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**January 22, 2022**

The Redistricting Meeting of the City of El Cajon, held Saturday, January 22, 2022, was called to order by Mayor Wells at 10:31 a.m., at El Cajon Valley High School, 1035 East Madison Avenue, El Cajon, California.

### **ROLL CALL**

Councilmembers present:	Goble, Kendrick and Ortiz
Mayor Pro Tem present:	Metschel
Mayo present:	Wells
Other Officers present:	Mitchell, City Manager Foley, City Attorney/General Counsel Cortez, City Clerk

### **PUBLIC HEARING:**

1. Redistricting Hearing to Receive Public Input regarding Draft Election District Maps Received and the City Council's Selection of a Map

### **RECOMMENDATION:**

That the City Council:

1. Receives a report from City staff about the redistricting process;
2. Receives a presentation about submitted draft maps and associated demographics;
3. Opens the Public Hearing to receive testimony;
4. Closes the Public Hearing;
5. Selects a City Council District Election Map; and
6. Directs Staff to return with an ordinance, and any other actions needed, to adopt the selected map at its February 8, 2022, meeting.

### **DISCUSSION**

Mayor Wells introduced the Assistant to the City Manager, David Richards, who stated that per the request of the PANA Group, Arabic, Dari and Pashtoo translators were made available by the City for those requiring live translation.

## **PUBLIC HEARING: (Continued)**

Only the Arabic translators, May Hlaihel and Clara Younan were utilized.

Mr. Richards stated that seven (7) emails had been received since the November 4, 2021 meeting, and those have been provided to the City Council. Mr. Richards provided a review of the redistricting process, and stated that the City received 13 map submissions for consideration. In addition, Mr. Richards stated that the map selected during the current meeting, will be adopted at the February 8, 2022, 7:00 p.m. meeting.

Mr. Richards provided information on the City's compliance with the FAIR MAPS Act (FMA) and, in many cases, its efforts to exceed FMA requirements regarding the Public Hearings time and locations, translation to languages required by the FMA and the additional languages provided by the City. Information was given on translated materials as required by the Secretary of State (SOS), and the additional languages the City translated to. Mr. Richards also overviewed the City's extensive outreach to the community in regards to social media post, e-notifications, press releases, flyers, banners, presentations to community groups, announcements during City Council meetings and notices posted and published. The City also exceeded the average redistricting timeline for a municipality in San Diego with an of 3 months for other cities to 7 months for El Cajon's process to provide more time for the community to gather information and participate.

National Demographics Consultant, Shannon Kelly stated that the current City of El Cajon map is in compliance of the requirements by the Federal Voter's Rights Act, State of California criteria and other traditional redistricting principles. Ms. Kelly mentioned that all submitted maps were accepted, but she stated a few of the maps had some area of concern in regards to compactness and geographic continuity, two principles that are part of the rules and goals of redistricting.

Mayor Wells opened the Public Hearing.

1. Paul Circo, submitted map 107 to clean up lines of the current map.
2. Yasmeen Obeid, representing Majdal Center, stated that the Arab community consider their gathering places as important as their residence and shopping locations, and spoke in support of map 112.
3. Ramah Awad, representing Majdal Center, spoke in support of map 112.
4. Jeanine Erikat, spoke in support of map 112.
5. Sarah Farouq, representing Majdal Center, spoke in support of map 112.
6. Jalal Hussain, via an Arabic translator, an El Cajon resident, spoke in support of map 112.
7. Jake Kane, Fletcher Hills resident spoke against map 111, which would divide the Fletcher Hills community, if a new map is to be selected, he suggest map 106.
8. Mohamed Erekat, representing Majdal Center, spoke in support of map 112.

**PUBLIC HEARING: (Continued)**

9. Kay LeMenager spoke in support of map 101 and spoke against map 108 which turns District 3 into District 4 and viceversa.
10. Anna Holmes spoke in support of the current map.
11. Asia Areigat, representing Majdal Center, spoke in support of map 112.
12. Basem Obeid, via an Arabic translator, stated he dines and shops in El Cajon.
13. Mumtaz Momand, Deputy Director of Afghan Community Culture Center, spoke in support of map 112.
14. Thobital Khateeb, via an Arabic translator, spoke in support of map 112.
15. Husam A. spoke in support of the current map.
16. Rima Alkhateeb, representing Majdal Center, spoke in support of map 112.
17. Hisham Alkhateeb, spoke in support of map 112.
18. Mohammed Tuama, spoke in support of maps 108 and 109.
19. Ashraf Kadoh, representing Majdal Center, spoke in support of map 112.

**MOTION BY WELLS, SECOND BY METCHEL, to CLOSE the Public Hearing.**

**MOTION CARRIED BY UNANIMOUS VOTE.**

Councilmember Goble requested that Consultant Shannon Kelly review all the maps and state whether or not they are within the guidelines established by the State and Federal laws.

Ms. Kelly stated the following:

- Map No. 100 – No concerns
- Map No. 101 – Compactness and some continuity concerns
- Map No. 102 – Compactness and some continuity concerns
- Map No. 103 – Compactness and some continuity concerns
- Map No. 104 – Compactness and some continuity concerns
- Map No. 105 – Compactness and some continuity concerns
- Map No. 106 – No concerns
- Map No. 107 – No concerns
- Map No. 108 – No concerns
- Map No. 109 – No concerns
- Map No. 110 – No concerns
- Map No. 111 – No concerns
- Map No. 112 – Compactness and some continuity concerns

Councilmember Goble stated he considered or measured the submitted maps against the current map, which is well balanced.



**PUBLIC HEARING: (Continued)**

Conversation ensued amongst Councilmembers regarding the following issues:

- Discussion of maps submitted;
- Concern for the shape of map 112;
- Encouraged constituents to reach out to any Councilmember regarding any problem;
- Minimal shift in demographics, as per the Census data;
- Changes to other maps such as the County, Assembly, Congress maps that may affect the City;
- Other communities of interest, such as people dealing with traffic issues on District 4; and
- Map 107 is very similar to the current map.

**MOTION BY KENDRICK, SECOND BY METCHEL, to ADOPT the existing map at the February 8, 2022 meeting.**

**MOTION CARRIED BY UNANIMOUS VOTE.**

**Adjournment: Mayor Wells adjourned the Redistricting Meeting of the City of EI at 11:50 a.m.**

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ANGELA L. CORTEZ, CMC  
City Clerk



City Council  
Agenda Report

Agenda Item 4.

**DATE:** February 8, 2022  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Marisol Thorn, Director of Human Resources  
**SUBJECT:** Revisions to the Communications Center Manager Classification and Salary

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**RECOMMENDATION:**

That the City Council approves and authorizes the changes to the Communications Center Manager Classification as stated in the staff report and described in the attached documents.

**BACKGROUND:**

Staff recommends changes to the Communications Center Manager Classification for the Police Department in an effort to align pay and minimum requirements with the local comparable job market. Specifically, staff recommends the following changes:

- Increasing the minimum required years of supervisory experience from one year to two years,
- Adding a required educational component to the minimum requirements, and
- Adjust the pay range by 15%.

The specific changes to the classification specification and pay range, which have been reviewed by the El Cajon Mid-Management Employees Group, are found in the attached documents.

**FISCAL IMPACT:**

Impacts to the Fiscal Year 2021-22 Police Department Annual Budget are being evaluated for possible mitigation. If necessary, a budget amendment may be requested as part of the Mid-Year Budget Adjustment Report.

Prepared By: Marisol Thorn, Director of Human Resources

Reviewed By:

Approved By: Graham Mitchell, City Manager

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Attachments

Proposed Classification Specification

Proposed Classification Specification Track Changes Version

**CITY OF EL CAJON**  
**Communications Center Manager**

Classified Service

**CLASSIFICATION DESCRIPTION**

**Function:**

Under administrative direction, plans, coordinates, and directs the work of the Police Department's Communications Division; performs related work as required.

**CLASS CHARACTERISTICS:**

This is the highest-level classification in the Police Dispatcher series. The incumbent plans, organizes, and directs the work of the Communications Center through subordinate shift supervisors. Incumbents in this position serve a one-year probationary period (If the incumbent does not meet the educational requirements upon hire, the probationary period is up to two years but no less than one-year).

**Representative Duties:**

- Plans, coordinates, and directs the work of Communications Center staff through subordinate supervisors;
- trains, supervises, and evaluates subordinate supervisors;
- monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures;
- recommends service and staffing levels;
- analyzes, develops, and implements communication and technical services policies and procedures;
- compiles and analyzes data and makes recommendations regarding equipment needs;
- prepares, administers, and monitors the division budget;
- participates in the selection of staff, evaluates performance, counsels employees, and initiates disciplinary action as appropriate;
- receives and responds to citizen complaints and questions regarding the Communications Center;
- orders equipment and furnishings for the Communication Center and arranges maintenance;
- monitors inventory and readiness of portable and mobile radios;

Bargaining Group: MMPEG

City of El Cajon  
Communications Center Manager

- maintains operational readiness of subordinate positions in the event of necessary relief;
- coordinates communication needs for the department and City events, e.g., D.U.I. check points, special details, Mother Goose Parade;
- creates CAD system and telephone data reports and surveillance video CDs upon request;
- represents the Police Department at professional meetings and in the community as assigned.

**Contacts and Relationships:**

Contacts are varied and include department supervisors and employees, the general public, and other law enforcement agencies.

**Accountability:**

The employee is accountable for the safe and efficient operation of the Communications Center in accordance with departmental policies and procedures and with applicable laws and regulations.

**Working Conditions:**

Essentially all of the employee's time is working indoors in a standard office setting; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**QUALIFICATIONS GUIDELINES**

**Experience:**

Five (5) years experience in a computer-aided dispatcher environment, which includes experience in dispatching, answering emergency and routine calls for service, and public contact work. Two years supervisory experience is required.

**Education:**

A Bachelor's degree from an accredited college or university with major course work in communications, criminal justice, public or business administration, or a related field.

Applicants who do not possess a degree must have the equivalent to the completion of the twelfth grade supplemented by college level course work and must submit a degree educational plan to be approved by Human Resources and the Chief of Police. The educational plan must outline in detail the degree major, list of all completed course work toward said degree, and include a timeline illustrating the remaining courses to be completed for successful achievement of the degree. Completion of a bachelor's degree program within 2 years of appointment is a prerequisite of passing probation.

**Physical Condition:**

Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

Employee requires sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; ability to communicate verbally to exchange information; see in normal visual range with or without correction; vision sufficient to read computer screens, printed documents, and overhead presentations, and to operate dispatching equipment; and hear in the normal audio range with or without correction.

**Abilities/Skills/Knowledge:**

- Ability to plan, organize, and direct the work of subordinate employees and other assigned staff;
- ability to establish and maintain effective working relationships;
- ability to supervise, train, and evaluate assigned staff;
- ability to effectively analyze and adopt a course of action in emergency situations;
- ability to analyze problems and employ corrective measures;
- ability to deal tactfully with the public and law enforcement personnel;
- considerable knowledge of operational principles and practices of a police radio-telephone (911) emergency communications and dispatch system;
- knowledge of departmental policies and procedures and applicable laws and municipal codes;
- knowledge of Public Records Act and protocols for the release of public information;
- knowledge of the Police Department's organizational structure.

**Special Requirements:**

Possession of or ability to obtain, prior to employment, a valid Class C drivers license with a safe driving record. Completion of the Police Officer Standards and Training (P.O.S.T.) certified Basic Dispatcher Course. Possession of a POST Dispatch Supervisor Certificate is preferred.

Established: 08/2008

Reviewed by City Manager: 08/19/2008

Approved by City Council: 08/26/2008

## CITY OF EL CAJON

### Communications Center Manager

Classified Service  
Bargaining Group: MMPEG

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#### **CLASSIFICATION DESCRIPTION**

**Function:** Under administrative direction, plans, coordinates, and directs the work of the Police Department's Communications Division; performs related work as required.

#### **CLASS CHARACTERISTICS:**

This is the highest-level classification in the Police Dispatcher series. The incumbent plans, organizes, and directs the work of the Communications Center through subordinate shift supervisors. Incumbents in this position serve a one-year probationary period. If the incumbent does not meet the educational requirements upon hire, the probationary period is up to two years but no less than one-year.

#### **Representative Duties:**

- Plans, coordinates, and directs the work of Communications Center staff through subordinate supervisors;
- trains, supervises, and evaluates subordinate supervisors;
- monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures;
- recommends service and staffing levels;
- analyzes, develops, and implements communication and technical services policies and procedures;
- compiles and analyzes data and makes recommendations regarding equipment needs;
- prepares, administers, and monitors the division budget;
- participates in the selection of staff, evaluates performance, counsels employees, and initiates disciplinary action as appropriate;
- receives and responds to citizen complaints and questions regarding the Communications Center;
- orders equipment and furnishings for the Communication Center and arranges maintenance;

City of El Cajon  
Communications Center Manager

- monitors inventory and readiness of portable and mobile radios;
- maintains operational readiness of subordinate positions in the event of necessary relief;
- ~~maintains cell phone and pager contracts and inventories;~~
- coordinates communication needs for the department and City events, e.g., D.U.I. check points, special details, Mother Goose Parade;
- ~~creates CAD system and telephone data reports and surveillance video CDs upon request;~~
- represents the Police Department at professional meetings and in the community as assigned.

**Deleted:** \* Remove. These duties are handled within the City IT department.¶

**Deleted:** <#>operates as the facility coordinator managing daily building operations, maintenance, facility CAL-OSHA compliance, Title 15 Jail Inspections, fire code inspections, etc.;\* Remove. These duties are handled within the police department's Inspections, Training, and Personnel division.¶

**Contacts and Relationships:** Contacts are varied and include department supervisors and employees, the general public, and other law enforcement agencies.

**Accountability:** The employee is accountable for the safe and efficient operation of the Communications Center in accordance with departmental policies and procedures and with applicable laws and regulations.

**Working Conditions:** Essentially all of the employee's time is working indoors in a standard office setting; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

### QUALIFICATIONS GUIDELINES

**Experience:** Five (5) years experience in a computer-aided dispatcher environment, which includes experience in dispatching, answering emergency and routine calls for service, and public contact work. ~~One~~ Two years supervisory experience is required.

**Deleted:** Three

**Education:**

A Bachelor's degree from an accredited college or university with major course work in communications, criminal justice, public or business administration, or a related field.

Applicants who do not possess a degree must have the equivalent to the completion of the twelfth grade supplemented by college level course work and must submit a degree educational plan to be approved by Human Resources and the Chief of Police. The educational plan must outline in detail the degree major, list of all completed course work toward said degree, and include a timeline illustrating the remaining courses to be completed for successful achievement of the degree. Completion of a bachelor's degree program within 2 years of appointment is a prerequisite of passing probation.

**Deleted:** Educational achievement equivalent to completion of high school supplemented by college level coursework in emergency service communications, law enforcement or a closely related field.

**Physical Condition:** Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

City of El Cajon  
Communications Center Manager

Employee requires sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; ability to communicate verbally to exchange information; see in normal visual range with or without correction; vision sufficient to read computer screens, printed documents, and overhead presentations, and to operate dispatching equipment; and hear in the normal audio range with or without correction.

**Abilities/Skills/Knowledge:**

- Ability to plan, organize, and direct the work of subordinate employees and other assigned staff;
- ability to establish and maintain effective working relationships;
- ability to supervise, train, and evaluate assigned staff;
- ability to effectively analyze and adopt a course of action in emergency situations;
- ability to analyze problems and employ corrective measures;
- ability to deal tactfully with the public and law enforcement personnel;
- considerable knowledge of operational principles and practices of a police radio-telephone (911) emergency communications and dispatch system;
- knowledge of departmental policies and procedures and applicable laws and municipal codes;
- knowledge of Public Records Act and protocols for the release of public information;
- knowledge of the Police Department's organizational structure.

**Special Requirements:** Possession of or ability to obtain, prior to employment, a valid Class C drivers license with a safe driving record. Completion of the Police Officer Standards and Training (P.O.S.T.) certified Basic Dispatcher Course. **Possession of a POST Dispatch Supervisor Certificate is preferred.**

Established: 08/2008  
Reviewed by City Manager: 08/19/2008  
Approved by City Council: 08/26/2008

Deleted: 1



## MODIFICATION TO SALARY SCHEDULE

Represented EMPLOYEE salary schedule shall be amended as follows:

1. Effective February 7, 2022 15% market adjustment.

CLASSIFICATIONS	Salary Range Effective February 7, 2022	Step A (Hourly)	Step E (Hourly)
Communications Center Manager	111.6	\$44.91	\$54.71

2. 2.5% general increase to all represented classifications effective the first paycheck issued in July 2022.

CLASSIFICATIONS	Salary Range Effective July 2022	Step A (Hourly)	Step E (Hourly)
Communications Center Manager	112.6	\$46.03	\$56.08



City Council  
Agenda Report

Agenda Item 5.

**DATE:** February 8, 2022  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Morgan Foley, City Attorney  
**SUBJECT:** City Attorney Staff Members

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**RECOMMENDATION:**

That the City Council adopts the next Resolution, in order, appointing the professional staff of the City Attorney's Department effective February 8, 2022.

**BACKGROUND:**

The office of the City Attorney is staffed by principals and associates of the municipal law department of the law offices of McDougal, Love, Boehmer, Foley, Lyon & Mitchell. These appointments periodically change with the departures and additions of personnel, and this action is necessary to update the list of current staff.

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Attachments

Resolution

RESOLUTION NO. \_\_-22

RESOLUTION APPOINTING CITY ATTORNEY STAFF  
OF THE CITY OF EL CAJON

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

The City Attorney staff members are appointed, effective February 8, 2022, as  
follows:

Morgan L. Foley, City Attorney

M. Anne Cirina, Assistant City Attorney

Cory R. Lacy, Assistant City Attorney

Jennifer M. Lyon, Assistant City Attorney

Barbara C. Luck, Staff Attorney



## City Council Agenda Report

Agenda Item 6.

**DATE:** February 8, 2022  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Mike Moulton, Chief of Police  
**SUBJECT:** 2018 Operation Stonegarden Grant (OPSG) - Funded by the Office of Homeland Security

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### RECOMMENDATION:

That the City Council takes the following actions:

1. Authorizes the City Manager or designee to accept the 2018 Operation Stonegarden Grant (OPSG) in the amount of \$25,000, and to execute any grant documents and agreements necessary for the receipt and use of these funds; and
2. Appropriates funding in the amount of \$25,000 to reimburse the El Cajon Police Department for overtime (\$22,000), fringe benefits (\$933), and mileage costs (\$2,067) while participating in OPSG coordinated operations.

### BACKGROUND:

Operation Stonegarden Grant (OPSG) is funded by the U.S. Department of Homeland Security and administered by the San Diego County Sheriff's Department. Through a partnership with the Office of Homeland Security, Customs and Border Protection/Border Patrol, and several local law enforcement agencies, the Stonegarden mission is to:

- disrupt and degrade targeted transnational criminal organizations (TCOs),
- expand opportunities to work cooperatively with several regional agencies on border-related crime, and
- maximize intelligence gathering and enforcement opportunities targeting drug and weapons smuggling, criminal transportation cells, and other border-related crime.

Multi-agency operations, funded through OPSG, will saturate areas known to be used by transnational drug and smuggling groups. The large law enforcement presence will serve as a criminal deterrent and help to maintain secure borders. These operations promote cooperation in the region and lead to drug and vehicle seizures, as well as arrests. These multi-agency operations include target-based, intelligence-led operations, high-profile saturation patrols, undercover operations, and interdiction details. The primary areas of focus will be the I-8 egress and the surrounding feeder roads and areas. The El Cajon Police Department will utilize the OPSG funding for overtime, fringe benefits, and mileage costs, in order to participate in these coordinated operations.

**FISCAL IMPACT:**

The 2018 Stonegarden grant will provide \$25,000 in funding to the Police Special Revenue Fund (225900) and will not impact the General Fund. No matching funds are required for this grant. These funds will be used by the El Cajon Police Department for the projects listed above or as modified in the grant workbook and approved by the granting agency.

Prepared By: Jennifer Lytle, Management Analyst

Reviewed By: Mike Moulton, Police Chief

Approved By: Graham Mitchell, City Manager

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City Council  
Agenda Report

**DATE:** February 8, 2022  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Graham Mitchell, City Manager  
**SUBJECT:** *TransNet* Funding for MTS Operations

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RECOMMENDATION:

That the City Council adopts the next Resolution, in order, calling on the SANDAG Board of Directors to continue funding San Diego Metropolitan Transit System Services with 8.1% of voter-approved *TransNet* revenue.

BACKGROUND:

In 2004, two-thirds of San Diego County voters (or approximately 1.2 million voters) approved an extension of the *TransNet* sales tax ordinance. *TransNet* included an expenditure plan which gave voters assurances that funds would be spent to improve specific highways, perform other capital improvements, and fund mass transit bus and trolley services. The expenditure plan specifically called out that 8.1% of *TransNet* revenue would be allocated to MTS for its operation. The *TransNet* revenue stream makes up approximately 10% of MTS's operational revenue.

Because SANDAG's revenue projects were inflated, SANDAG provided notice that it would not forward 8.1% of *TransNet* revenue to MTS, despite the expenditure plan approved by voters in 2004. Since then, SANDAG and MTS staff have met and developed a plan that would ensure MTS would be made whole for the next eight years. Furthermore, SANDAG agreed to look to other regional resources to extend that funding timeline.

Although this is good news for the region, this verbal agreement still does not meet the wishes of the voters that supported *TransNet* in 2004. Staff has prepared a resolution that calls on the SANDAG Board of Directors to fully fund MTS according to the expenditure plan approved by the voters.

Prepared By: Graham Mitchell, City Manager  
Reviewed By: N/A  
Approved By: Graham Mitchell, City Manager

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Attachments

Resolution

RESOLUTION NO. \_\_\_-22

RESOLUTION OF THE EL CAJON CITY COUNCIL CALLING ON THE  
SANDAG BOARD OF DIRECTORS TO CONTINUE FUNDING  
SAN DIEGO METROPOLITAN TRANSIT SYSTEM SERVICES  
WITH 8.1 PERCENT OF *TRANSNET* REVENUE AND TO  
FOLLOW THE EXPLICIT DIRECTION GIVEN BY THE VOTERS IN  
SAN DIEGO COUNTY THAT APPROVED THE  
2004 TRANSNET EXPENDITURE PLAN

WHEREAS, the San Diego Metropolitan Transit System ("MTS") provides mass transit services to City of El Cajon (the "City") residents and serves the greater San Diego region by operating a regional system of buses and trolleys, serving an average of 88 million riders annually, and within the City, MTS offers riders approximately two-hundred bus stops and three trolley stops; and

WHEREAS, a 2019 Economic Impact Study of MTS prepared by Point Loma Nazarene University indicated a per capita ridership rate of 32.9 rides per person in El Cajon, confirming that a significant number of El Cajon residents rely on the MTS transit system to get to and from work, family, grocery stores, and health provider appointments; and

WHEREAS, a reduction in operating funds will likely negatively impact transit frequencies and system reliability, thereby reducing transit effectiveness to the detriment of El Cajon residents; and

WHEREAS, in 2004 San Diego County voters approved the reauthorization of the *TransNet* sales tax along with SANDAG's expenditure plan for these tax revenues, which plan provides that 8.1% of *TransNet* sales tax revenues are to be used for operations of *TransNet* funded mass transit services; and

WHEREAS, the voter-approved amount of *TransNet* funding makes up approximately 10% of the current MTS services budget, making the MTS system reliant upon *TransNet* funding from SANDAG to deliver efficient and reliable mass transit to El Cajon residents; and

WHEREAS, due to *TransNet* revenue shortfalls, the SANDAG Board of Directors has indicated that the 8.1% *TransNet* fund planned for mass transit projects and, in particular, the MTS transit system, will cease to be available to MTS, which would have a devastating impact on MTS and its ability to provide these vital transportation services to the region's most vulnerable residents.

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

1. The El Cajon City Council hereby calls on the SANDAG Board of Directors to follow the explicit direction given by San Diego County voters and to continue funding projects and programs identified in the *TransNet* Expenditure Plan, including the provision of 8.1% of *TransNet* revenue for *TransNet* created transit services.
2. That SANDAG work to resolve the shortfall in the 8.1% *TransNet* fund so that these vital services promised to the voters will continue to operate to the benefit of the entire region.



City Council  
Agenda Report

**DATE:** February 8, 2022  
**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:

January 22, 2022 – City Council Redistricting Meeting  
January 27, 2022 – Policy Advisory Committee Appointments East County Mayors Meeting  
January 27, 2022 – Priority Goal-Setting Workshop  
January 28, 2022 – SANDAG Board of Directors Meeting  
January 31, 2022 – RTFH Intergovernmental Round Table  
February 8, 2022 – Attend 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 9.

**DATE:** February 8, 2022

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Councilmember Goble

**SUBJECT: COUNCILMEMBER STEVE GOBLE**

MTS (Metropolitan Transit System Board); East County Advanced Water Purification Joint Powers Authority Board; Chamber of Commerce – Government Affairs Committee; SANDAG – Board of Directors – Alternate; SANDAG Public Safety Committee – Alternate; METRO Commission/Wastewater 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:

January 21, 2022 - SANDAG Public Safety Meeting  
January 21, 2022 - Email to Shanna re: status of permit  
January 24, 2022 - Email to Gary B re: status of permit  
January 24, 2022 - Emails to MTS re: SANDAG proposal  
January 26, 2022 - East County Chamber Lunch n Learn Meeting  
January 27, 2022 - City Council Goal Workshop  
January 28, 2022 - Meeting @ Allen Airways re: County WFO  
January 28, 2022 - Question from Frank @ Cafe Bella re: grant  
January 31, 2022 - Emails with Patrick H re: Traffic on Bluebell  
February 1, 2022 - Chamber Gov't Affairs Meeting  
February 1, 2022 - Phone call w/City Manager re: County WFO  
February 2, 2022 - Emails to Zeb @ Rock Church re: Dec programs  
February 3, 2022 - Meeting w/Sup. Anderson  
February 4, 2022 - Chamber First Friday Breakfast  
February 7, 2022 - Gillespie Field Aviators Press Conference  
February 7, 2022 - Meeting with City Manager

February 8, 2022 - County Hearing on WFO  
February 8, 2022 - City Council Meeting(s)

I am available to answer questions.

Submitted By: Steve Goble, Councilmember

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City Council  
Agenda Report

**DATE:** February 8, 2022  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Councilmember Kendrick  
**SUBJECT: COUNCILMEMBER GARY KENDRICK**  
METRO Commission/Wastewater JPA; Heartland Communications;  
Heartland Fire Training 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:

January 27, 2022 – Heartland Fire Communications Meeting  
January 27, 2022 – Priority Goal-Setting Workshop  
February 3, 2022 – Metro Wastewater JPA Meeting  
February 8, 2022 – Attend City Council Meeting(s)

I am available to answer questions.

Submitted By: Gary Kendrick, Mayor Pro Tem

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City Council  
Agenda Report

**DATE:** February 8, 2022

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Deputy Mayor Metschel

**SUBJECT: DEPUTY MAYOR MICHELLE METSCHEL**

Harry Griffen Park Joint Steering Committee; Heartland Communications – Alternate; Heartland Fire Training 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:

January 27, 2022 – Priority Goal-Setting Workshop  
February 8, 2022 – Attend City Council Meeting(s)

I am available to answer questions.

Submitted By: Michelle Metschel, Councilmember

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City Council  
Agenda Report

Agenda Item 12.

**DATE:** February 8, 2022

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Councilmember Ortiz

**SUBJECT: COUNCILMEMBER PHIL ORTIZ**

League of California Cities, San Diego Division; East County Economic Development Council; MTS (Metropolitan Transit System Board) – Alternate; East County Advanced Water Purification Joint Powers Authority Board – Alternate; Chamber of Commerce – Government Affairs Committee – 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:

January 26, 2022 – BIA Panel discussion, YGen Event

January 27, 2022 – East County Young Professionals Event

January 27, 2022 – Priority Goal-Setting Workshop

January 28, 2022 – Working Families Ordinance informational meeting

February 3, 2022 – Working Families Ordinance Meeting w/Supervisor Anderson - City of El Cajon

February 8, 2022 – Attend City Council Meeting(s)

I am available to answer questions.

Submitted By: Phil Ortiz, Councilmember

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